

**LYNCHBURG CITY COUNCIL
PHYSICAL DEVELOPMENT COMMITTEE**

**Tuesday, October 9, 2018
8:00 a.m.**

Information Items

Recent/Pending Contract Awards: n/a

Update on priority projects: -See attached report.

General Business

- | | |
|--|--------------|
| 1. Lease request- Meanwhile Back at the Farm- 3815 Old Forest Road | Clay Simmons |
| 2. License Agreement- Tesla Energy Operations | Lee Newland |
| 3. Highway Safety Improvement Program (HSIP) Resolution of Support | Don Deberry |
| 4. Logans Lane/Leesville Road Turn Lanes Change Order | Lee Newland |
| 5. Roll Call | |

Pc: Bonnie Svrcek, City Manager
Reid Wodicka, Deputy City Manager
John Hughes, Assistant City Manager
Council Members
Gaynelle Hart, Director of Public Works
News & Advance

Next Meeting: November 13, 2018

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

October 9, 2018

Projects of Interest		Phase	Phase Completion	Sch	Bud	Notes
Timberlake / Logan's Lane Intersection	*	Construction	October 2018			Construction Underway - Leesville Turn Lanes May be Added
Wards Ferry Road Improvements @ Heritage	*	Construction	October 2018			Construction Underway - Completing this Month
Main Street Bridge	*	Construction	November 2018			Construction Underway - Walls Poured - Proceeding on Schedule
Fifth Street Phase 3		Construction	June 2019			Construction Underway
Liberty Mountain Drive - Phase 3		Construction	August 2019			Construction Underway
Odd Fellows Road - Section B2	*	Construction	May 2019	V	V	Construction Underway - Bridge to Close on October 9
VDOT Median Barrier Replacement 29 North		Construction	December 2018	V	V	Construction Underway
Downtown Watermain Replacement & Streetscape 2		Design	May 2019			Survey and Design Underway
Main Street Renewal Project		Design	April 2019			Survey and Design Underway and working with AEP
Indian Hill Road Bridge		Design	August 2018			In Design
College Lake Dam		Preliminary	June 2019	**		Environmental Permitting Underway -
One Way Pairs @ 501/221	*	Preliminary	June 2019			NEPA Document Underway - Public Meeting October Held on 4th
Police Department Headquarters		Preliminary	December 2018			Environmental and Demolition RFP's Being Prepared -

LEGEND

Schedule -

Green		0-5% Behind
Yellow		5-10% Behind
Red		> 10% Behind
V	V	VDOT Managed

Budget -

Green		0-10% Over
Yellow		10-20% Over
Red		> 20% Over
V	V	VDOT Managed

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 9, 2018 Physical Development Committee**

AGENDA ITEM #:

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

**ITEM TITLE: Meanwhile Back At The Farm, LLC Request for Lease of City Owned Property at
3815 Old Forest Road**

KEY ELEMENTS:

___Economic Development **X**Excellent Government **X**Natural and Built Environment ___Safe Community __Vibrant Community

RECOMMENDATION: Forward to City Council to hold a public hearing and grant Meanwhile Back At The Farm, LLC a lease agreement on City owned property at 3815 Old Forest Road.

SUMMARY: Meanwhile Back At The Farm, LLC has requested a lease of City owned property at 3815 Old Forest Road. They have agreed to pay \$8,400 per year with the initial term of 1 year. They would like to have an option for additional 1 year terms upon mutual agreement until the building is ready for demolition as part of the Route 501/221 One Way Pair project (pending VDOT funding approval). By securing this lease the City receives some income from the structure until the roadway project comes through for construction.

PRIOR ACTION(S): None

FISCAL IMPACT: None

CONTACT(S): Clay Simmons, Deputy Director of Public Works-455-4443
Gaynelle Hart, Director of Public Works-455-4406

ATTACHMENT(S): None

REVIEWED BY:

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 9, 2018 Physical Development Committee**

AGENDA ITEM NO.:

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: License Agreement for installation of electrical conduit under City Streets for Tesla Energy Operations, Inc. to install wiring for solar arrays

RECOMMENDATION: Forward to City Council to hold a public hearing and consider granting Tesla Energy Operations, Inc. a License Agreement to place electrical conduits in city owned right-of-way across College Street in two different locations as seen on the attached route map.

SUMMARY: Tesla Energy Operations, Inc. has submitted a request for installation of approximately 80 feet of electrical conduits and cable in City Right of Way across College Street from 1129 McCausland Street to 1501 Lakeside Drive and from 503 Westwood Avenue to 1501 Lakeside Drive. These bores will allow Solar Arrays to be installed on University of Lynchburg property with the controls being across College Street on their main campus.

PRIOR ACTION(S): None

FISCAL IMPACT: None

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

ATTACHMENT(S): Route Map

REVIEWED BY:



- Streets
- Addresses
- Legal Lot Lines
- Vacated Right of Way
- Parcels
- Owner Unknown
- Survey Gap
- Assessed By County



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.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 9, 2018 Physical Development Committee**

AGENDA ITEM #:

CONSENT:
ACTION: X

REGULAR: X
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Highway Safety Improvement Program (HSIP) Resolution of Support

KEY ELEMENTS:

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

RECOMMENDATION: Review proposed HSIP projects and recommend Council to adopt a resolution of support for submitting these projects to the Virginia Department of Transportation (VDOT) for funding.

SUMMARY: The following projects were suggested by the newly formed Lynchburg Pedestrian Advisory Committee and are proposed for submission for funding:

HSIP Rail

1. Forest Brook Rd. – Add new pedestrian crossing to existing rail crossing.
2. Chapel Ln. – Install new grade crossing to replace existing signs only crossing.

HSIP Bike / Pedestrian

1. Langhorne Rd. North Side – From Tate Springs to Atherholt
2. Wyndale Dr. From Lakeside to Lakeside and to school property on Fleetwood
3. Old Graves Mill Road – fill in the gaps from Timberlake Rd. to Graves Mill Road.
4. Mountain View Drive – From Laxton Rd. to Wood Rd.

PRIOR ACTION(S): None

FISCAL IMPACT: Varies from 0% for Rail to 20% for Pedestrian project. Estimate City Share

Langhorne Road	\$250,000	\$50,000
Wyndale Drive	\$660,000	\$132,000
Old Graves Mill Road	\$1,260,000	\$252,000
Mountain View Drive	<u>\$175,000</u>	<u>\$35,000</u>
Totals	<u>\$2,345,000</u>	<u>\$469,000</u>

CONTACT(S): Don DeBerry, City Transportation Engineer – 455-3935
Lee Newland, City Engineer – 455-3947
Gaynelle Hart, Director Public Works – 455-4406

ATTACHMENT(S): Project aerial mapping

REVIEWED BY:

A RESOLUTION BY THE COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA,
ENDORISING THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) HIGHWAY SAFETY
IMPROVEMENT PROGRAM APPLICATIONS

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution of support be received from the local jurisdiction requesting the Virginia Department of Transportation (VDOT) establish and fund projects in the City of Lynchburg.

NOW, THEREFORE, BE IT RESOLVED, that the City of Lynchburg does support and requests the Commonwealth Transportation Board to establish and fund, for the Highway Safety Improvement program application for the projects including; 1. Forest Brook Rd. – Add new pedestrian crossing to existing rail crossing. 2. Chapel Ln. – Install new rail road grade crossing to replace existing signs only crossing. 3. Langhorne Rd. North Side – Add sidewalk from Tate Springs to Atherholt. 4. Wyndale Dr. Add sidewalk from Lakeside to Lakeside and to school property on Fleetwood 5. Old Graves Mill Road – fill in the gaps in the sidewalk from Timberlake Rd. to Graves Mill Road. 6. Mountain View Drive – From Laxton Rd. to Wood Rd. as shown herein titled “Resolution of support for Highway Safety Improvement project applications” for the October 23, 2018 City Council agenda.

BE IT FURTHER RESOLVED THAT: The City of Lynchburg hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of these projects in accordance with the project financial documents.

BE IT FURTHER RESOLVED THAT: The City of Lynchburg hereby agrees to enter into project administration agreements with VDOT and provide the necessary oversight to ensure the projects are developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the projects.

BE IT FURTHER RESOLVED THAT: The City of Lynchburg will be responsible for maintenance and operating costs of the facilities as constructed unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED THAT: If the City of Lynchburg subsequently elects to cancel any of the projects, the City of Lynchburg hereby agrees to reimburse VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The City of Lynchburg also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

BE IT FURTHER RESOLVED THAT: The Council of the City of Lynchburg hereby grants authority for the City Manager to apply for funds and execute project administration agreements, as well as other documents necessary for approved projects.

Adopted: October 23, 2018

Certified: _____ Clerk of Council

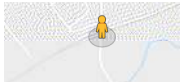


Lynchburg, Virginia

Google, Inc.

Street View - Aug 2015

Image capture: Aug 2015 © 2018 Google





Google

Lynchburg, Virginia

Google, Inc.

Street View - Aug 2015

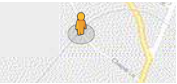


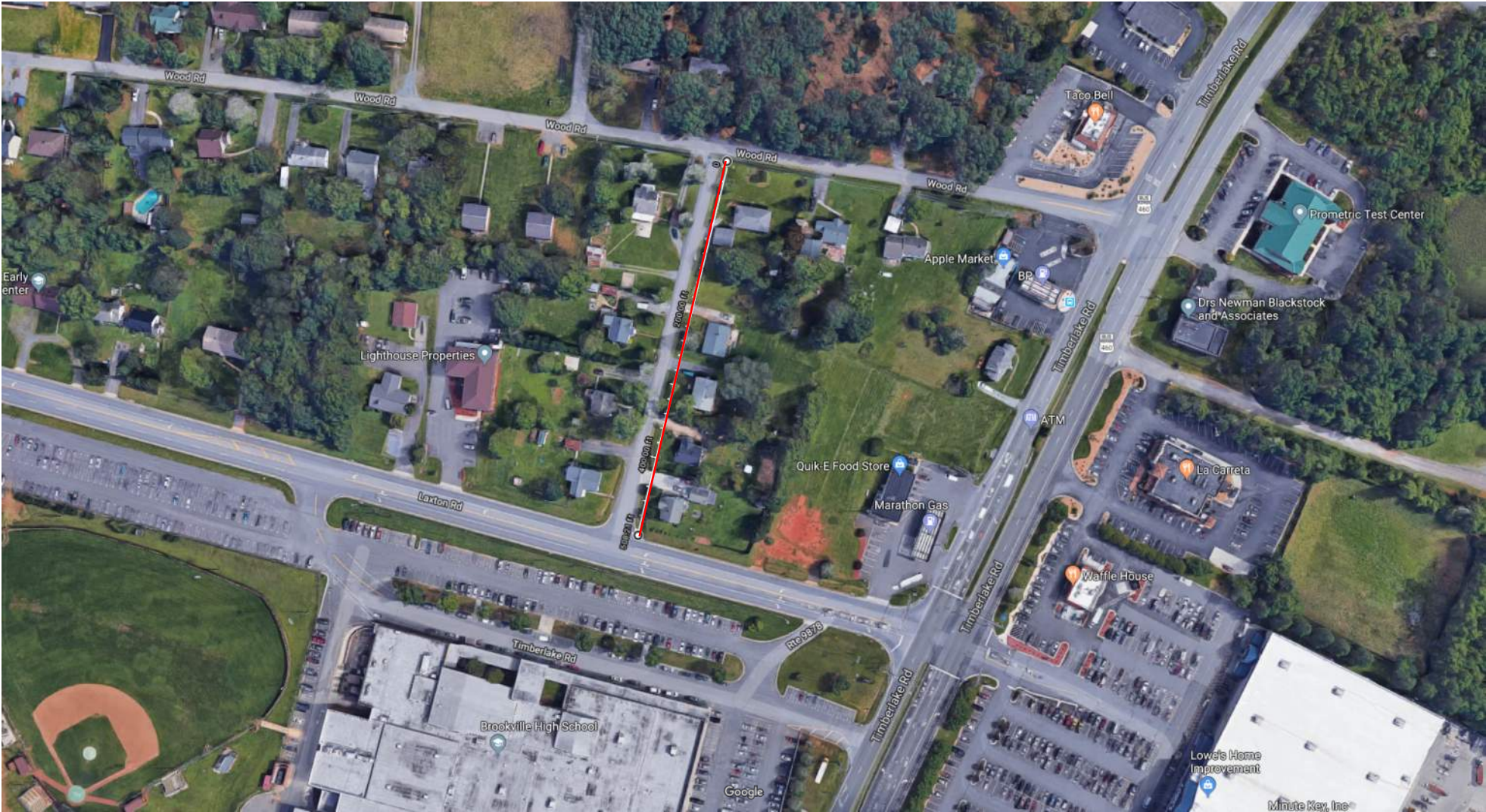
Image capture: Aug 2015 © 2018 Google



Measure distance
Total distance: 1,000.36 ft (304.91 m)







Measure distance
Total distance: 508.21 ft (154.90 m)

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 9, 2018, Physical Development Committee**

AGENDA ITEM #:

CONSENT:
ACTION: X

REGULAR: X
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Logans Lane / Leesville Road Turn Lanes Change Order

KEY ELEMENTS:

___Economic Development XExcellent Government XNatural and Built Environment ___Safe Community ___Vibrant Community

RECOMMENDATION: Forward to Council to adopt a resolution to approve a change order in the amount not to exceed \$ 1,271,875 to add the turn lanes and complete the improvements to the area.

SUMMARY: The Logans Lane project started as an area wide improvement that included work from Long Meadows Drive to Leesville Road along Fort Avenue/Timberlake Road. After design was started the improvements planned exceeded the project budget so the last portion, turn lane improvements at Leesville Road, was removed from the project. When the project was awarded, the bid was below the budget and staff decided to pursue adding back the turn lane portion to finish the area improvements. Since this is a Virginia Department of Transportation Revenue Sharing Project, the additional work will need to be added to the current contract. The estimated construction cost is over the 25% cap that has to be approved by City Council, so this is to inform PDC and answer any questions before the Agenda Item goes to full council for the October 23, 2018 meeting.

Copies of the proposed improvements are attached to this report. A full size plan will be available for the meeting.

PRIOR ACTION(S): PDC as information May 8, 2018

FISCAL IMPACT: 50% of total change order to be funded by local funds already appropriated in project.

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

ATTACHMENT(S): Location of Project
Plans for Improvement
Resolution

REVIEWED BY:

RESOLUTION:

BE IT RESOLVED THAT a change order up to the amount of \$ 1,271,875 is approved to complete the Logans Lane Project by adding the turn lanes at Leesville Road as a VDOT Revenue Sharing Project.

Introduced:

Adopted:

Certified: _____
Clerk of Council



**PROJECT AREA
4.0 ACRES**

THRU AND RT TURN

**DUAL LEFT
TURN LANES**

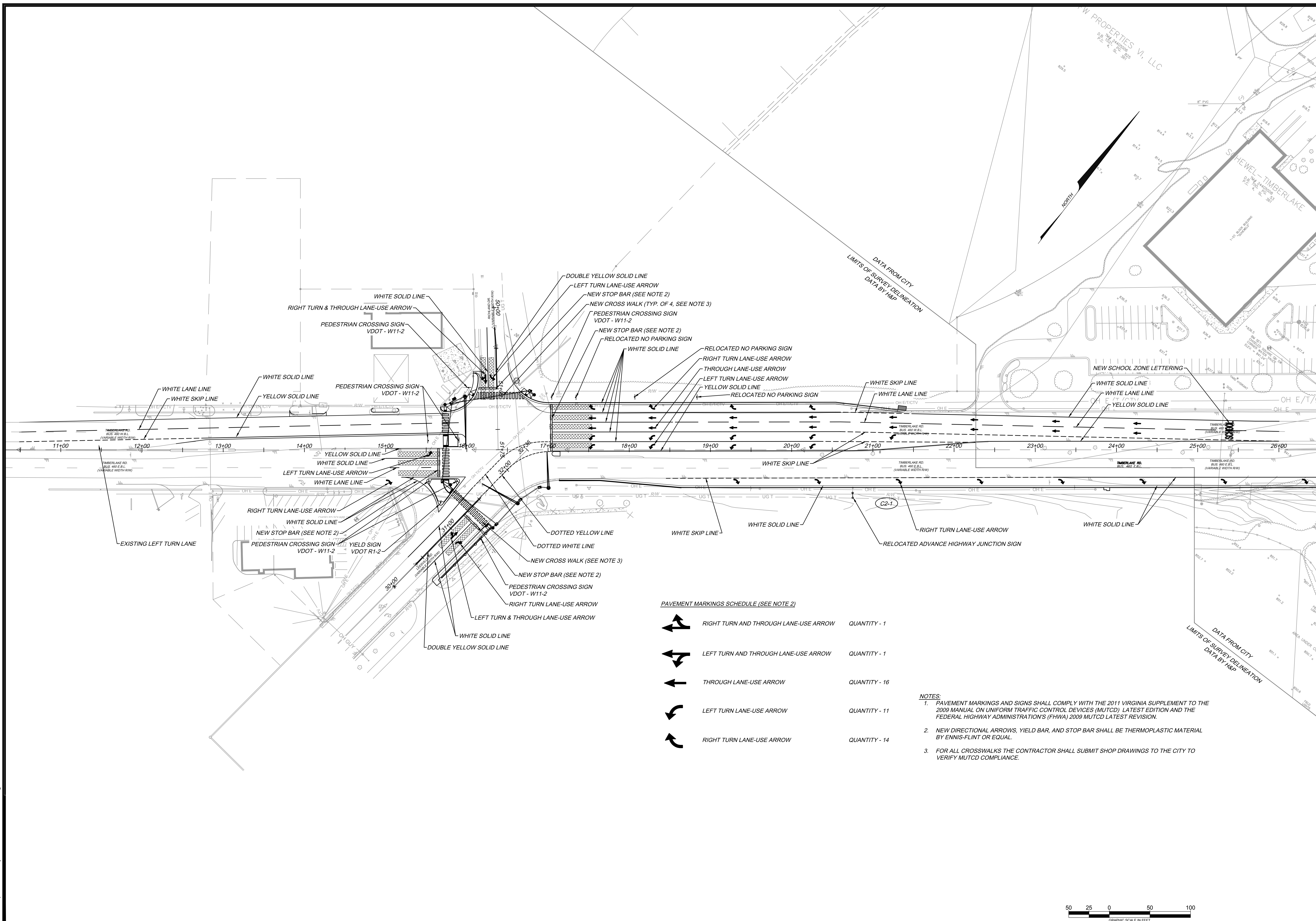
ADD THRU LANE

**EXTEND RIGHT TURN LANE
FROM LEESVILLE TO WARDS
FERRY RD**

**REDESIGN SIGNAL but
COORDINATE WITH SIGNAL
at WARDS FERRY RD**

**DUAL THRU LANES
MODIFYING YIELD
ISLAND**

**MODIFY MIDDLE ISLAND TO
CLOSE LEFT WESTBOUND**



COUNCIL MEMBER WILDER WILL GIVE THE INVOCATION

A G E N D A

City Council Meeting of October 9, 2018

2:30 – 3:30 P.M.

❖ Tour of Academy Center of the Arts

4:00 P.M.

1. #Reinvest Lynchburg City Schools Report
2. Horizon Behavioral Health Annual Report
3. Automobile Sales in B-4, Urban Commercial District
4. City of Lynchburg Medical Coverage January – December 2019
5. Roll Call

7:30 P.M.

City Council Agenda Items

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 three 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 PRESENTATIONS: Public presentations 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 3 minutes; or group spokesperson up to 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**

RECOGNITIONS

❖ VML Award – Community Action Team (CAT)

CONSENT AGENDA

- #6. Consideration of approving the minutes of the September 25, 2018 meeting.
- *#7. Consideration of adopting Resolution #R-18-078 to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$10,780 with resources from a grant from the Library of Virginia to preserve Marriage Bonds M-Z, 1805 – 1824 and Marriage Bonds A-I, 1825-1834 at the Lynchburg Circuit Court Clerk's Office.
- *#8. Consideration of adopting Resolution #R -18-079 to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$27,225 with resources of \$18,150 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$7,924 and \$1,151 transferred from the FY 2019 General Fund Police Department budget to provide funds for speed enforcement activities.
- *#9. Consideration of adopting Resolution #R-18-081 to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$61,928 with resources of \$41,285 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$17,698 and \$2,945 transferred from the FY 2018 General Fund Police Department budget to provide selective enforcement activities, alcohol testing equipment and attend related training.
-

PUBLIC HEARING

- #10. Public hearing regarding the petition of Michael Dillard for a Conditional Use Permit at 3600 Campbell Avenue to allow the conversion of an existing dwelling into a duplex in a B-3, Community Business District.
(File: Community Development) #R-18-_____
- #11. Public hearing to execute a lease agreement with Meanwhile Back At The Farm, LLC for the occupation and use of the City-owned property located at 3815 Old Forest Road.
(File: Public Works) #R-18-_____
- #12. Public hearing regarding a Resolution to adopt the Downtown 2040 Master Plan.
(File: Community Development) #R-18-_____
-

GENERAL BUSINESS

- #13. Consideration of adopting a Resolution for the issuance of up to \$15,000,000 in Bonds for Randolph College through the Economic Development Authority.
(File: Economic Development) #R-18-_____
- #14. Consideration of introducing a Resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$239,695 with resources of \$217,905 from the Department of Homeland Security Federal Emergency Management Agency – Assistance to Firefighter's (AFG) and \$21,790 appropriated from the Fire Department General Fund Budget to purchase (179) firefighter self-rescue devices, more commonly referred to as Bail-out devices.
(File: Fire) #R-18-_____

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 9, 2018**

AGENDA ITEM #: **1**

CONSENT:
ACTION:

REGULAR:
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: #Reinvest Lynchburg City Schools Report

KEY ELEMENTS:

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

RECOMMENDATION: Hear a presentation from Dr. Crystal M. Edwards, Superintendent, Lynchburg City Schools (LCS) on #ReinvestLCS.

SUMMARY: Prior to development of the FY 2020 Operating and Capital Budgets, the City Manager has brought various "big" issues to City Council for information. Council has recently heard information reports on Re-engineering Trash Collection and Recycling, Recruitment, Retention and Rightsizing the Lynchburg Police Department, Code Compliance and the City-wide Salary Study.

Given the City's investment in LCS, Dr. Edwards will provide an overview of various data points and issues projected to impact the FY 2020 Operating and Capital budgets.

PRIOR ACTION(S): Annual funding for Lynchburg City Schools

FISCAL IMPACT: To be determined

CONTACT(S): Dr. Crystal M. Edwards, Superintendent, Lynchburg City Schools, (434) 515-5070

ATTACHMENT(S): #ReinvestLCS, Presentation to City Council, October 9, 2018

REVIEWED BY: bms

117K



#ReinvestLCS



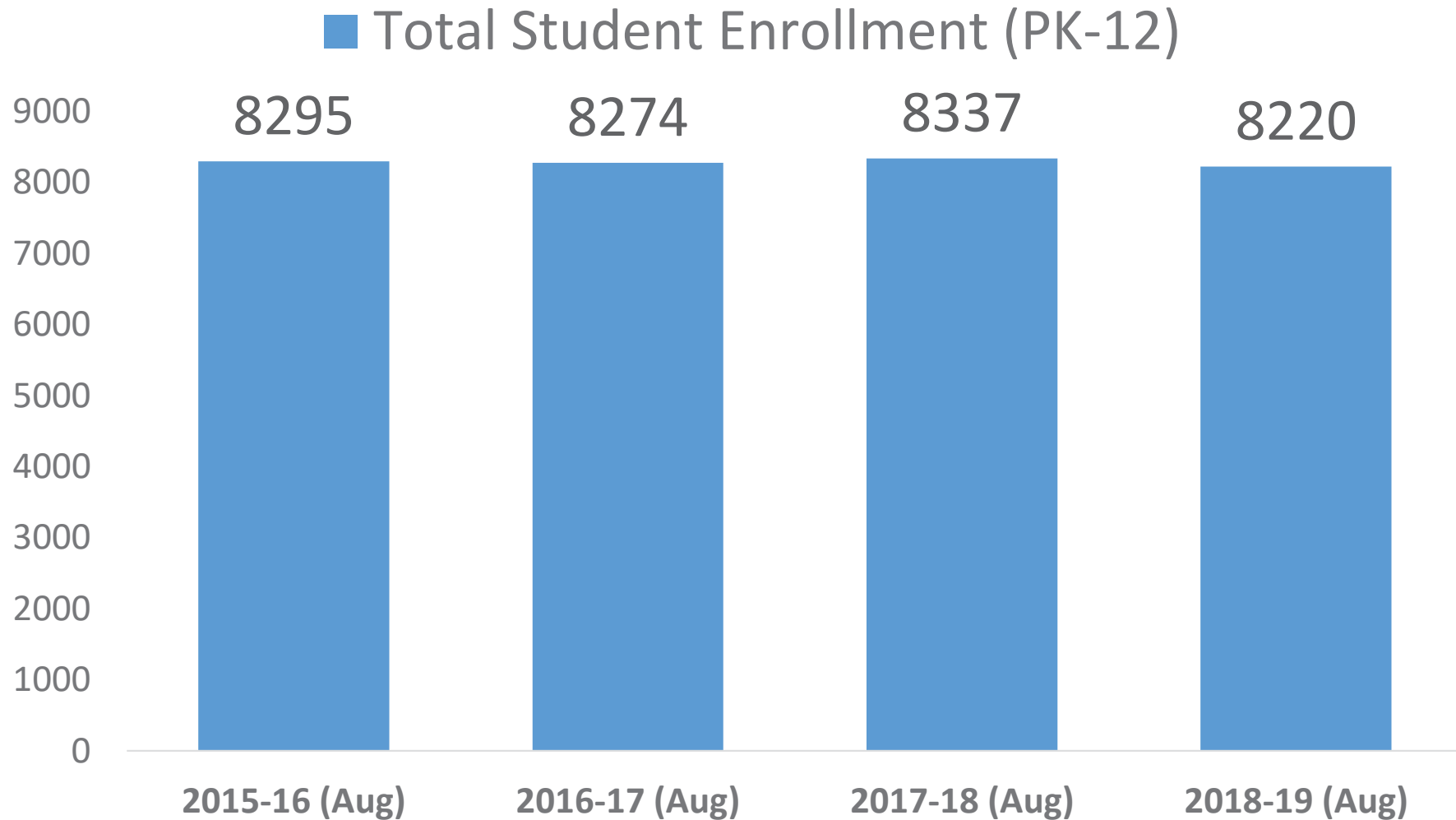
Presentation to City Council

Dr. Crystal M. Edwards
Superintendent
October 9, 2018

Every Child,
by Name and by Need,
to Graduation

...and beyond

Every Child



This chart is not the average daily membership (ADM)



By Name and By Need

“BY NEED” May Also Include:

- Literacy Specialist
- Special Education Teacher
- Instructional Assistant
- Behavioral Specialist
- Social Worker



[Photo Credit: GetDrawings.com](http://GetDrawings.com)



[Photo Credit: youwerebornrich.wordpress.com](http://youwerebornrich.wordpress.com)

To Graduation...*and Beyond*

Achieve and apply
appropriate academic and
technical knowledge

CONTENT KNOWLEDGE

Attain and demonstrate
productive workplace skills,
qualities, and behaviors

WORKPLACE SKILLS

CAREER PLANNING

Align knowledge, skills,
and personal interests with
career opportunities

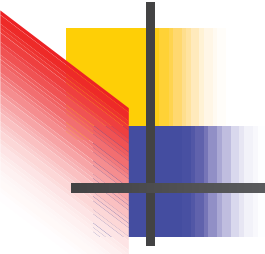
COMMUNITY AND
CIVIC RESPONSIBILITY

Build connections and value
for interactions with diverse
communities



Fully Accredited Schools

Accredited (10) Using Old Standard	Accredited (9) Using New Standard	Accredited (12) 2018-19
Dearington Elem	Dearington Elem	Dearington Elem
Paul Munro Elem	Paul Munro Elem	Paul Munro Elem
Sandusky Elem	Sandusky Elem	Sandusky Elem
Sheffield Elem	Sheffield Elem	Sheffield Elem
TC Miller Elem	TC Miller Elem	TC Miller Elem
Dunbar MS	Dunbar MS	Dunbar Middle
EC Glass HS	EC Glass HS	EC Glass HS
Bedford Hills Elem	WM Bass Elem	Bedford Hills Elem
Heritage Elem	Perrymont Elem	Heritage Elem
RS Payne Elem		RS Payne Elem
		WM Bass Elem
		Perrymont Elem



Schools Accredited with Conditions

Accredited With Conditions 2018-19

Linkhorne Elem (subgroup deficits in math and reading)

Linkhorne MS (subgroup deficits in English)

Sandusky MS (subgroup deficits in English)

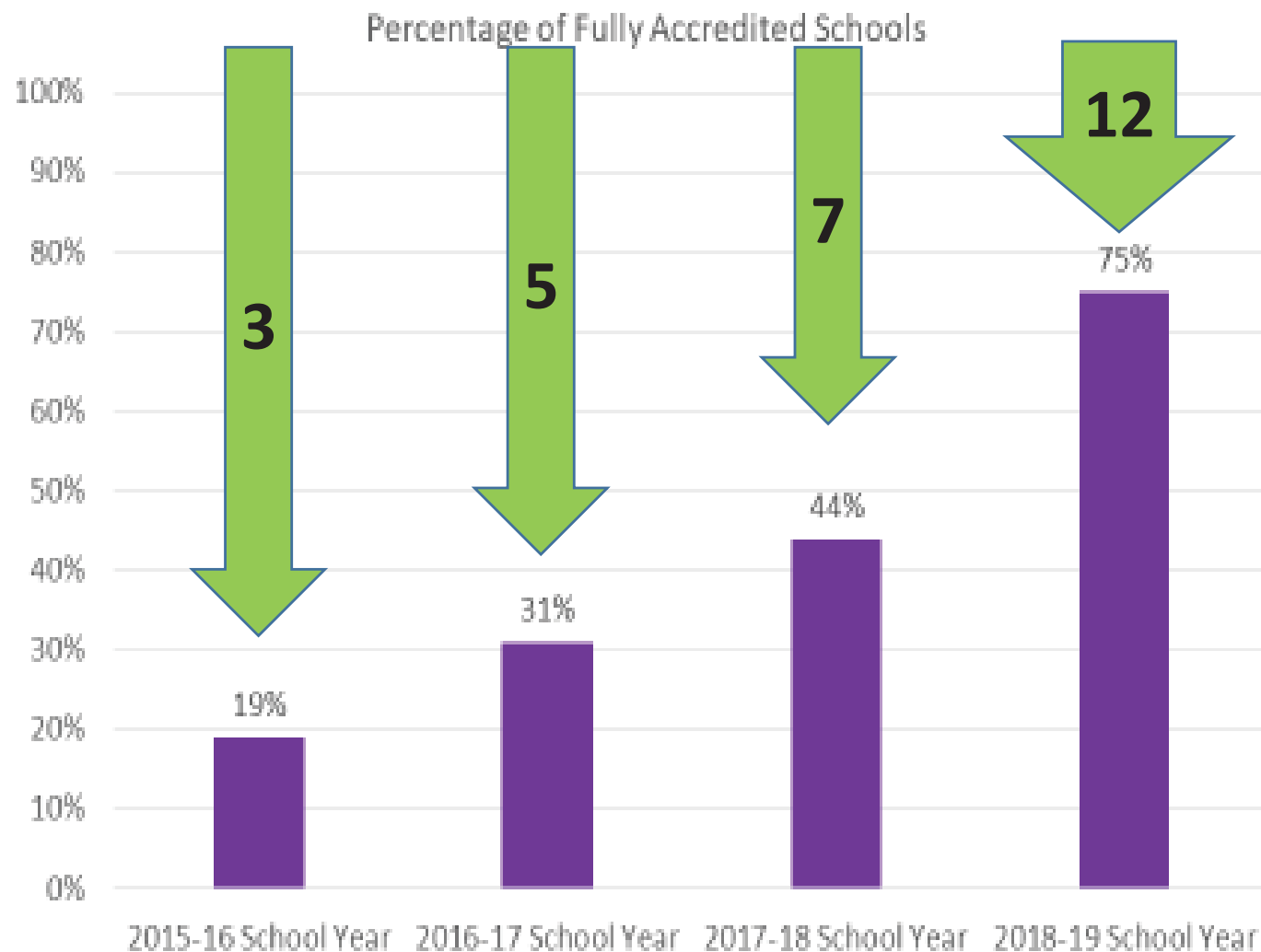
Heritage HS (subgroup deficits in math)

Accreditation Status for 16 Lynchburg City Schools

GOAL

Increase the percentage of Fully Accredited schools

Every Child,
By Name and By Need,
To Graduation



Lynchburg City Schools

How is LCS Reinvesting in Itself?

Strategy (Personnel Management)

Eliminated some central office positions & provided more support at schools

Re-evaluated Tier 1 personnel requests

Re-evaluated how we use Title funds

Reflected and reviewed personnel replacement requests

Collapsed classes and reassigned personnel

Capped elementary class size and reassigned students

\$AVINGS

**Rebuild
Reserves**

**Staff
Compensation**

**Facility
Projects**

**Student
Programs**



We Need Your Help....#ReinvestLCS

Building Maintenance, Renovation & Replacement

Roof Replacement

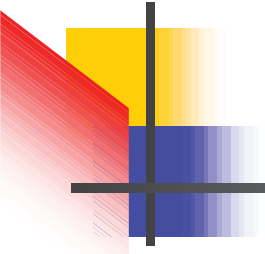


Photo Credit: <https://www.trusttusing.com/why-its-important-to-have-regular-roof-maintenance/>

HVAC



Photo Credit: <https://www.culluminc.com/charleston-county-school-district-wando-high-school-hvac-rooftop-units-replaced/>



We Need Your Help....#ReinvestLCS



- Sandusky Elem built in 1964 w/additions in 1967 & 1974
- Paul Munro Elem built in 1962 w/addition in 1990
- Linkhorne Elem built in 1964 w/additions in 1970 & 1988 (following fire)



We Need Your Help....#ReinvestLCS



Consolidate
Facilities

Rezone

Consolidate
Staff

Expand
Alternative
Education

Create
Trauma-
Sensitive
Schools &
Spaces

Address
Mental
Health

Address
Substance
Abuse &
Teenage
Pregnancy

Expand
Preschool
(2-4 yrs)

Expand
Gifted Ed

Expand
Career &
Workforce
Opportunity



Questions



Photo Credit: <https://www.bcjobs.ca/blog/the-one-question-that-improves-your-job-search-outcome/>

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 9, 2018**

AGENDA ITEM #: **2**

CONSENT:
ACTION:

REGULAR:
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Horizon Behavioral Health Annual Report

KEY ELEMENTS:

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

RECOMMENDATION: Hear a presentation from Damien Cabezas, Chief Executive Officer of Horizon Behavioral Health Services.

SUMMARY: Horizon Behavioral Health Services is an external services provider for the City. The City is mandated to provide services provided by Horizon.

PRIOR ACTION(S): The FY 2019 contractual obligation for services from Horizon is \$555,900.

FISCAL IMPACT: None

CONTACT(S): Damien Cabezas, 477-5000

ATTACHMENT(S): None

REVIEWED BY: bms

116K

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 9, 2018**

AGENDA ITEM #: **3**

CONSENT:
ACTION: **X**

REGULAR:
INFORMATION:

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Automobile Sales in the B-4, Urban Commercial District

KEY ELEMENTS:

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

RECOMMENDATION: Do not initiate amendments to the *Zoning Ordinance* that would allow automobile sales in the B-4, Urban Commercial District.

SUMMARY: On June 12, 2018, Mr. Rodney Hubbard addressed City Council concerning the sale of automobiles at 420 Monroe Street. The property is zoned B-4, Urban Commercial District, which does not permit automobile sales. On June 25, 2018, Mr. Kevin Henry, Zoning Administrator, forwarded City Council a memorandum providing background concerning the property and the determination that automobile sales are not permitted in the B-4, Urban Commercial District.

On July 9, 2018, Councilman Randy Nelson requested that discussion concerning amendments to the *Zoning Ordinance* to allow automobile sales in the B-4, Urban Commercial District be placed on a future Council agenda.

City Staff does not recommend amendments to the B-4, Urban Commercial District for the following reasons:

- Automobile sales are not compatible with the intended purpose of the B-4, Urban Commercial District, which is to encourage a mix of multi-household, business, and related activities of relatively high densities.
- Automobile sales are not compatible with the *5th Street Corridor Master Plan* adopted by Council on March 23, 2006.
- Automobile sales are not compatible with the *Downtown & Riverfront Master Plan 2000* adopted by Council on May 22, 2001, or the *Draft Downtown 2040 Master Plan*.
- Mr. Hubbard could petition to rezone the property at 420 Monroe Street.

PRIOR ACTION(S): N/A

FISCAL IMPACT: N/A

CONTACT(S): Tom Martin, City Planner -- 455-3900
Kevin Henry, Zoning Administrator – 444-3900
Kent White, Community Development Director – 455-3900

ATTACHMENT(S): Letter from Mr. Rodney Hubbard – June 12, 2018
Zoning Administrator Memorandum – June 25, 2018

REVIEWED BY: raw

110K

CITY OF LYNCHBURG VA

05/25/18

Council/Manager
Offices

To whom it may concern I'm requesting to be put on the next city meeting . I would like the city to amend the city zoning to allow automotive sales to be permitted . In the downtown zone. In Jan 2015 I took over a lease at 420 Monroe st. At that time according to the zoning code auto sales was permitted . The prior business owner had a sales license to sell cars that didn't expire until Dec. 2015. When I went to get certificate of Occupancy I was told auto sales was not permitted . I appealed that decision and that was denied . After about two months later the code was changed saying auto sales was not permitted . I wasn't notified of the zoning changed being that I'm a business owner and resident of the downtown area.

What really makes no sense at all to me is how the code changed when I took over the building and Mr kerr who is next door can still sell cars because he's grandfathered in . This area has always been an automotive district dating back to the early 1900.

The reason that the code should be amended first it's the right thing to do . It will benefit the downtown area greatly. Also it will help grow my business and others . Another main reason is that my lot space is very small. I have customer that have abandon cars that I cant sell and recover my labor cost . The city has an obligation that all citizens have a right to rise and not be held back . I'm asking that city take action to relieve the burden that I will be able to sell car. So I can continue to be a help and blessing to our community .

Thank you,

Rodney Hubbard

Rodney Hubbard AutoMOTIVE

420 Monroe st

434-221-674

058K



Community Development

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TO: City Council

FROM: Community Development, Kevin T. Henry, AICP, Zoning Administrator

CC: Bonnie Svrcek, City Manager; Mike Goetz, Acting Deputy City Manager; Reid Wodicka, Deputy City Manager; Walter Erwin, City Attorney

DATE: June 25, 2018

RE: Rodney Hubbard, Auto-oriented uses in B-4 Zoning District

At its June 12, 2018 meeting, City Council heard from a business owner, Rodney Hubbard, from 420 Monroe Street regarding his disagreement with how zoning currently applies to the property. Mr. Hubbard operates an auto repair business at this location. Mr. Hubbard ultimately would like to be able to sell automobiles from the property, which the B-4, Urban Commercial District does not permit. Below is a history of what transpired so that you are fully aware of the facts surrounding this situation.

BACKGROUND

- The property is located at 420 Monroe Street on the corner of 5th and Monroe Streets. The current owner of the property is Warren C Simmons Properties, LLC, which purchased the property on December 14, 2009.
- City Council adopted the 5th Street Corridor Master Plan on March 23, 2006. The grass roots plan established a vision for the rehabilitated and revitalized corridor that serves the needs of the surrounding neighborhoods. With the adoption of the plan, a conscious decision was made to move away from auto-oriented businesses, to slow traffic, and to create a walkable environment so pedestrians can move easily through the corridor, into and out of the neighborhoods, Downtown and Midtown. The plan identified the then-existing B-5, General Business District zoning as “inappropriate”, being the least restrictive zoning district in the city and producing substantial nuisance effects.
- The zoning for the property changed in December 2007 from B-5 to B-6 when Council adopted the 5th Street Overlay District. Auto-oriented uses were not permitted in the B-6 zoning district. When the zoning was changed, the existing auto-oriented uses were allowed to remain but became nonconforming uses with



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the goal that such uses would eventually be phased out over time and replaced with uses that complied with the zoning ordinance. While nonconforming uses that were in existence in December 2007 were allowed to continue to operate, such nonconforming uses could not be expanded and the character of the nonconforming use could not be changed to include another type of use.

- Council adopted a new Zoning Ordinance in February 2016. The existing B-4 and B-6 districts were consolidated into the B-4 district, which encompassed 420 Monroe St.
- There has been significant public and private investment along the 5th Street Corridor based upon the adopted Master Plan and as a result of the B-4, Urban Commercial Zoning. It is presumed that allowing auto-oriented businesses in the B-4 District would be detrimental to 5th Street and the Downtown because it runs counter to decisions made in the development of the 2006 Master Plan.
- Since the auto repair business at 420 Monroe Street existed before the zoning changed (December 2007) and has continued without interruption for a material amount of time, it continues to be a legal nonconforming use. However, the nonconforming auto repair business could not be expanded to include auto sales.
- Burford Automotive, LLC was issued a Certificate of Occupancy to operate an auto repair business on the property January 2014, presumably continuing the prior auto repair business use.
- Burford Automotive, LLC was later issued an auto sales zoning approval in August 2014. (However, Community Development does not have a copy of what was signed by the Zoning Administrator at that time.) This zoning approval allowing Burford Automotive, LLC to conduct auto sales at 420 Monroe Street was issued in error; under the zoning ordinance, auto sales are not a permitted use at that location. A zoning approval that is erroneously issued can be revoked once the error is discovered; however, since the zoning approval was Community Development's mistake and Burford Automotive, LLC relied on the zoning approval in good faith, a decision was made to allow Burford Automotive, LLC's auto sales business to continue to operate.
- Burford Automotive, LLC went out of business in December of 2015.
- Rodney Hubbard started inquiring about the property in January 2016. Prior to issuing a new Certificate of Occupancy for the building for auto repair, Community Development informed him that auto sales were not permitted in the district.



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- Mr. Hubbard reached out to Kent White in February 2016. Mr. White explained his next option was to appeal the zoning decision to the Board of Zoning Appeals. Mr. Hubbard appealed to the BZA in August 2016 and his request was denied. Mr. Hubbard had 30 days to appeal the BZA's decision to Circuit Court; that period has now passed.
- In February 2018, Mr. Hubbard happened to see Mr. John Hughes and inquired about the property. Both Mr. Hughes and Mr. Charles Hartgrove spoke with Mr. Hubbard later in February 2018 and asked that Mr. White reach out to him to review rezoning options. We discussed his options to either rezone the property or amend the zoning ordinance to allow auto sales in B-4 districts. Mr. White explained that staff could not support either option but we would assist him with the process if he decided to move forward.
- In his June 12, 2018 Council appearance, Mr. Hubbard referenced that the zoning changed after he made his request in 2016. When we met in February 2018, Mr. White tried to clarify that the zoning change that prohibited auto sales took place in 2007; the 2016 change just combined the B4 and B6 zoning districts (they basically had the same requirements) and did not change the auto sale prohibition. Mr. Hubbard has also questioned why he was not notified of that zoning change. He did not receive notice of the zoning change because he does not own 420 Monroe Street. Planning staff confirmed that the property owner, Warren C Simmons Properties, LLC, of Evington, was notified in September 2015 of the pending zoning change, which was ultimately made in February 2016.

CONCLUSION

Effective with the zoning ordinance amendment in December 2007, auto repairs and auto sales are not permitted uses at 420 Monroe Street. However, since the property was being used for an auto repair business in December 2007, that use was permitted to continue to operate as a lawful nonconforming use. There is also no evidence that in December 2007 420 Monroe Street was also being used for auto sales. Therefore, the nonconforming auto repair business cannot be expanded to include auto sales. Burford Automotive, LLC was authorized to conduct auto sales on the property from August 2014 through December 2015 as a result of Community Development's mistake in giving Burford Automotive, LLC zoning approval. That mistake was rectified in December 2015 when Burford Automotive, LLC ceased operating, and Mr. Hubbard was told in January 2016 that auto sales would not be an allowed use.



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Community Development cannot knowingly violate the zoning ordinance by authorizing Mr. Hubbard to conduct auto sales on the property. In order for Mr. Hubbard to lawfully conduct auto sales at 420 Monroe Street, the property will need to be rezoned or the zoning ordinance will need to be amended to allow auto sales in B-4 districts.

If City Council decides it wants to change the zoning ordinance, it should direct City staff to prepare the appropriate reports and public notification. The Planning Commission will review the amendment and provide their recommendation to Council.

Please direct any questions regarding this report to Mr. Kevin Henry, Zoning Administrator, at 455-3915.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 9, 2018**

AGENDA ITEM #: **4**

CONSENT:
ACTION:

REGULAR:
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: City of Lynchburg Medical Coverage January – December 2019

KEY ELEMENTS:

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

RECOMMENDATION: Hear a presentation on the City's Health Plan and rate increases effective 1/1/2019.

SUMMARY: Presentation concerning City's Health Plan and rate increases effective 1/1/2019.

PRIOR ACTION(S): n/a

FISCAL IMPACT:

CONTACT(S): James Lowe, 434-455-4205

ATTACHMENT(S): PowerPoint Slide Presentation

REVIEWED BY: bms

118K



Medical Coverage January – December 2019



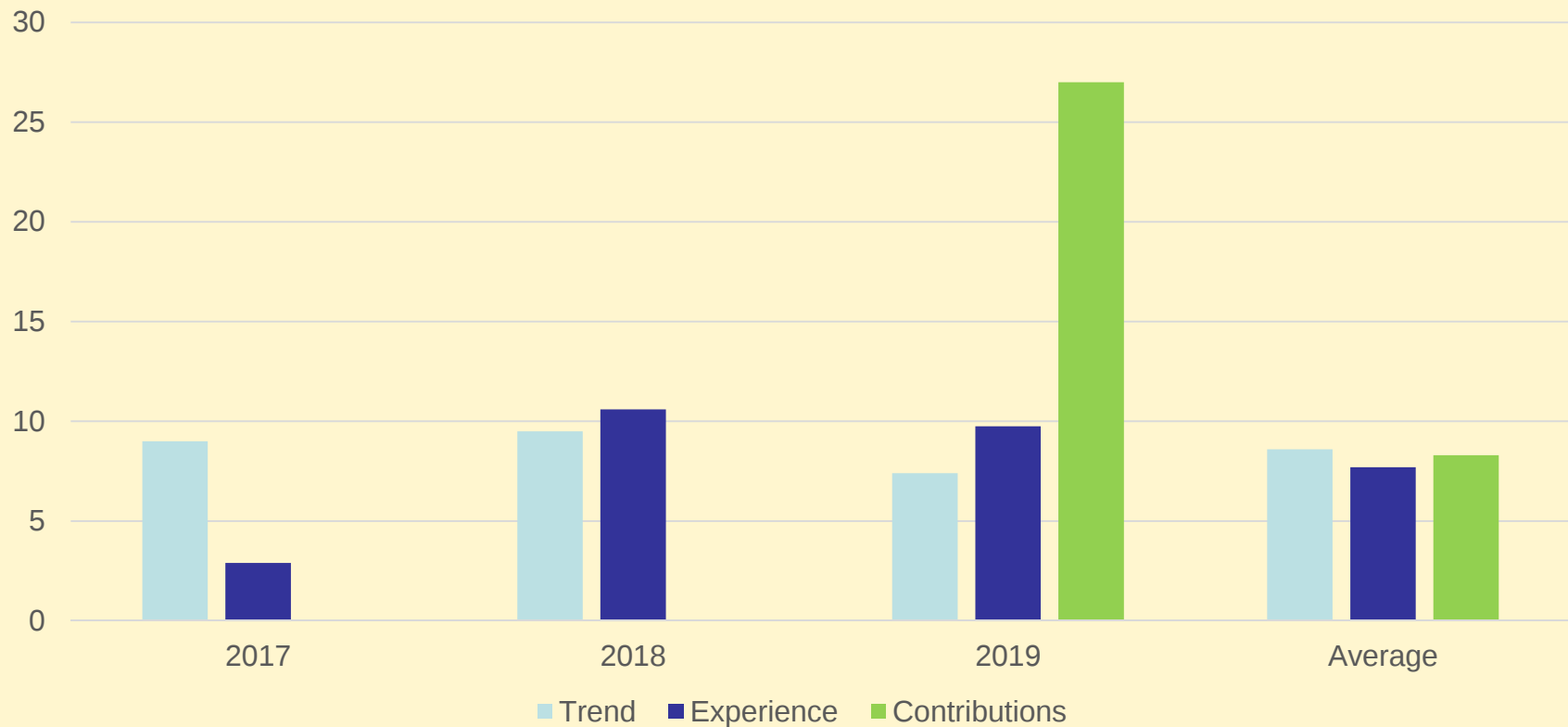
Contents

- Trends in Medical Costs
- Budget vs Actual
- Why Rate Increase Is Needed
- Cost-sharing Model
- Monthly Rates
- Same Rate for Last Three Years
- Going Forward



Trends in Medical Costs

Percent



Note: *Trend* is Anthem's projection of increase in claims cost for following year.

Note: There were no contribution increases in 2017 and 2018.



Budget vs. Actual

	2016	2017	2018 (projected)
Actual Expenses	\$11,074,533	\$11,398,600	\$12,609,126
Contributions	\$11,399,052	\$11,141,316	\$11,141,316
Variance	\$324,519	(\$257,284)	(\$1,467,810)



Why Rate Increase Is Needed

- Increase in claims experience
 - Number of claims reaching stop-loss limit
 - Number of claims nearing but not reaching stop-loss limit
- National trends
- No rate increase in three years

Note: The stop-loss limit is \$300,000 per claim per calendar year.



Cost-sharing Model

Tier	City Contribution	Employee Contribution
Employee	95%	5%
Employee & Child	68%	32%
Employee & Children	68%	32%
Employee & Spouse	68%	32%
Family	68%	32%
Family (Married City Employees)	91%	9%



Monthly Rates

	2018			2019		
Tier	EE	ER	Total	EE	ER	Total
EE	\$19	\$367	\$386	\$25	\$466	\$490
EE & Child	\$198	\$420	\$618	\$251	\$534	\$785
EE & Children	\$284	\$605	\$889	\$361	\$768	\$1,129
EE & Spouse	\$247	\$526	\$773	\$314	\$668	\$982
Family	\$408	\$867	\$1,275	\$518	\$1,101	\$1,619
Family (Married City EEs)	\$115	\$1,160	\$1,275	\$146	\$1,473	\$1,619



Same Rate for Last Three Years

- Most recent rate increase took effect January 1, 2016
- Prior to 2016, employees paid no premium for single coverage





Going Forward

- Provide cost-effective, high-quality health plan
- Smooth future increases
- Build a margin for adverse experience
- Fund at Anthem projection plus 2.5% until a 8%-10% fund is established

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// A regular meeting of the Council of the City of Lynchburg was held on the 25th day of September, 2018, at 4:00 P.M. in the Council Chamber, City Hall, Treney Tweedy, President, presiding. The following

Members were present:

Present: MaryJane Dolan, Jeff S. Helgeson, J. Randy Nelson, E. J. Turner Perrow,

Sterling A. Wilder, Beau Wright, Treney Tweedy

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Absent:

0

// Director of Water Resources Tim Mitchell provided an update regarding the status of the College Lake Dam. Mr. Mitchell's report included information on:

Significant Milestones

- Stream sampling plan developed and implemented.
- Aerial Seeding of lakebed with 500 pounds of wetland seed.
- Temporary Emergency Repairs of dam, roadway, and low level outlet completed.
- August 30th, Lakeside Drive reopened.
- September 12th, Lakeside Drive closed for debris removal.
- September 14th, USGS install gaging stations.
- Emergency Action Plan activated twice since August 2nd Flood.
- Collaboration with the University of Lynchburg.

University of Lynchburg Collaboration

- August 30th, met with University of Lynchburg President, Cabinet, and RES (Environmental Consultants)
- September 5th, met with University of Lynchburg to develop a vision and shared goals for the lake and dam
- Three main areas of work were discussed
 - o Sediment stabilization in the College Lake lakebed
 - o Development of a Public Private Partnership for dam removal, stabilization of the lakebed, including stream restoration and creation of wetlands to maximize floodplain attenuation
 - o Construction of a bridge in place of the existing roadway over the dam

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Immediate Actions

- Development of scope of work with Wetland Studies and Solutions, Inc. (WSSI) with goal of addressing sediment issues.
- City to host workshop with WSSI and University faculty.
- Finalize scope of work with Black & Veatch primarily related to low level outlet – the ongoing maintenance is a significant concern.
- Develop a Request for Proposals (RFP) under the Public-Private Education Facilities and Infrastructure Act (PPEA) that includes specific objectives

PPEA Request for Proposals (RFP) will include the following objectives

- College Lake Dam removal and lakebed restoration that includes wetland creation to maximize floodplain attenuation of overbank flows and stream restoration.
- Creation of an environmental living-learning lab with boardwalks and potential tie-in with the existing Creekside Trail system.
- Using wetlands to maximize flood attenuation.
- Coordination of lakebed restoration with dam removal and bridge construction.
- Creative financing plan that addresses the complexities of a shared facility and the mix of public and private funds.
- Creative reuse of existing bridge.
- Community engagement.

Bridge Construction

- Decision was made to make this a separate project.
- City is evaluating the option of a Design-Build project.
- Accommodation of 40,000 vehicles per day plus pedestrian traffic.
- Bridge/road design should consider a round-a-bout at Lakeside Drive and Old Forest Road.
- Land swap with the University to accommodate bridge and road construction.
- Lighting design should consider both public safety and environmental impacts.

Funding Efforts – Multiple Funding Options Being Sought

- Engaged Preston Bryant with McGuire Woods Consulting to assist in lobbying for State Funds during the upcoming General Assembly Session.

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- Federal Highway Administration contact.
- In communication with Congressman's and State Senators' offices.
- Working with the various regulatory agencies to seek out all potential funding opportunities.
- University has hired a consulting firm to seek grant opportunities.
- Evaluating overall City Capital Improvement Program.
- P3 RFP to include "creative funding solutions" which could include nutrient banks, and other ideas.
- Seeking FEMA funds for entire flood event.

Significant Challenges

- Controlling the sediment leaving the lakebed.
- Maintenance of the Low Level Outlet.
- Funding.
- Emergency Action Plan Activations.
- Timelines:
 - o Conditional Permit expires March 30, 2020
 - o Army Corps of Engineers wants a well-developed plan by August, 2019

Council members asked questions and commended the city departments for the fine work they are doing and continue to do regarding the College Lake Dam cleanup.

// City Manager Bonnie Svrcek stated the City-wide Salary Study was provided by the Korn Ferry Hay Group. Ms. Svrcek stated "the results of this study are not going to impact every employee, but I think we are at a place where we will now have a foundation for the future we have not had and that's why I wanted to do this study to level the playing field." She introduced Myriam Michaels, Senior Principal with Korn Ferry. Ms. Michaels provided background history on the Korn Ferry Group. The methodology of the organization helps to align your organization to your people, to develop, engaging, and rewarding them to reach new heights. Korn Ferry is the preeminent global people and organizational advisory firm, helping leaders, organizations, and societies succeed by releasing the full power and potential of people. Ms. Michaels presented the City-wide Salary Report, which included the following topics:

- About Korn Ferry
- Project Process and Interview Themes
- Internal Equity Analysis
- External Competitiveness Analysis
- Observations and Recommendations

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Pay Philosophy

- At Korn Ferry our work flows from a central focus on good and informed governance. Through rigorous analyses and documented processes, we have provided City of Lynchburg (COL) with appropriate information and guidance to make the important decisions around personnel policies, compensation philosophy and pay for performance expectations

Compensation Study - Objectives

- To establish a credible and consistent hierarchy of job values to the organization
- To facilitate the development of a pay structure and programs that are scalable and accommodates COL's current and future growth and organizational changes
- To review and revise, as needed, base salary ranges to ensure that COL is managing its payroll
- Spend effectively and encourage the right behaviors to enable comparisons to be made to assess internal pay equity based on measured job content
- To facilitate making pay comparison competitiveness to the external labor market
- To enable COL to effectively maintain compensation programs internally going forward
- To work with the City to establish a communications strategy to implement the new pay Programs/processes and maintain the system overtime

Project Process and Methodology

- October 2017- Kick Off - (Korn Ferry finalized project plan, key deliverables and timelines in partnership with the City project team)
- October 2017 - January 2018 – Data gathering and Leadership Interviews
- January 2018 – Job Evaluation Training and Survey
- January 2018 – February 2018 – Benchmark Evaluations and Review
- March 2018 – April 2018 – Non-Benchmark slotting by City of Lynchburg Human Resources
- April 2018 – June 2018 – Leadership Reviews
- June 2018 – July 2018 – Market Analysis (examined City's Internal pay practice to determine the relationship between pay and job size)
- July 2018 – presented the analysis, and observations to the City project team

Korn Ferry Hay Group (KFHG) Job Evaluation Methodology

- KFHG was the first organization in the world to develop an approach to understand and compare job content; the most consistent and widely used technique in the world today, KFHG's job evaluation methodology is used by eight of the world's largest 10 organizations and two-thirds of the top 50
- One of the fundamental factors that contributes to the success of this methodology is the method measures job-related factors exclusively, independent of incumbent characteristics, current salary, or other non-job content factors
- Federal and State courts rely on this methodology as a reasonable and objective way to measure job content and link to market data (typically used in union negotiations)
- Enables comparison of work based on content, not title; Enables each position to be compared to each other and the market, even if the job design is unique
- Enables the comparison of compensation data across companies and even across industries
- Can recognize unique market practices for functions or industries

Key Factors of Job Evaluation – It is a means of determining the relative importance of jobs in an organization within a structured, orderly and consistent manner, which takes account of job content and organizational context.

Market Peer Group Data Sources

- Given the diversity of roles in a city government such as the City of Lynchburg (COL), we have benchmarked roles utilizing multiple data sources that are relevant to your talent recruitment and retention strategy
- Conducted a comprehensive custom survey reaching out to similar organizations that were cited as competitors
- We also utilized relevant existing data sources, including Korn Ferry's own proprietary database which is comprised of public, private and not-for-profit organizations
- We utilized a market blending approach for the peer group where weightings are applied to the market data to create an aggregate point-based market value

Interview Themes - Korn Ferry consultants had candid and constructive discussions with executives - most executives generally aligned on major points

Perceived Areas of Strength

- Culture is collegial and collaborative – employees often go out of their way to help peers and create a common sense of purpose

- All recognize trade-offs of working here – change of pace, work/life balance, mission-driven
- Retention is not a big issue in most areas, some pockets or areas of concern such as Public Safety

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Perceived Improvement Opportunities

- Employees often wear multiple hats given the organization operates lean
- More difficulty attracting than retaining employees
- Inconsistent job titling and need to better align job content to job titles and to align with external market titles
- Static organization in terms of career opportunities – need more performance- oriented culture to identify/create leadership and advancement opportunities
- Need to better align roles to job grades

Compensation and Benefits

- Internal pay equity challenges throughout the organization – e.g., hiring externally vs. developing internal talent
- Benefits are perceived as competitive to other local county governments and private sector – from health benefits, VRS and deferred compensation plan, to paid time off, etc.

Internal Equity Analysis

- Internal equity examines the relationship of actual pay to job size (points) and is an analysis of how jobs and employees are paid relative to each other based on the grade level assigned

External Competitiveness Analysis

- External competitiveness examines the aggregate position of an employee's pay compared to certain percentile levels of the external market

Recommended Grade Structure

- The preferred method of developing a grading structure is to apply appropriate breaks in the hierarchy which separate clusters of similar jobs. We suggest a salary range structure with the following parameters:
- Proposed Structure –
 - o Minimum of Band set at 75%
 - o Maximum of Band set at 125%

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- A grade structure that is wider than a typical grade structure (typical is 80 and 120%). This allows for individuals to move over time in their respective pay grade, providing progression in early career.

Observations

- Internal Equity – The strongest correlation between job size and pay is found when Public Safety and Executive incumbents are removed from the population. The low pay at the upper end (executives and senior management) is causing pay compression issues (job size related to current pay).
- Market Competitiveness – In aggregate, the studied population falls 2% below the P25 level of the market. All “bucket” groups are below P25 with the exception of Corporate Functions and Information Technology. By grade, the market position varies between P25 and P50. The lowest and highest grades fall below P25, while the (Grade16-G21) are the closest to P50.

Summary Statistics

- If the salary structure were to be adopted using the P50 of the market data, the overall compa-ratio for the total population is 85.5%. The “bring to Minimum” of the grade cost is \$587,169. No incumbent should be below minimum.
- Because the City of Lynchburg is consistently at or below the P25 of the market and the dispersion in pay is wider in some levels, the 75%-125% spread is recommended to provide more flexibility as new pay standards are administered over the coming years.
- Consideration for certain job families (such as Public Safety, Public Works, Water Resources) where recruitment and retention has been challenging, may be considered using the time in position analysis.

Implementation and Communication – Salary Structure Implementation – working with City of Lynchburg project team (October 2018 – December 2018 and Beyond).

- Following the work from the study, we will work to model the impact of adopting the new structure and assisting with a smooth implementation
- Each department will review incumbents new salary range and make recommendations based on performance
- Parameters will be set for appropriate increases and budget considerations
- We will create an impact analysis for moving employees onto new salary structure

- We will discuss guidelines for communication, training, salary administration guidelines, and pay philosophy documentation
- We will discuss the process for introducing new job classifications to the structure (forms, process, protocols)

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We view communication and change management as a dynamic process and a critical driver of success for this initiative. It is essential that stakeholders of COL understand the work within the larger context of career management, how it will impact them and their staff, opportunities for participating in developing the tools and what may be required of them.

We approach change management in a systematic manner, beginning with awareness building and moving to communications focused on building commitment.

In Summary

- COL overall has a good level internal equity as 82% of the difference in pay is a function of job content and size for all non-management employees. For the executive team internal equity is 58%.
- COL is below market competitive for most positions on average against the market data. We have provided a department level breakdown for external competitiveness
- COL should establish a formal pay philosophy targeting the 50th percentile of the public sector market and strive to achieve market competitiveness over the next few years
- COL should establish a formal career framework going forward which would benefit employees and the organization, and is consistent with the talent recruitment strategy
- Additionally, we have looked at COL's retention rate over the last 2 years (turnover statistics average at 7.1% in 2017) and the average turnover for COL is comparable to the market

Final Observations

- Based on Korn Ferry's analysis, we believe we have compared compensation of the COL staff with like services by like enterprises under like circumstances.
- To the extent that the suggestions are accepted and are able to be implemented, COL will strengthen its strategically-driven compensation system that:
 - Is internally fair and equitable as well as flexible;
 - Is reasonably externally competitive in a constantly changing marketplace
 - Moving toward a pay for performance culture;
 - Fosters collegiality, teamwork, and consensus;
 - Focuses on recruitment and retention of qualified and valued staff;
 - Is appropriate and affordable for the nature and size of the organization;
 - Assists the organization in achieving its mission.

Next Steps

- Decide best way to use allocated funds
- Develop a strategy to address:
 - Bringing employees to the minimum of pay ranges
 - Prioritize salary adjustments with remaining funds available based on recruitment, retention and compression

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- Report Phase I Implementation to Council in January 2019 and request appropriation of funds
- Identify future funding to fully implement Study recommendations.

After the presentation, Council Members thanked the City Manager for going forward with the Compensation Study which was a very thorough report. Mayor Tweedy said City Council owes these raises to city employees, especially because many departments have had a difficult year. Just looking by department at what the minimum is to bring us up there, I am very grateful for Council for appropriating that funding last year. "I don't regret it at all now looking at this because I think our staff deserves it".

// During roll call Council Member Nelson mentioned the 45th Virginia 10-Miler that will be held this Saturday, September 29, 2018 at 8:00 am starting at E. C. Glass High School. He also wanted to recognition the program last week that was held at University of Lynchburg, with Dr. James Coleman promoting the event "Down with Violence Up with Education," which was a very effective program.

// Council Member Helgeson mentioned about a request that appeared in the newspaper for a new school. With the City's debt services and the financial situation, he wonders if it would be possible to tap the brakes on the possibility of a new school at this time with regards to the College Lake Dam and Compensation Study.

// Council Member Wright mentioned the Virginia 10-Miler and stated he would be running the 4-Miler this year.

// Mayor Tweedy mentioned several items; 1) Congratulations to Beacon of Hope on the big announcements for our Seniors on free education at the Central Virginia Community College and beyond at our local universities which is a big game changer; 2) She also thanked Vice Mayor Dolan for hosting a Faith Community meeting over the last couple of weeks that had great attendance and feedback and we are happy with all this work; 3) Bulk/Brush Pick-up for unoccupied homeowners (landlords) policy and regulations; 4) She mentioned several council members will be attending the Virginia Municipal League Conference next week; 5) Mentioned she represented the City at the Women Mayor's Conference at the White House.

// City Manager Bonnie Svrcek mentioned that the Police Department in collaboration with Many Voices One Community and the Community Action Team (CAT) will be receiving an award at the Virginia Municipal League Conference (VML).

// City Council recessed the meeting at 5:48 p.m.

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

The following Members were present:

AGENDA ITEM #6
October 9, 2018

Present: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy	7
Absent:	0

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

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// Copies of the minutes of the September 11, 2018 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote approved the minutes as presented:

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

Noes: 0

// In the matter of Budget, Resolution #R-18-073, to amend the FY 2018 Adopted Budget to reflect the Fourth Quarter Adjustments in the General, City/Federal/State Aid and Detention Operating Budgets, laid over from the September 11, 2018 meeting, was again presented and read, and on motion of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote adopted the Resolution:

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

Noes: 0

// In the matter of Budget, Resolution #R-18-074 to amend the FY 2019 Operating and Capital Budgets and appropriate or rescind funds to reflect the FY 2019 First Quarter Adjustments, laid over from the September 11, 2018 meeting, was again presented and read, and on motion of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote adopted the Resolution:

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

Noes: 0

// In the matter of Community Development, a public hearing was held regarding City Council Report #7 to receive comments regarding the Program Year 2017 (FY 2018) Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) and HOME Program and adopt a Resolution approving the CAPER for submission to the U. S. Department of Housing and Urban Development. Grants Manager Melva Walker provided an outline of the 2017 (FY 2018) Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) and HOME Program. Ms. Walker mentioned the U.S. Department of Housing and

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Urban Development (HUD) requires each jurisdiction receiving HUD-administered grants (CDBG and HOME) to draft a CAPER and submit it for public review and comment. The CAPER describes the City's progress towards the housing and community development goals established within the 2015-2020 Consolidated Plan and the Program Year 2017 (FY 2018) Annual Action Plan. The CAPER is for the period of July 1, 2017 through June 30, 2018. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote adopted Resolution #R-18-075, as presented, approving the submission of the Program Year 2017 (FY 2018) Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD):

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

7

Noes:

0

// In the matter of Community Development - Zoning, a public hearing was held regarding City Council Report #8 outlining the petition of Valvoline, LLC for a Conditional Use Permit (CUP) at 3031 and 3033 Old Forest Road to allow the operation of an automobile oil change facility in a B-3, Community Business District. City Planner Tom Martin provided an outline of the request. Mr. Martin mentioned that Valvoline, LLC is petitioning for a CUP at 3031 and 3033 Old Forest Road to allow the construction of an oil change facility. The petition is consistent with the *Zoning Ordinance*, which permits oil change facilities in the B-3, Community Business District upon approval of a Conditional Use Permit; however the proposed use is not entirely compatible with the Neighborhood Commercial land use recommended by the *Comprehensive Plan 2013-2030*. Neighborhood Commercial areas are intended to consist primarily of office, retail, personal service and restaurant uses that are scaled and designed to be compatible with and serve their immediate neighborhood. The proposed facility would have a small building footprint, improve access management conditions along Old Forest Road and enhance landscaping that would allow the facility to blend into the area. Mr. Jason Hunt representing Valvoline, LLC indicated that the company is asking for a CUP to build a two-bay, one thousand six hundred sixty-four (1,664) square foot oil change facility. Mr. Hunt went on to say that the company would really like to locate in Lynchburg. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following

111

recorded vote adopted Resolution #R-18-076, as presented, granting the petition of Valvoline, LLC for a Conditional Use Permit at 3031 and 3033 Old Forest Road to allow the operation of an automobile oil change facility in a B-3, Community Business District:

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

Noes: 0

// In the matter of Public Works, a public hearing was held regarding City Council Report #9 regarding the Blanket License Agreement to install Fiber Optic Cable and Conduit on City Streets and Maintain Current Lines. City Engineer Lee Newland spoke regarding the request for a Blanket License Agreement to install Fiber Optic Cable and Conduit on City Streets and Maintain Current Lines. Mr. Shawn Deyo with Century Link spoke in favor of the Fiber Optic Cable and explained the request to install fiber optic cable and underground conduit in City owned rights-of-way and property throughout the City. There was no one else present who wished to speak to this item, and the public hearing was closed. Council Member Perrow, Chair of the Physical Development Committee (PDC) stated that the request was considered by the PDC and made a motion to approve the request. The motion did not require a second, and Council by the following recorded vote adopted Resolution #R-18-077, as presented, for the Blanket License Agreement to install Fiber Optic Cable and Conduit on City Streets and Maintain Current Lines:

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

Noes: 0

// In the matter of Circuit Court, City Council Report #10 was considered introducing a Resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$10,780 with resources from a grant from the Library of Virginia to preserve Marriage Bonds M-Z, 1805 - 1824 and Marriage Bonds A-I, 1825-1834 at the Lynchburg Circuit Court Clerk's Office. Circuit Court Clerk Eugene Wingfield gave a summary of the request. Council Member Helgeson, Chair of the Finance Committee (FC) stated that the request was considered by the FC and made a motion to approve the request. The motion did not require a second, and Council by the following recorded vote introduced and laid over to a later meeting

112

for final action Resolution #R-18-078 as presented, to amend the FY 2019 City/Federal/State Aid Fund budget from a grant from the Library of Virginia to preserve Marriage Bonds M-Z, 1805 - 1824 and Marriage Bonds A-I, 1825-1834 at the Lynchburg Circuit Court Clerk's Office:

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

Noes: 0

// In the matter of Police, City Council Report #11 was considered to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$27,225 with resources of \$18,150 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$7,924 and \$1,151 transferred from the FY 2019 General Fund Police Department budget to provide funds for speed enforcement activities. Interim Police Chief Zuidema provided an overview of the request. Council Member Helgeson, Chair of the Finance Committee (FC) stated that the request was considered by the FC and made a motion to approve the request. The motion did not require a second, and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-079, as presented, to amend the FY 2019 City/Federal/State Aid Fund budget from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment transferred from the FY 2019 General Fund Police Department budget to provide funds for speed enforcement activities:

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

Noes: 0

// In the matter of Police, City Council Report #12 was considered to approve the submittal of an application for the 2018 Edward Byrne Memorial Justice Assistance Grant in the amount of \$39,954 with resources from a Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment. Interim Police Chief Zuidema provided an overview of the request. Council Member Helgeson, Chair of the Finance Committee (FC) stated that the request was considered by the FC and made a motion to approve the request. The motion did not require a second, and Council by the following

113

recorded vote adopted Resolution #R-18-080, as presented, to approve the submittal of an application for the 2018 Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment.

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

7

Noes:

0

// In the matter of Police, City Council Report #13 was considered to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$61,928 with resources of \$41,285 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$17,698 and \$2,945 transferred from the FY 2018 General Fund Police Department budget to provide selective enforcement activities, alcohol testing equipment and attend related training. Interim Police Chief Zuidema provided an overview of the request. Council Member Helgeson, Chair of the Finance Committee (FC) stated that the request was considered by the FC and made a motion to approve the request. The motion did not require a second, and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-081, as presented, to amend the FY 2019 City/Federal/State Aid Fund budget from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment transferred from the FY 2018 General Fund Police Department budget to provide selective enforcement activities, alcohol testing equipment and attend related training:

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

7

Noes:

0

// In the matter of City Council, City Council Report #14 was considered to adopt a Resolution Declaring and Rescinding a Local State of Emergency Relating to Hurricane Florence. City Manager Bonnie Svrcek stated that the Code of Virginia authorizes the local Director of Emergency Management to declare a local emergency subject to confirmation by the Governing Body. Ms. Svrcek stated she declared a local emergency on September 11, 2018 and ended such declaration on September 18, 2018. On motion of Council Member Perrow, seconded by Council Member Wilder, Council by the following

114

recorded vote adopted Resolution #R-18-082, as presented, adopting a Resolution Declaring and Rescinding a Local State of Emergency Relating to Hurricane Florence:

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

Noes: 0

// On motion of Council Member Helgeson, seconded by Council Member Wilder, Council by the following recorded vote elected to hold a closed meeting to consider appointments to Council-appointed Boards and Commissions, i.e. Social Services Advisory Board, Board of Building Code Appeals, Redevelopment & Housing Authority and Lynchburg Business Development Centre; and, for consultation with legal counsel and staff members regarding a legal matter requiring the provision of legal advice, specifically, the case of the City of Lynchburg v. the Lynchburg Life Saving and First Aid Crew dealing with the ownership of the property located at 2007 Memorial Avenue; pursuant to Section 2.2-3711(A)(1) and (7), of the Code of Virginia (1950), as amended.

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

Noes: 0

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

// Council Member Perrow made the following motion:

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

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

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Lynchburg certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open

115

meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by Council.

The Motion was seconded by Council Member Wright, and Council by the following recorded vote adopted the motion:

Ayes: Dolan, Helgeson, Perrow, Wilder, Wright, Tweedy	6
Noes:	0
Absent: Nelson	1

// After the discussion of appointments during the closed meeting, Council Member Nelson excused himself from the meeting. When the closed meeting re-opened to the public, Council Member Nelson was not present to vote on the appointments or the legal matter.

// On motion of Council Member Perrow, seconded by Council Member Wright, Council by the following recorded vote agreed to proceed with the proceedings with the legal matter regarding Lynchburg Life Saving and First Aid Crew.

Ayes: Dolan, Perrow, Wright, Tweedy	4
Noes: Helgeson, Wilder	2
Absent: Nelson	1

// In the matter of Appointments, and on nomination of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote re-appointed Christina Delzingaro, to serve on the Social Services Advisory Board for a term to expire September 30, 2022:

116

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

Noes: 0

Absent: Nelson 1

On nomination of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote re-appointed Hunsdon Cary, III, John C. Farnandez and Treney L. Tweedy to serve on the Redevelopment and Housing Authority Board for terms to expire September 30, 2022:

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

Noes: 0

Absent: Nelson 1

On nomination of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote re-appointed Holly Roak to serve on the Lynchburg Business Development Center for a term to expire September 30, 2021:

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

Noes: 0

Absent: Nelson 1

On nomination of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote appointed David Chhum and Stedman A. Payne to serve on the Lynchburg Business Development Centre for terms to expire September 30, 2021:

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

Noes: 0

Absent: Nelson 1

On nomination of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote appointed Reid Wodicka to serve on the Lynchburg Business Development Centre for an indefinite term:

117

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

Noes: 0

Absent: Nelson 1

// The meeting was adjourned at 8:55 P.M.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 9, 2018**

AGENDA ITEM #: **10**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Conditional Use Permit: Duplex, 3600 Campbell Avenue

KEY ELEMENTS:

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

RECOMMENDATION: Approval of the conditional use permit (CUP) petition to allow the conversion of an existing dwelling to a duplex at 3600 Campbell Avenue.

SUMMARY: Michael Dillard is petitioning for a CUP at 3600 Campbell Avenue to allow the conversion of an existing single-household dwelling to a duplex in a B-3, Community Business District. There would be no substantial changes to the site or dwelling exterior. The two units would be located within the existing building footprint.

The petition is consistent with the *Zoning Ordinance* which permits standalone duplexes upon approval of a CUP in B-3, Community Business Districts. The petition is consistent with the *Comprehensive Plan 2013-2030's Future Land Use Map (FLUM)* which recommends Mixed Use for the area. Approval of the CUP would not change the underlying B-3 zoning, which would allow the property to redevelop as a commercial property in the future.

PRIOR ACTION(S):

August 22, 2018: The Planning Division recommended approval of the CUP petition.
The Planning Commission recommended approval (4-0 with three absent; Bowden, Light, and Johnson) of the CUP petition.

FISCAL IMPACT: N/A

CONTACT(S): Rachel Frischeisen, Planner -- 455-3900
Kent White, Community Development Director – 455-3900

ATTACHMENT(S):

- Resolution
- Planning Commission Minutes – August 22, 2018
- Planning Commission Packet – August 22, 2018
 - o Planning Commission Report
 - o Zoning Map with Adjoining Owners
 - o Future Land Use Map
 - o Watershed Map
 - o Planimetric and Topographic Map
 - o Concept Plan
 - o Property Photograph
 - o Speaker Signup Sheet

REVIEWED BY: raw

RESOLUTION:

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO MICHAEL DILLARD IN A B-3, COMMUNITY BUSINESS DISTRICT AT 3600 CAMPBELL AVENUE TO ALLOW THE CONVERSION OF THE EXISTING DWELLING TO A DUPLEX.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the conditional use permit petition of Michael Dillard in a B-3, Community Business District at 3600 Campbell Avenue to allow the conversion of an existing single-household dwelling to a duplex is hereby approved subject to the following condition:

The property will be developed in substantial compliance with the concept plan entitled "Concept Plan showing 3600 Campbell Avenue", dated July 5, 2018.

Adopted:

Certified: _____
Clerk of Council

111K

MINUTES OF THE AUGUST 22, 2018 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

Petition of Michael Dillard for a Conditional Use Permit at 3600 Campbell Avenue to allow the conversion of an existing dwelling into a duplex in a B-3, Community Business District.

Ms. Rachel Frischeisen had the following summary for the commission. The subject property is zoned B-3, Community Business District. Standalone duplexes and denser residential uses are permitted in this district by conditional use permit. The *Comprehensive Plan* recommends Mixed Use for the area. These areas are planned for a mix of uses designed to mitigate potential land use conflicts. There would be no substantial changes to the site itself. The two units would be within the existing footprint of the dwelling. Approval of the conditional use permit would not change the underlying B-3 zoning, which would allow the property to redevelop commercially in the future.

The City's Technical Review Committee reviewed the request and there were no comments of concern. The Planning Division recommends approval of the petition.

Mr. Michael Dillard was present to represent the petition. Mr. Dillard commented that the planning staff's report covers his request thoroughly. He is available to answer any questions.

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

Commissioner Lowe commented that he is having difficulty picturing a duplex without major structural changes to the existing home. He was hoping to see some type of diagram of how the house would be turned into a duplex. He is not referring to the cosmetic or structural changes that need to happen to the house. He is specifically referring to how the house will be converted to a duplex.

Ms. Frischeisen stated that the petitioner has been in contact with the Building Plans Reviewer in the Inspections Division regarding the structural changes that are required. Mr. Dillard is confident that he can meet them. The biggest requirement is a fire wall between the two units. Mr. Dillard is aware of that requirement and has provided plans showing how he will construct that wall, as well as the other requirements requested by the Building Plans Reviewer.

Chair Perault asked if the current front and back doors will be the entrances to the two units. Mr. Dillard indicated that is correct.

Chair Perault indicated he can see nothing but improvements coming from this change. The fact that it is right there on the main road makes it even more important to improve it. Other petitions and building improvements in this area have all resulted in good changes to the area.

Commissioner Marion made the following motion, which was seconded by Commissioner Rogers. It passed by the following vote:

"That the Planning Commission recommends to City Council approval of the petition of Michael Dillard for a conditional use permit at 3600 Campbell Avenue to allow the conversion of an existing structure into a duplex, subject to the following condition.

- 1. The property shall be developed in substantial compliance with the concept plan entitled "Concept Plan Showing 3600 Campbell Avenue," dated July 5, 2018."**

AYES:	Lowe, Marion, Perault and Rogers	4
NOES:		0
ABSTENTIONS:		0
ABSENT:	Bowden, Johnson and Light	3

The Department of Community Development

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

To: Planning Commission
From: Planning Division
Date: August 22, 2018
Re: Conditional Use Permit – Duplex – 3600 Campbell Avenue

I. PETITIONER

Michael Dillard, 5763 Campbell Highway, Lynchburg, Virginia 24501

Representative: Same as petitioner.

II. LOCATION

The subject property is located at 3600 Campbell Avenue and consists of twenty-two hundredths (.22) acres.

Property Owner: Same as petitioner.

III. PURPOSE

The purpose of the petition is for a conditional use permit to allow the use of an existing structure as a duplex in a B-3, Community Business District.

IV. SUMMARY

- The *Comprehensive Plan 2013-2030's Future Land Use Map (FLUM)* recommends mixed-use for the area.
- The petition would not change the underlying B-3, Community Business District zoning.

The Planning Division recommends approval of the conditional use permit petition.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2013-2030* recommends mixed use for the area. These areas do not fit into any single use category as they are planned for a mix of uses carefully designed so as to mitigate any potential land use conflicts (*p.76*). The area is also included in the Campbell Avenue | Odd Fellow Road Land Use & Corridor Master Plan Study. This study provides a detailed look at how Campbell Avenue should transform overtime after the Odd Fellows Road improvements are completed (*p.34*).
2. **Zoning.** The subject property is currently zoned B-3, Community Business District. Standalone duplexes and denser residential uses are permitted in these districts upon approval of a conditional use permit by City Council.

The conditional use permit would not change the underlying B-3, Community Business District zoning and the property could convert to a commercial use or mixed use in the future as the corridor redevelops.
3. **Board of Zoning Appeals (BZA).** The Zoning Official has determined that no variances are needed for the development of the property as proposed.
4. **Surrounding Area.** There have been a several items requiring City Council approval in the immediate area:

- On December 8, 1981, City Council approved the petition of the City of Lynchburg for a conditional use permit at 3621 Campbell Avenue to allow a community center.
 - On May 8, 2007, City Council approved the petition of Robert Parsons for a conditional use permit at 109 North Durham Street to allow the addition to an existing single-family dwelling in a B-5, General Business District.
 - On May 10, 2016, City Council approved the petition of City Spaces, LLC, for a conditional use permit at 3504 Powhatan Street to allow the conversion of an existing single-family residence to a duplex.
5. **Site Description.** The property at 3600 Campbell Avenue consists of approximately twenty-two hundredths (.22) acres and contains a one thousand one hundred twenty-eight (1128) square foot dwelling with a five hundred sixty-four (564) square foot basement. The structure was built in 1917 and is wood frame, with wood siding and a metal gable roof. The property is bound to the north by a shed, to the east by a single-household dwelling, to the south (across Campbell Avenue) by apartments and to the west (across King Street) by a single-household dwelling.
6. **Proposed Use of Property** The purpose of the petition is for a conditional use permit to allow the conversion of an existing single-household dwelling (zoned commercial) into a duplex.
7. **Traffic, Parking and Public Transit.** The conversion of the structure to a duplex would require two (2) parking spaces which are indicated on the submitted concept plan.
- The Greater Lynchburg Transit Company Bus Route 2 serves the property with a bus stop directly in front of the subject property.
8. **Stormwater Management.** An Erosion & Sediment Control/Stormwater Management Plan is not required because land disturbance would be below the thresholds.
9. **Emergency Services:** The City's Fire Marshal and Police Department had no comments of concern regarding the proposed use.
10. **Impact.** The proposed conversion of the existing structure to a duplex should have limited to no impact on the area. The submitted concept plan indicates that the required two (2) parking spaces will be provided on site and the property is served by GLTC Route 2. Approval of the conditional use permit would not change the underlying B-3, Community Business District zoning which would allow the property to redevelop commercially in the future.
11. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the conditional use permit on July 31, 2018. There were no comments of concern.
-

VI. PLANNING DIVISION RECOMMENDATION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of Michael Dillard for a conditional use permit at 3600 Campbell Avenue to allow the conversion of an existing structure into a duplex, subject to the following condition:

1. The property shall be developed in substantial compliance with the concept plan entitled "Concept Plan Showing 3600 Campbell Avenue," dated July 5, 2018.

This matter is respectfully offered for your consideration.



William T. Martin, AICP
City Planner

pc: Ms. Bonnie M. Svrcek, City Manager
Mr. Reid Wodicka, Deputy City Manager
Mr. Walter C. Erwin, City Attorney
Mr. Kent L. White, Director of Community Development
Mr. J. Lee Newland, City Engineer
Ms. Cynthia Kozerow, Lynchburg Police Department
Battalion Chief Thomas Goode, Fire Marshal
Mr. Don DeBerry, Transportation Engineer
Mr. Doug Saunders, Building Official
Mr. Kevin Henry, Zoning Administrator
Mr. Michael Dillard, Petitioner

VII. ATTACHMENTS

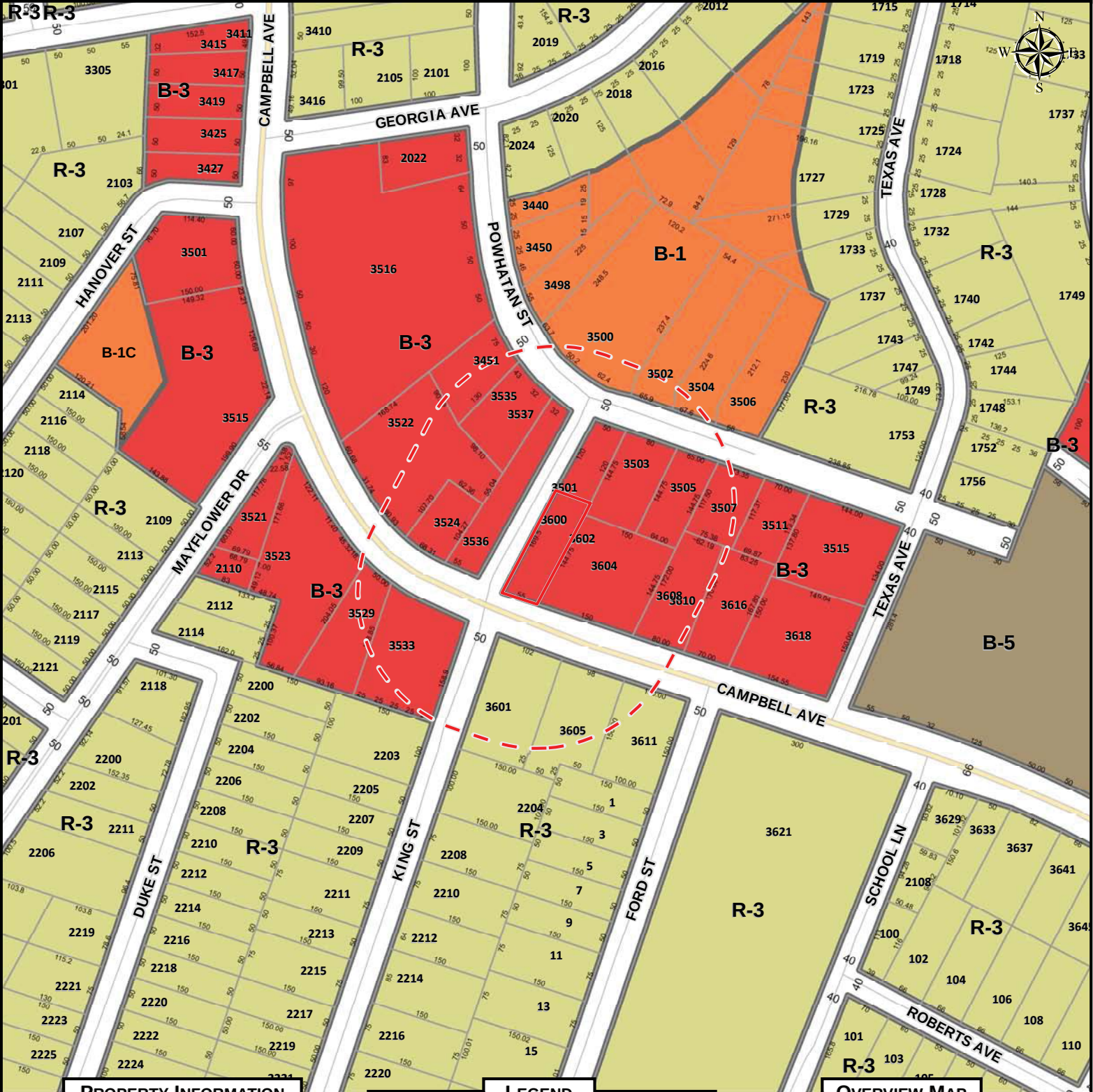
- 1. Zoning Map**
- 2. Future Land Use Map**
- 3. Watershed Map**
- 4. Planimetric and Topographic Map**
- 5. Concept Plan**
- 6. Property Photograph**

Zoning Map

DUPLEX

Conditional Use Permit Request

Michael Dillard



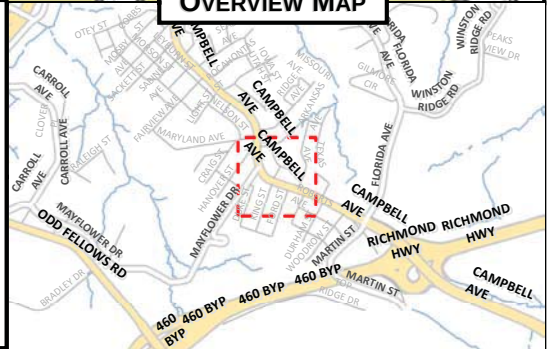
PROPERTY INFORMATION

PARCEL ID	ADDRESS
11017001	3600 CAMPBELL AVE

LEGEND

 Subject Property		
 215' Buffer		
 B-1	 I-1	 R-4
 B-2	 I-2	 R-5
 B-3	 I-3	 R-C
 B-4	 R-1	 IN-1
 B-5	 R-2	 IN-2
 B-6	 R-3	

OVERVIEW MAP



MAP SCALE: 1" = 200' DATE PRINTED: 9/27/2018

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

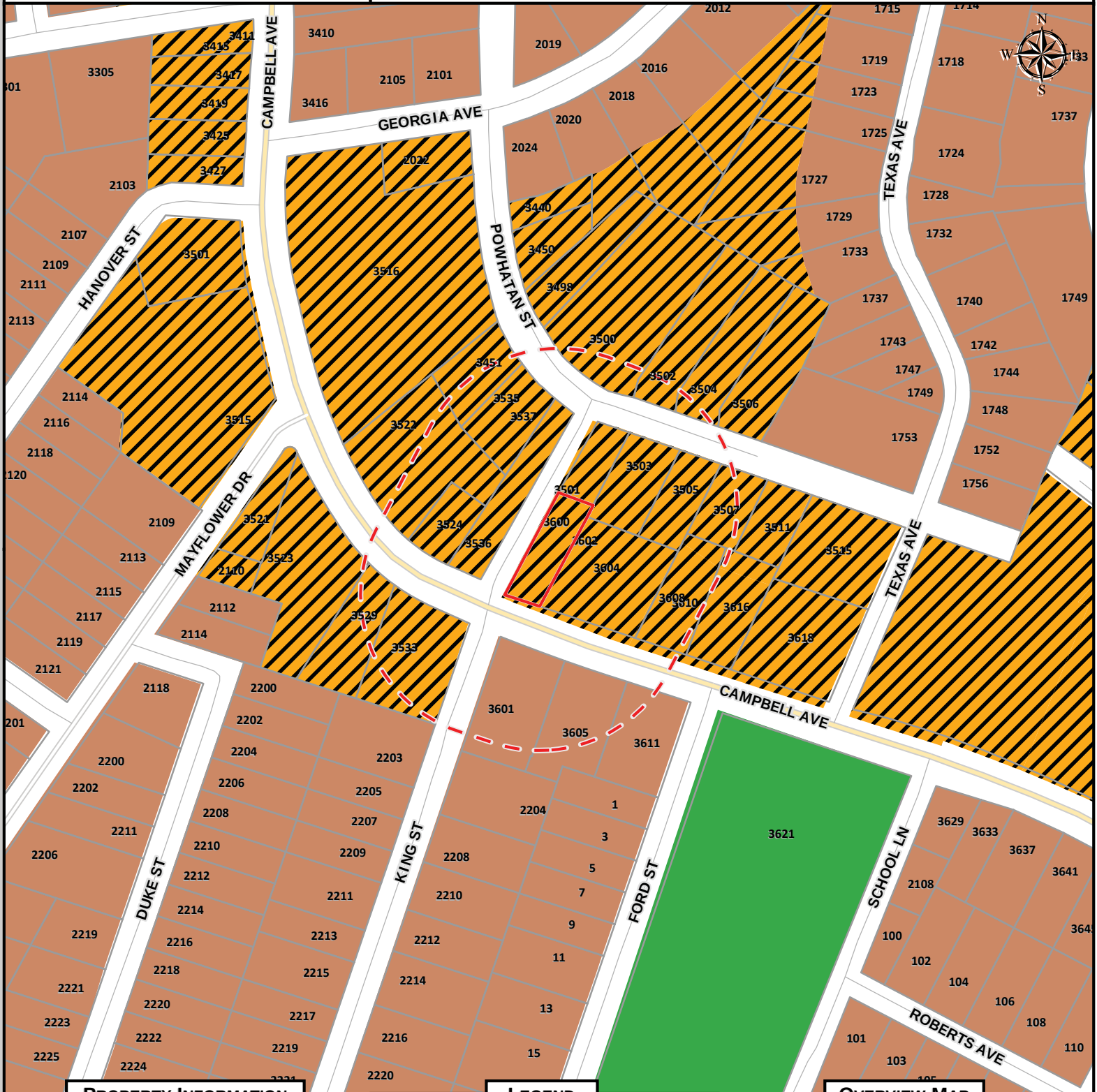
Parcel ID	Address	Owner
11013006	3529 CAMPBELL AVE	ABBOTT, EUGENE L
11018002	3524 CAMPBELL AVE	BOARD OF DIRECTORS OF UNITY IN THE
11018007	3522 CAMPBELL AVE	BOARD OF DIRECTORS OF UNITY IN THE
11018009	3535 POWHATAN ST	BROOKS, WILLIAM F
11014002	3605 CAMPBELL AVE	CLEAR DIAMOND PROPERTIES LLC
11017001	3600 CAMPBELL AVE	DILLARD, MICHAEL
11026029	3504 POWHATAN ST	FOREST VIEWS LLC
11014001	3611 CAMPBELL AVE	GARLAND, DOROTHY A
11017011	3501 POWHATAN ST	GODSIE, MARY G
11018008	3536 CAMPBELL AVE	HUDSON, IRVIN R & DEBORAH B
11017003	3608 CAMPBELL AVE	HUTCHERSON HOLDINGS LLC
11014003	3601 CAMPBELL AVE	J F L CORPORATION
11013001	3533 CAMPBELL AVE	JBM ENTERPRISES INC
11017010	3503 POWHATAN ST	JONES, DIANA
11017009	3505 POWHATAN ST	MILLER, THETA B
11017004	3616 CAMPBELL AVE	PUSEY, LLOYD J & ELLA W
11026030	3502 POWHATAN ST	ROSSER, RUSSELL D & NATHALIE J
11017002	3604 CAMPBELL AVE	SHEPPARD, ARTHUR & KAREN O
11026031	3500 POWHATAN ST	TREE OF LIFE PENTECOSTAL HOLINESS
11018010	3451 POWHATAN ST	WADE, ROGER R & PHYLLIS F
11013011	3523 CAMPBELL AVE	WHORLEY, GREGORY A II
11017008	3507 POWHATAN ST	WRIGHT, SHIRLEY S

FLUM Map

DUPLEX

Conditional Use Permit Request

Michael Dillard



PROPERTY INFORMATION

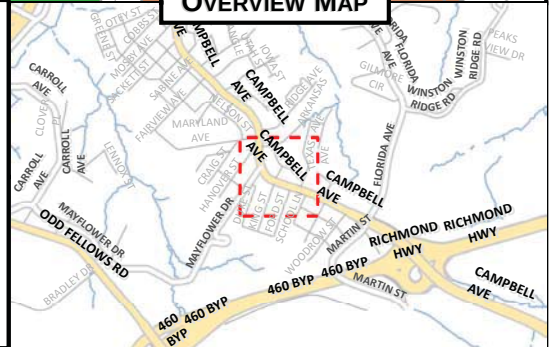
PARCEL ID	ADDRESS
11017001	3600 CAMPBELL AVE

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: 9/27/2018

OVERVIEW MAP



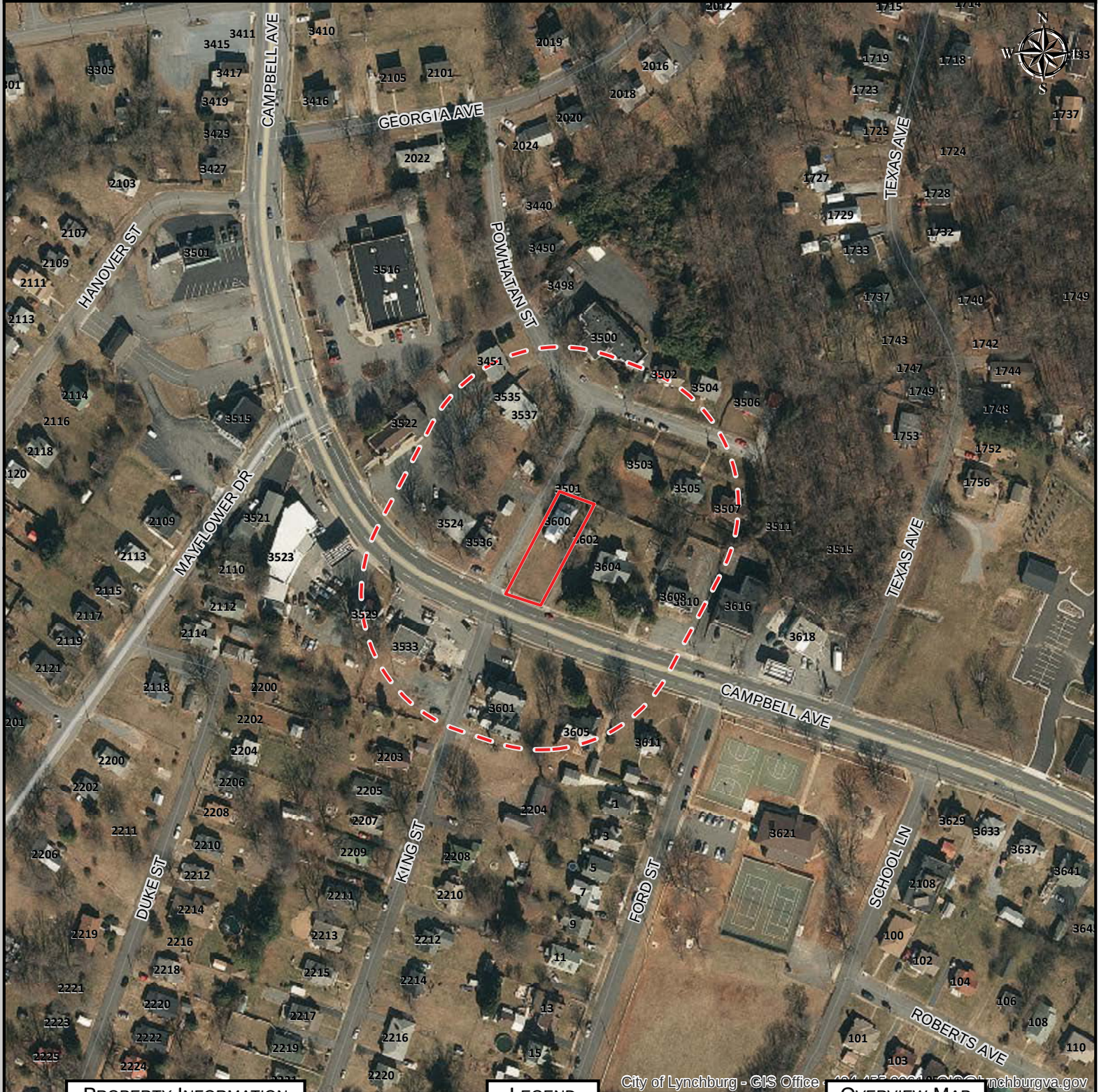
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Watershed Map

DUPLEX

Conditional Use Permit Request

Michael Dillard



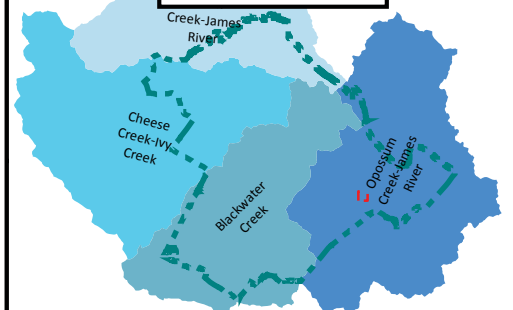
PROPERTY INFORMATION

PARCEL ID	ADDRESS
11017001	3600 CAMPBELL AVE

LEGEND

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

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 9/27/2018

Opossum Creek-James River

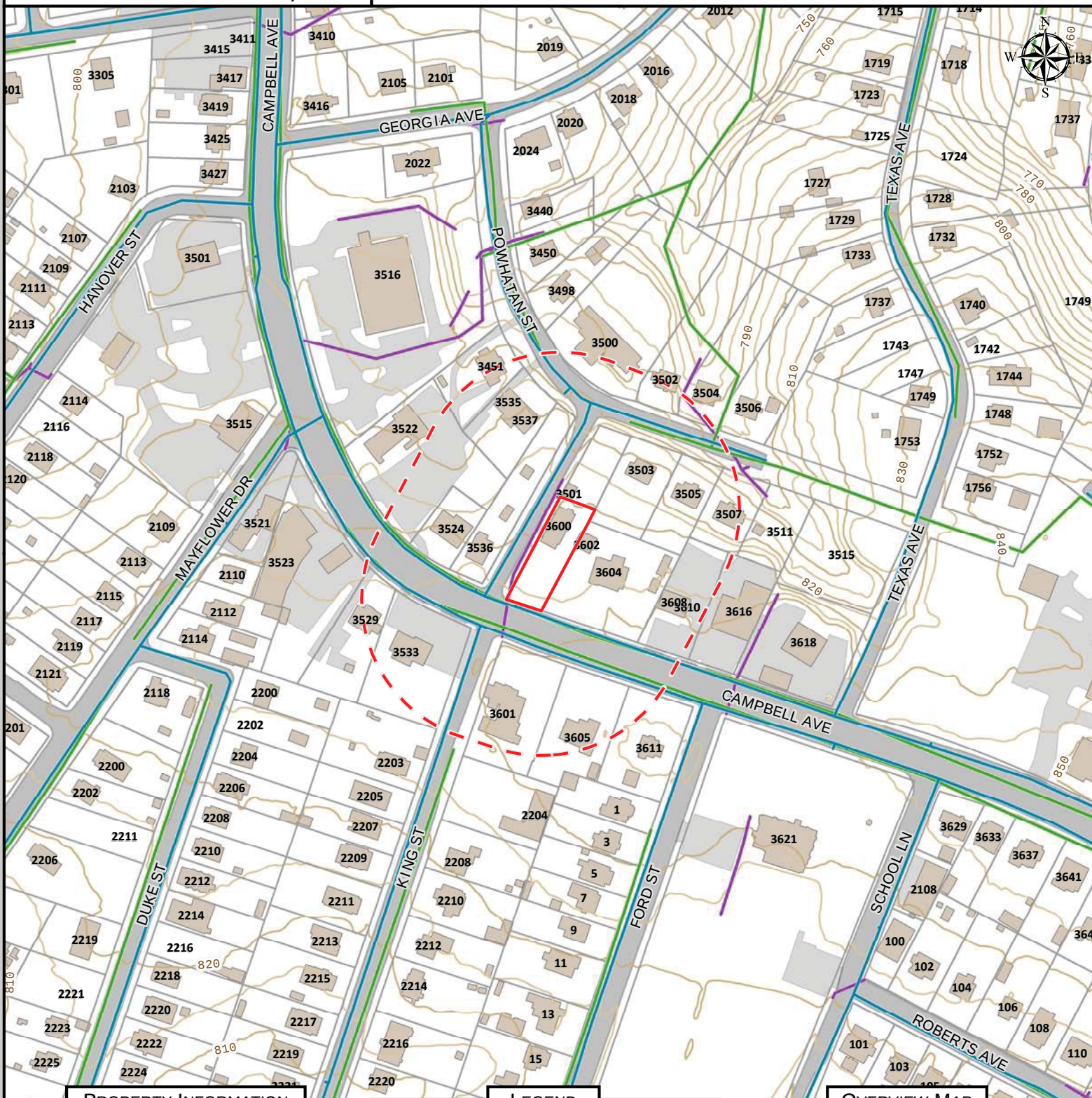
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Planimetric and Topographic Map

DUPLEX

Conditional Use Permit Request

Michael Dillard



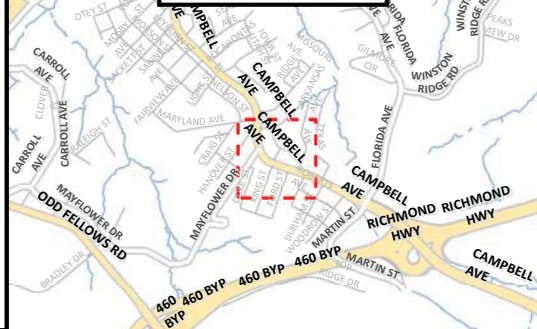
PROPERTY INFORMATION

PARCEL ID	ADDRESS
11017001	3600 CAMPBELL AVE

LEGEND

	Active	Proposed	Abandoned
Utilities	Water	Sanitary	Storm
	Paved	Unpaved	Other
Planimetrics	Structure	Roadway	Parking
	Sidewalk	Driveway	
Topography	Contour	100'	50'
		20'	10'
		5'	1'

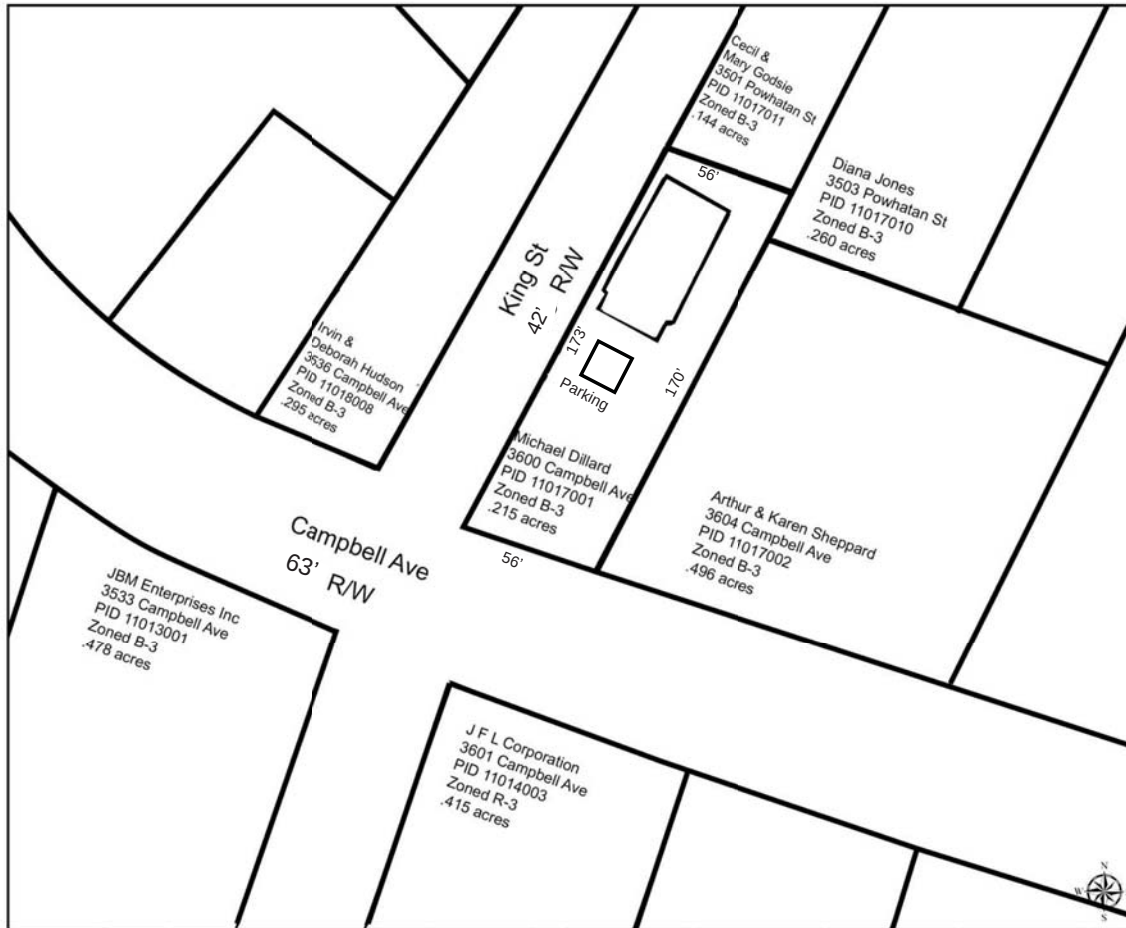
OVERVIEW MAP



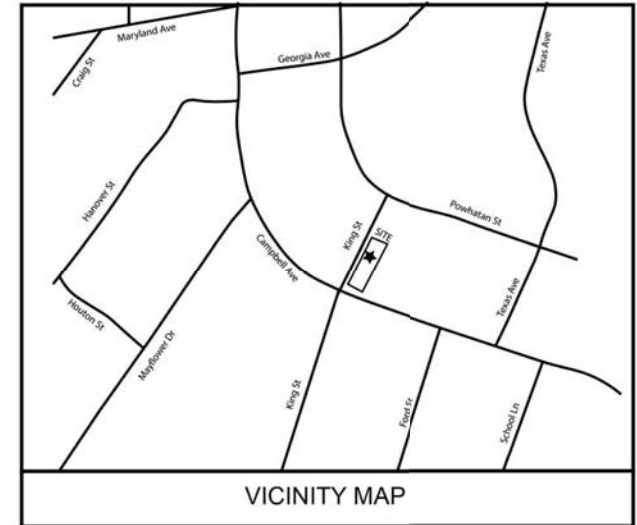
MAP SCALE: 1" to 200' DATE PRINTED: 9/27/2018

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.

0 50 100
1 inch = 50 feet 1:600



0 400 800
1 in = 400 ft 1:4,800



Concept Map showing 3600 Campbell Avenue

7/5/18



3600 Campbell Avenue
Conditional Use Permit
August 22, 2018

PLEASE PRINT

[illegible]

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 9, 2018**

AGENDA ITEM #: **11**

CONSENT:
ACTION: X

REGULAR: X
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

**ITEM TITLE: Meanwhile Back At The Farm, LLC Request for Lease of City Owned Property at
3815 Old Forest Road**

KEY ELEMENTS:

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

RECOMMENDATION: Hold a public hearing and grant Meanwhile Back At The Farm, LLC a lease agreement on City owned property at 3815 Old Forest Road.

SUMMARY: Meanwhile Back At The Farm, LLC has requested a lease of City owned property at 3815 Old Forest Road. They have agreed to pay \$8,400 per year with the initial term of 1 year. They would like to have an option for additional 1 year terms upon mutual agreement until the building is ready for demolition as part of the Route 501/221 One Way Pair project (which is pending VDOT funding approval). By securing this lease the City receives some income from the structure until the roadway project comes through for construction.

PRIOR ACTION(S): Physical Development Committee – October 9, 2018

FISCAL IMPACT: None

CONTACT(S): Clay Simmons, Deputy Director of Public Works-455-4443
Gaynelle Hart, Director of Public Works-455-4406

ATTACHMENT(S): Resolution
Lease Agreement

REVIEWED BY: raw

Resolution

BE IT RESOLVED That the City Manager is hereby authorized to execute a lease agreement with Meanwhile Back At The Farm, LLC for the occupation and use of the City-owned property located at 3815 Old Forest Road in accordance with the Lease Agreement approved by City Council.

Adopted:

Certified:

Clerk of Council

113K

THIS LEASE AGREEMENT, made and dated this ____ day of _____, 2018, by and between the City of Lynchburg, a municipal corporation of the Commonwealth of Virginia, party of the first part, hereinafter referred to as the “Lessor”, and Meanwhile Back At The Farm, LLC, a Virginia limited-liability company, party of the second part, hereinafter referred to as the "Lessee.”

W I T N E S S E T H

WHEREAS, the Lessor is the owner of property located at 3815 Old Forest Road in the City of Lynchburg, hereinafter referred to as the “premises,” which is more particularly described in Exhibit "A," which is attached hereto and by this reference made a part of this lease.

WHEREAS, the Lessee is aware that the Lessor at a future date intends to demolish the building that is currently located on the property and to use the property to construct road improvements. Being fully aware of the Lessor’s plans, the Lessee desires to lease the premises from the Lessor for use as a retail office and warehouse storage space under the following terms and conditions;

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

(1) Premises— Lessor does hereby lease to Lessee, for the sole use as retail office and warehouse storage space, the premises at 3815 Old Forest Road, Lynchburg, Virginia.

The Lessee shall not use, store, transport, load, unload, dispose of, or suffer or permit the use, storage, transportation, loading, unloading or disposal of petroleum products or hazardous substances on the premises, other than custodial cleaning supplies and office supplies. However, petroleum products used to operate material/product loading equipment are permitted on the premises.

(2) Term— The lease shall be for a term of one year commencing on October 1, 2018 and shall end at midnight on October 1, 2019.

The Lessor and Lessee shall have the option to renew this leased for additional one year terms upon their mutual consent. The Lessee shall give the Lessor written notice of its desire to extend the lease for additional terms no less than ninety (90) days prior to the expiration of the initial or current term. The initial term, or subsequent terms shall be renewed or extended in accordance with the same terms and conditions of the initial lease, except for the rent, which will increase by three (3%) percent per year for each renewal term.

(3) Rent— The rent shall be \$700.00 per month, which is due at the beginning of each month, without the need for billing by the Lessor, and payable to the City's Billings and Collections Division, City Hall Building, 900 Church Street, Lynchburg, VA 24504, attn. Susan Hargis or to such other person and location as the Lessor may designate in writing from time to time.

(4) Maintenance—The Lessee accepts the premises "as is." Lessee understands and agrees that the City has no obligation to make any alterations, repairs, or changes to the premises during the term of this lease and the Lessee agrees that throughout the term of this lease it will assume sole responsibility for the repair and maintenance of the premises and will maintain the premises in a safe and presentable condition. Such maintenance shall include: the building, interior and exterior windows, doors, floor coverings, interior and exterior walls, and ceilings as well as all building systems, all common areas including the parking lot and landscaped areas. Should substantial repairs or extensive maintenance of the foundations, the exterior roof, the structural components of the premises become necessary, and the Lessee feels that the needs are beyond their financial abilities, the Lessee shall be released from the lease and may permanently vacate the premises upon notice to the Lessor unless the Lessor should elect to perform said work in order to keep the building occupied. At the Lessee's option, and if mutually agreed to in writing by both the Lessor and the Lessee, the Lessee may elect to perform repairs to the building in exchange for payment of rent at a mutually agreed upon fair market value for the repair work. The parties shall agree in writing as to the type, extent, and value of the repairs prior to the commencement of any repair work. If the Lessee has made agreed upon repairs to the building in exchange for rent, and the Lessor elects to terminate the lease prior to the end of the term of the lease, the Lessor agrees to reimburse the Lessee for the remaining fair market value of the repair work. The Lessee shall repair all damages to said premises caused by its agents,

employees, guests, and patrons. All repairs and maintenance must comply with federal, state and local building codes, regulations and ordinances.

The Lessee shall be responsible for all of the routine day to day maintenance of the premises, including cleaning, removal of trash, replacement of light bulbs, etc. The Lessee shall regularly remove all trash and garbage from the premises and maintain the premises in a clean and sanitary condition. Such routine day to day maintenance shall include but shall not be limited to removal of snow and ice, grass cutting and landscaping, parking lot repairs, picking up and removing trash and litter, etc.

The Lessor reserves the right to inspect the premises at all reasonable times and to develop a maintenance schedule for mowing, trash/debris removal, the building's outside appearance and do any repairs that affect the safety or violate regulations (subject to cost restrictions mentioned in previous comments) that the Lessee shall follow to properly maintain the premises. In the event the Lessee fails to follow the maintenance schedule and make the necessary repairs, the Lessor shall have the right to enter the premises, make such repairs and bill the Lessee for the repair costs.

In order to preserve the general appearance of the premises the Lessor shall have the right to approve the outside display or storage of equipment, materials, supplies, etc. on the premises.

(5) Improvements, Additions or Alterations— No improvements, additions or alterations may be made to the premises without the Lessor's prior written approval. Written approval may be in the form of electronic correspondence with the Director of Public Works. This does not preclude the need to obtain any necessary permits for improvements or modifications that would ordinarily require formal permit approval. The Lessee shall be solely responsible for the cost of any improvements, additions or alterations. Since the building is slated for demolition as part of an upcoming roadway project, any improvements, additions or alterations the Lessee adds to the buildings may be removed by the Lessee at the expiration or termination of the lease.

In the event Lessee fails to remove any of the Lessee's property at the Lessee's expense, within thirty (30) days of expiration or termination of the lease, the Lessor may retain same under the Lessor's control or sell at public sale, without notice, any or all of the property not so

removed and apply the net proceeds of such sale to the payment of any sum due thereunder or otherwise dispose of such property.

(6) Utilities— The Lessee shall arrange for and pay for all heating, sewer, gas, water, electricity, telephone and other utility services which its use of the premises may require, including all deposits and installation costs of meters and utility services.

(7) Insurance and Indemnity—Lessee agrees to indemnify, hold harmless and defend the City, its employees and officials, from and against any claim, loss, lawsuit, damage or liability occasioned by, growing out of or arising or resulting in any manner whatsoever from the Lessee's use and occupancy of the premises. Lessee further agrees to:

(a) Insure its furnishings and contents against fire loss and losses commonly insurable by extended coverage to the extent Lessee deems necessary.

b) Lessee agrees to secure tenant's liability insurance in an amount of not less than \$1,000,000.00, combined single-limit coverage against general public liability for injuries to or death of persons or damage to property. Such insurance policy shall also name the City of Lynchburg, its employees and officials, as insured parties.

The insurance required of Lessee herein shall be primary and any insurance or self-insurance maintained by the City are secondary and apply only in excess of and shall not contribute with the insurance obtained by Lessee. Any deductibles or self-insurance retention applicable to the required coverage shall be paid by Lessee and the City shall not be required to participate therewith. Lessee shall deliver to the City a copy of said insurance policy or certificate of insurance with the necessary endorsements to the City's Risk Management Division showing the same to be in full force and effect before occupying the premises; upon each renewal of the lease; and, at other times throughout the term of the lease when the City requests confirmation of insurance coverage. Lessee must give the City ten calendar days advance written notice of any cancellation, nonrenewal, or modification of coverage, and a binder or certificate verifying new coverage in accordance with the requirements herein prior to any change, cancellation or nonrenewal date. In the event of such cancellation or nonrenewal notice, Lessee shall obtain, pay all premiums for the renewal or replacement of the insurance required

hereunder. Lessee shall, at least sixty days prior to the expiration of the policies, furnish City with renewals or “binders” for the policies, or City may order the required insurance and charge the cost to Lessee.

Notwithstanding the provisions of Section 12 of this lease, the failure of Lessee to maintain such insurance coverage throughout the term of this lease shall be grounds for the immediate termination hereof. Lessee’s responsibility to the City hereunder is not limited to the amount of such insurance coverage. All insurance will be obtained by Lessee from insurance companies authorized by Virginia’s State Corporation Commission to do business in Virginia.

(8) Expiration of Lease— Upon the expiration of this lease the Lessee’s authority to use the premises shall cease, and Lessee shall, upon such expiration, surrender the same to the Lessor, promptly and in good condition, ordinary wear and tear excepted.

(9) Destruction of Premises--If the premises shall be damaged or destroyed by a fire, the elements, a public enemy or other casualty to the extent that the premises becomes untenable, this lease shall automatically terminate and the Lessee has no obligation to repair the premises. However, the Lessee shall be responsible for repairing or replacing any damages to the premises caused by the acts or omissions of the Lessee, its employees, representatives or agents or any other persons the Lessee permits to be on the premises.

(10) Damage to or Loss of Lessee’s Property— The Lessor shall not be liable for any damage to or loss of any of the Lessee’s property or any of its agents, employees or customers which is brought onto the premises, regardless of how such damage or loss may occur. It is expressly agreed and understood that the Lessee, its agents, employees or customers in placing property in and on the premises, do so at their own risk.

(11) Late Fees and Interest— Any and all payments of rent or other sums due under this lease shall be paid on the due date. If a payment is not made within ten (10) days of the due date, the Lessee shall pay a five percent (5%) late penalty on the amount of the delinquent payment and shall pay interest on the amount of the principal and the penalty at the rate of ten percent (10%) per annum. In the event it becomes necessary for the Lessor to initiate legal proceedings to collect any of the rent and fees payable under this lease, the Lessee agrees to pay reasonable

and necessary expenses incurred by the City in such legal proceedings, including reasonable attorney fees.

(12) Termination of the Lease— If the Lessee shall fail to comply with any of the terms and conditions of the lease or any notices given hereunder, and such failure shall continue for a period of not less than 30 days after notice in writing, or if the Lessee shall become insolvent, or shall make an assignment for the benefit of its creditors, or if any of its property to be attached and attachment not promptly released, or if an execution be issued against it, or, if a petition be filed by or against it to have it adjudicated a bankrupt, or if a trustee or receiver shall be created and appointed to take charge of its assets, then or at any time thereafter, the Lessor, may at its option, enter into premises and remove any and all persons therefrom and take and retain possession thereof either with or without process of law.

This Lease shall be terminated if the Lessee shall fail to pay rent past due thirty days after notice from the Lessor to the Lessee.

In the event the Lessee ceases, cancels, or abandons its business operations prior to the expiration of the lease term, this lease shall automatically terminate ninety (90) days from the triggering action specified above

(13) Assignment— The Lessee shall not assign this lease or sublease the premises or any part thereof without the prior written consent of the Lessor.

(14) Notices— All notices by either party to the other shall be made by hand delivery or by depositing such notice in the registered or certified mail, postage prepaid, and such notices shall be deemed to have been delivered and received on the date of such depositing correctly addressed in the registered or certified mail.

All notices to the Lessor shall be mailed to:

City of Lynchburg City Manager
City Hall
900 Church Street
Lynchburg, VA 24505

All notices to the Lessee shall be mailed to:

Meanwhile Back on the Farm, LLC
c/o George Robert Harris Jr
6173 Rocky Mountain Road
Coleman Falls, VA 24536
Telephone Number: (434) 942-3118

The parties from time to time may designate in writing changes in the names and addresses stated above.

(15) Signs— All signs erected, placed or maintained by Lessee, or allowed to be erected, placed, or maintain by it, on the premises must be first approved by Lessor and shall relate to the business conducted by Lessee on the premises. This approval shall not be unreasonably withheld, delayed or conditioned. Lessee agrees to keep its signs on the premises in a good state of repair and the Lessee shall not place any sign on the premises in violation of any applicable law, ordinance or rule of any governmental agency.

(16) General Provisions— Lessee agrees to the following conditions concerning the use of the premises:

- (a) This lease shall be governed and construed in accordance with the laws of the Commonwealth of Virginia.
- (b) The Lessee shall assume responsibility for the security of the premises.
- (c) In the event any provision of this lease shall be found to be invalid or unenforceable, the remaining portions shall remain in full force and effect.
- (d) The Lessee agrees to observe and obey during the term of this lease all federal, state and local law, ordinances, rules and regulations, currently in force or subsequently adopted that may apply to its use of the premises as a retail office and warehouse storage space.
- (e) The Lessee agrees to use this property in a non-discriminatory manner.
- (f) The Lessee shall keep the premises free of all environmental, health or safety hazards and/or nuisances of any kind whatsoever.
- (g) Lessee shall have the right to keep the Premises open at all such times as it desires.

(h) The City reserves the right to enter upon the premises at any time in case of an emergency and reserves the right to enter upon the premises at any reasonable time for the purpose of conducting inspections to determine if the Lessee is complying with the terms and conditions of this lease.

(i) The Lessee agrees that it will pay all lawfully assessed taxes from which the Lessee is not exempt. For example, business taxes, personal property taxes. This does not include property taxes for the premises themselves.

(j) All terms and conditions with respect to this lease are expressly contained herein, and both parties agree that no representative or agent of Lessor or of Lessee has made any representation or promise with respect to this lease not expressly contained herein.

IN TESTIMONY WHEREOF, the City of Lynchburg has caused its name to be hereunto subscribed by Bonnie M. Svrcek, its City Manager, and its seal affixed and attested by its Clerk of Council; and a duly designated officer of Meanwhile Back At The Farm, LLC, has signed the lease on behalf of Meanwhile Back At The Farm, LLC, all of the day and year first above written.

CITY OF LYNCHBURG

By: _____
Bonnie Svrcek, City Manager

ATTEST:

Clerk of Council

MEANWHILE BACK AT THE FARM, LLC

By: _____

Its: _____

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 9, 2018**

AGENDA ITEM #: **12**

CONSENT:
ACTION: **X**

REGULAR:
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Downtown 2040 Master Plan

KEY ELEMENTS:

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

RECOMMENDATION: Adopt the *Downtown 2040 Master Plan* as part of the City's *Comprehensive Plan 2013-2030*.

SUMMARY: On April 26, 2017, the Planning Commission initiated revisions to the *Downtown & Riverfront Master Plan 2000* to provide a clear path and direction forward for the next twenty years of Downtown development. The *Downtown 2040 Master Plan* builds upon the successes of the previous plan, and if adopted, would replace the *Downtown & Riverfront Master Plan 2000*.

After significant community outreach and participation, the Planning Commission conducted a public hearing and recommended adoption of the *Downtown 2040 Master Plan* on August 22, 2018. The following edits were recommended by the Planning Commission and are included in the Master Plan:

- Temporary road closures to create pedestrian only streets at certain times of the week/year as a tool to create additional public space in Downtown streets. **(p. 95)**
- Narrowing of Rivermont Avenue on the northwest side of the bridge to match the bridge road diet, particularly on the inbound route. **(p. 175)**
- Amending City Code to require deliveries to be made in loading zones, not travel lanes, regardless of street direction. **(pp. 135 & 149)**

At the September 11, 2018 City Council work session, staff and consultants provided an overview of the *Downtown 2040 Master Plan* with emphasis on the recommendation of restoring two-way traffic on Main and Church Streets.

PRIOR ACTION(S):

August 8, 2018: Planning Commission Work Session

August 22, 2018: The Planning Division recommended approval of the plan.

The Planning Commission recommended approval (4-0 with three absent, Bowden, Light and Johnson) of the *Downtown 2040 Master Plan*.

September 11, 2018 City Council Work Session

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 – August 8 and August 22, 2018
- Planning Commission Memorandum – August 8, 2018
- Planning Commission Report – August 22, 2018
- Supporting documentation from City staff regarding two-way traffic conversion
- *Downtown 2040 Master Plan Synopsis*
- *Downtown 2040 Master Plan and Appendices* (as separate files due to size)
- Speaker Signup Sheet

REVIEWED BY: raw

RESOLUTION

WHEREAS: The Lynchburg *Downtown & Riverfront Master Plan 2000* was adopted by City Council May 22, 2001.

WHEREAS: The Vision established by the Lynchburg *Downtown & Riverfront Master Plan 2000* has led to the successful revitalization of the Downtown with significant public and private investment.

WHEREAS: The Planning Commission initiated amendments to the *Downtown & Riverfront Master Plan 2000* on April 26, 2017.

WHEREAS: The *Downtown 2040 Master Plan* establishes a new Vision, higher goals, and integrates previous planning efforts and significant public engagement to ensure the continued success of the Downtown for the next twenty (20) years.

WHEREAS: The Planning Commission recommended adoption of the *Downtown 2040 Master Plan* after a work session on August 8, 2018 and a public hearing on August 22, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that in order to promote the public necessity, convenience, general welfare and good zoning practice as is required by the *Code of Virginia*, the City Council adopts the *Downtown 2040 Master Plan* to replace the *Downtown & Riverfront Master Plan 2000* as part of the City of Lynchburg *Comprehensive Plan 2013-2030*, including amending the Future Land Use Map (FLUM) as shown on page 39 of the *Downtown 2040 Master Plan*.

Adopted:

Certified:

Clerk of Council

112K

MINUTES OF THE AUGUST 8, 2018 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

Work Session on the Downtown 2040 Master Plan: Mr. Martin introduced Mr. David Hill from Hill Studio, the lead consulting firm that worked on the plan. Mr. Martin thanked Ms. Rachel Frischeisen and Ms. Anne Nygaard for their work on the plan. He acknowledged the Downtown Lynchburg Association for their professional assistance with the marketing of the plan. The branding of the plan and outreach to the public was very well done and professional.

The Commission was asked to reimagine Downtown and to think about what has been accomplished and what can be accomplished through planning. They were asked to think about having a vision and not just accepting the status quo. The Downtown is in a renaissance. It is having a rebirth and a revival. Lynchburg has continued to be revitalized and given new life.

Mr. Martin gave an overview on the history of Downtown and the City as a whole. Lynch's Ferry was founded in 1757 at the base of Ninth Street. At that time, it was primarily a tobacco economy. It eventually evolved during the Civil War where it was primarily a supply and hospital center. It was spared much of the destruction that other Virginia cities and towns suffered. In 1786 it was incorporated as a town. As the city grew and annexed areas, it became more of a manufacturing economy.

Mr. Martin described how retail migrated from Downtown. Pittman Plaza was the first major retail push away from Downtown. As the land area of Lynchburg grew, retail migrated across the boundaries. River Ridge Mall, Wards Crossing and Wards Crossing West were other major shopping areas that were created in the past decades, shifting retail away from the City's core downtown.

Mr. Martin described decisions with our transportation system that pushed our transportation to the edges of Downtown (instead of the center of Downtown) to get people around it quickly. Ninth Street was the original bridge that came into Downtown center city, which was later pushed to Seventh Street. Carter Glass Bridge was built in the 1950s and John Lynch Bridge in 1988. We started focusing on the suburban sprawl, which took the retail and people away from Downtown.

The Commission was shown historical photos which showed areas that had experienced demolition of buildings and bridges to allow for parking areas. The retailers that were left in Downtown were trying to compete with suburban shopping malls. They were putting metal facades on the building and taking away what was unique about our Downtown. When the Carter Glass Bridge was built, it divided entire neighborhoods and took out entire blocks.

The block between Seventh Street and Commerce Street was a pivotal point in the history of Downtown. In 1998, there was a proposal to demolish six buildings to accommodate a surface parking lot. The Director of Community Development at that time, Ms. Rachel Flynn, started forming relationships with community leaders and historic preservation leaders. The efforts of saving these buildings led to the creation of the *Downtown and Riverfront Master Plan 2000*. Key members involved in creating this plan realized that the revitalization of Downtown would not be accomplished by demolishing buildings and constructing huge parking lots.

When that plan was developed, the mayor of Charleston came to Lynchburg and gave an overview of the work Charleston was doing in its Downtown. That was really a pivotal moment because when the mayor was asked about funding, He stated it is not about the funding, it is about the vision.

The commission was shown several photos of various buildings around Downtown that have been renovated into apartments and commercial uses and a photo of a wedding at Tresca on 8th. Without the *Downtown and Riverfront Master Plan 2000* and the change in thinking about how Downtown should be developed, we would not have these photos.

The Downtown plan is a blueprint and a clear path forward to achieving a vision. The 2040 vision is that Downtown Lynchburg will be a bustling and thriving urban core, the economic, social and cultural hub of Central Virginia—a destination for visitors and a destination for visitors and a livable neighborhood for residents. Both locals and tourists alike will enjoy a diverse offering of retail, restaurants and recreational activities, set in a downtown rich with historic architecture, unique topography and vibrant public spaces. This is the exciting atmosphere that makes Downtown Lynchburg the heart of the region.

The Downtown and the surrounding neighborhoods have been successful since 2000. There are sculptures and gathering places; it is a very welcoming place. City staff believes Downtown can be so much more. Staff heard from the public during the meeting process, that Lynchburg is becoming the City where people want to live. People said Downtown is taking the City to the next level and it is becoming “epic.” Overall, the economy is doing very well. Downtown and the City as a whole can look to receive more of its fair share of the market.

The plan’s study area was discussed with the commission. Areas adjacent to Downtown and ways to make connections to the colleges and universities were explored. There was a tremendous amount of public input that went into the plan. There was a kickoff meeting with over 300 attendees, an online survey with over 900 respondents, a website, listening sessions and popup events at various locations. There were a series of design workshops used to develop the plan and now the presentation of the plan draft.

One of the top items that people mentioned that they enjoy about Downtown is the quaint, interesting and historical buildings. There is nothing in place to protect that architecture. There are some locally designated historic districts nearby; however, in Downtown, there is nothing protecting these resources unless historic tax credits are used. If an owner wants to tear a building down and they have not used historic tax credits from the state or federal government, they can do so. After five years, the limitations on what a person can do with the building have expired and an owner can do whatever they would like to do.

Design guidelines that are specific to Downtown should be created that would protect the buildings and encourage and promote appropriate infill. The plan is reemphasizing, recommending and proposing things that could have already been done. Commissioner Bowden asked for clarification that a local historic district is what the plan is proposing. Mr. Martin stated that is correct. Some properties are in a state and national district. Commissioner Rogers asked if the local historic district would give the City more authority over the properties. Commissioner Rogers thought that the state and national designation would have more authority than a local jurisdiction. Mr. Martin stated the local historic district would give the City more input on how the properties and buildings are renovated on the exterior and how new infill happens.

The plan looked at the adaptive reuse of some buildings. 1112 Main Street and 901 Main Street are a couple of these buildings. 901 Main Street has been purchased and is being renovated into an event space, which is not far from what the plan recommended for it.

Parks and gathering places were studied. People stated they like the festivals and concerts Downtown. They are occurring in the Riverfront Park; however, that park was not designed for large events on a frequent basis. The grounds are getting torn up and are difficult to maintain. The plan recommends a Downtown amphitheater seating around 4,500 people at the base of lower Bluffwalk. It would be flanked by two new buildings.

The plan shows an alternate amphitheater location at Riverfront Park. It also shows a bridge over to Riveredge Trail, a playground, public restrooms and a realignment of the bike trail. There is also an area highlighted called Canal Park. It is near where Amazement Square built their new building. This is a

historic area where the aqueduct carried the bateaus over to the canal system. The bike trail will be realigned here as well and come out under the Ninth Street Bridge.

There are plans for Foundry Park on Concord Turnpike where there is no separation from the river by the railroad. With a realignment of Concord Turnpike (still allowing for truck traffic), the park area would allow access directly to the river. It could have smaller venue spaces but would have active recreation such as a zip line and boat launches.

Clay Street Reservoir is highlighted, as it was also highlighted in the Fifth Street plan. People said during the public input process that they would like anything with an extended history to be preserved. This park could be a very unique green space for the upper part of Downtown. It could have a reflecting pool that could be converted into an ice rink in the winter.

A dog park is also planned. There are over 900 residential units Downtown and the residents want a place to play with their dogs. It would be located at the corner of 12th and Grace Streets.

A small gathering area called City Hall Plaza is highlighted. It would be right in front of the public elevator. We heard that people love coming Downtown but there are not a lot of public gathering areas. It could be a unique space and still have some angled off-street parking.

There are plans for the Community Market and arrival pad. There are plans to bring the farmer's vendor areas closer to the street. The arrival pad is a high pedestrian area and would be another special place and gathering spot.

There are plans for the trails and pedestrian connections. We looked a lot at how to move people up and down the steep terrain of Downtown. We have some dramatic views and we have designated two other hill climb areas to take advantage of these views. The plan recommends an upper Bluffwalk that connects 6th Street to 12th Streets. 6th Street Hill Climb could have a water feature or focus on stormwater management and 12th Street Hill Climb could be dedicated to public art.

Commissioner Bowden asked if this is a good time to look at different traffic patterns and more walkability. For instance, until noon on Saturday, it could be pedestrian only. Mr. Martin said they will be discussing traffic patterns because this plan is premised on "park once and walk." Commissioner Bowden is speaking about occasional things like what he mentioned before.

The idea of parklets was also highlighted. You take one or two parking spaces and convert them into a seating area or green space.

Ms. Rachel Frischeisen took over the presentation and discussed parking. Twenty-five percent of the area Downtown is dedicated to surface parking, which equates to 40 acres and does not include the parking decks. That is not an efficient use of land and is a lot of space being dedicated to cars. This plan wants to get people out of their cars and on the streets. The people are what make Downtown a vibrant space and getting them out of their cars hopefully gets them spending money as well. One of the founding principles of this plan is to park once.

Most of our prime parking spots located near businesses are free while off-street parking costs money. Is that the most logical solution? If premium on-street parking spaces are the most convenient, they should be paid parking spaces and the off-street spaces should have a smaller fee. The plan proposes to charge for on-street spaces and offer one to two hours of free parking in off-street parking lots and decks. The turnover would get people to park where they should, meaning long term parkers should be in the off-street lots. The on-street spaces are meant for people that want to make quick stops and should turn over quickly.

The plan considers new decks when existing decks are reaching capacity or the end of their life. When they are rebuilt, they will be built with ground floor commercial uses and parking above. People want to walk past shops and restaurants, not parking. If there are large swaths of parking, there is no interest and people are more likely to turn around and go back to their car. A good example of this is "My Dog Duke's Diner." We would like to see more of that built in to parking areas.

A guiding principle of the plan is walkability. There should be wide sidewalks, benches and shade trees. Also, how safe is it to walk? How easy is it to get around? How easy is it to get across the street and how fast is traffic moving? Two-way traffic is proposed in the plan. The main reason is for walkability. Pedestrians bring activity to the street and hopefully that means money spent. Two-way traffic is also more navigable for residents and visitors. It reduces traffic and the need to circle the block if you missed your destination. It also allows for easier detours. There are benefits for retail establishments because there is equal opportunity for every business on the street to be seen. Ms. Frischeisen showed them an illustration that shows how one-way traffic creates a "multiple threat" conflict to pedestrians. There is also an effect called "retail eclipsing." The buildings in the periphery tend to get lost or eclipsed in a one-way environment because cars tend to move faster, your field of vision narrows and you don't need to pay as much attention to what is on the side. That results in less exposure for businesses. We want to make it about driving to Downtown rather than driving through Downtown.

With regard to Downtown's topography, there was thought given to how to increase accessibility. A couple of additional elevators are proposed. If Midtown parking deck is redeveloped as proposed, the elevator could be moved to the corner of the building to make it more accessible. The amphitheater could have elevator access as well, which would make a huge difference for access between Jefferson and Commerce Streets. The Hopper shuttle was given thought as well. Right now it is sort of moving in a back and forth fashion. We worked on its route to help people get up and down the hills. Commissioner Rogers asked what the time cycle is for the hopper. She thinks it was originally ten minutes and it might be 15 minutes now. Commissioner Rogers asked if any thought had been given to smaller busses that would have more frequent loops. Ms. Frischeisen said the Hopper is big and it is what they have for now. Jefferson Street cannot support that large of a bus. The plan does talk about looking at other options. These are questions for GLTC and funding will be an issue. Commissioner Marion thinks that GLTC may have received the bus for free and if the Hopper does not work out, it will have a bus to use somewhere else. One way to connect the colleges better with Downtown is to provide an express bus route and that is explored in the plan.

The plan looked at extending the bike trails. There are a fair number of recreational riders but there is the potential for many more commuters or using them to get around Downtown to visit. Wheeling ramps are proposed for stairways.

Gateways signal your arrival to Downtown but also connect the neighborhoods. They are first impressions for many people and also their last impression on their way out. The plan proposes to look at a lane reduction on the Main Street Bridge to allow for bike/pedestrian facilities wherever possible. The Main Street Bridge has been designed to be constructed pretty much the way it was but these proposed improvements could still be done easily and not cost a great deal of money. There are more lanes for cars than what is really needed based on the number of cars using that bridge to get into Downtown.

The John Lynch Bridge offers beautiful views of Downtown but also has excess capacity. The plan proposes a multiuse path by most likely reducing one of the outbound lanes. There will be another bike path connection under the Carter Glass Bridge, which will create a really nice loop between our bike trail system and the Amherst Riveredge Park.

Many enter the City through the Concord Turnpike entrance. It is not the most welcoming avenue. The James River Parkway is a suggestion on how to separate visitors from that, as well as getting them away from a few at-grade railroad crossings.

Downtown has come a long way, but we have to reimagine it and keep reimagining it. We think it has room left to grow and we think this is the blueprint to get us there.

Commissioner Rogers wondered if the extension of Main Street called for in this plan is the same as one that used to be on the highway transportation plan in the 1980s. Mr. Martin said it is and Commissioner Rogers thinks that would be a nice addition.

Commissioner Lowe really likes all the parks called for in the plan. They have the potential to draw more athletic activities to the area. With the path going under the bridge to Amherst, there is the potential for bike races and foot races.

Commissioner Bowden said he was impressed with the comprehensiveness of the plan. He cannot find words that convey how impressed he was with the plan. They thought of so many things he did not realize were important until he saw them in the plan. Commissioner Bowden thinks they already have significant events being held Downtown and he would like to know if the commission can recommend different traffic patterns. You could test some of the ideas we are talking about during these events. He is not sure exactly how the traffic would be configured but we could test some things on a temporary basis with events. For example, you could try two-way traffic out so people can see how it would work and how it could be beneficial or not.

Commissioner Lowe likes the commercial uses located on the first floor of parking decks. He was recently in Bethesda, Maryland and he liked how the parking was discreetly hidden but signage made it easy to find. There were shops all around the ample parking with elevators. Commissioner Marion pointed out that this is a 2040 plan and we do not know what we will be driving in 2040. She went to Washington, DC, recently and they parked and then took Uber or walked everywhere. We do not have a metro but we have busses and people can bike and walk. There may be more car sharing happening by the year 2040. Commissioner Bowden pointed out that if we had the need for less parking in the garages by the year 2040, they could be filled in with more commercial or residential units. Mr. Martin commented that he liked how the commission is focusing on people rather than the automobile because this is what the plan is entirely about. Park once and walk. If we want Downtown to be successful, that is the model. There are multiple ways to get around but the point is to get out of your car and experience what makes our Downtown unique.

Commissioner Bowden asked how much of the 25 percent of parking is public versus private. Ms. Frischeisen was not sure but did indicate that there is definitely more private than public.

Commissioner Rogers noted that the City owns the two largest parking decks. He wondered if there was any incentive to encourage development of the lower levels for commercial uses. He also wondered if we could have bike kiosks. He also suggested having parking areas on the periphery of Downtown for people that like to bring their bikes. He would like to see access on the bridge across 29 because people park there and ride their bikes across it. He and his neighbors ride bikes Downtown a lot but are lucky because they live on Rivermont Avenue. That seems to him to be a small scale cost as we move forward with this plan.

With regard to the two-way traffic, it makes total sense to him. As you get more people heading Downtown instead of going through Downtown (which is what he thinks some people think), it actually helps people see that vision more. If you start with easiest things and the things that cost the least amount of money, those things actually have the most bang for the buck. He wanted to know if there was a plan for the pedestrian and bike movements.

Mr. Martin said there is a list of short, mid and long term goals. The plan is pretty specific that the on-street parking and the two-way traffic should be implemented very soon. One of the benefits will be circulation during construction, which is inevitable. We have to replace our aging infrastructure. It will aid in navigating Downtown. Getting back to walkability, two-way traffic slows traffic down. The only negative that anyone has brought to staff's attention is how to deal with truck deliveries. The answer is timed loading zones and enforced loading zones strategically placed throughout Downtown. Why should we base the entire future of Downtown on letting delivery trucks block a lane of traffic when we can deal with that through loading zones on the side of the street?

Commissioner Rogers said his business deals with a lot of hospitality businesses. A lot of them do not accept deliveries after 8:00 a.m. Why don't we have those kinds of restrictions? He was Downtown three weeks ago and saw two trucks block the entirety of Main Street. Cars could get through but a truck could not get through. Why is it that we insist on allowing that? Other places do not do that. Ms. Nygaard indicated that staff is recommending timed loading zones and enforcement.

Ms. Frischeisen noted that in preparing for two-way traffic conversion, our consultant for the Downtown waterline/streetscape project actually went out and did a lot of coordination with businesses on every block of Main Street and Church Street. They asked where they thought a loading zone per block should be located. The 1100 block of Church Street did not even want a loading zone. It can definitely be done and a lot of the work was already done. There was a lot of outreach to the delivery companies. Most of them were surprised we were even contacting them. They said thanks for the heads up but we are delivery companies. This is what we do. This is our job and we deal with it in other cities.

Commissioner Marion said she loves the Rivermont Avenue Bridge plan with one lane in each direction and bike lanes on each side. She noted that it does not make sense to have two lanes coming from Rivermont Avenue on to the bridge when you only have one lane on the bridge and one lane coming into Downtown. Maybe you keep two lanes going out of Downtown going up the Rivermont Avenue hill. Mr. Martin asked if she is suggesting that Rivermont Avenue be narrowed all the way up the hill. She said that is what she is suggesting so that it makes people slow down. The main reason she recommends this is because she has to turn out of D Street every day and it is extremely dangerous because you cannot see anything coming down the hill for the cars parked. Mr. Martin noted that one of the main things they were looking at was better ways to connect to communities and this is a recommendation that looks toward that end.

Commissioner Rogers noted that even with the bike lanes, that if he is biking with his family, they go down Cabell Street instead of taking the Rivermont Avenue Bridge. The bike lanes on Rivermont Avenue are great but he would like to see a wider area for bikes and more continuity. Commissioner Marion noted that she would like to see bike lanes on the bridge because she walks on the bridge and is constantly run off to the side of the road by the bicyclists. She noted that it is very dangerous between the bridge and Fifth Street on the curve without bike lanes.

Commissioner Bowden asked if the four way stops were there when they were considering the two-way traffic conversion. Ms. Frischeisen said there is a model of what it did to traffic when everything was converted to four-way stops rather than the lights we have now. Traffic was slower but it was not to the point where we would not do the two-way traffic. Ms. Nygaard said it had pretty much the same capacity and that is because two-way traffic reduces the need to circle the blocks. You have fewer cars moving slightly slower.

Commissioner Lowe would like to see ways to bring people into Downtown from outlying areas without having to drive a car. He would like to see the trolley brought back to Rivermont Avenue to get people from Boonsboro to Downtown. Commissioner Marion noted that express busses are mentioned in the plan. It would be great to get people from the colleges and universities into Downtown without

stopping. Commissioner Lowe noted he wants to think beyond Randolph College on Rivermont Avenue. There could be certain routes with certain hubs and the busses do not stop at every stop. Ms. Nygaard indicated that improvements to bus routes are covered in a section of the plan. These are expensive options though because you have to have more busses if you want them to come more frequently. There was some analysis done about how much of Lynchburg has accessible bus stops within walking distance. If you were to try and take the bus from Timberlake Road to Downtown, it will take you an hour and a half because you have to transfer.

Commissioner Bowden noted that he had looked at the wheel showing where Downtown shoppers were coming from. That wheel is not representative of all of the areas of the City. That may be an economic issue but it also may be a bus issue. If Downtown is so unique, he would have expected a more representative spread. Ms. Nygaard is not sure what the answer to that is but as far as connecting communities, increasing frequency of busses and increasing the amenities at the bus stops to make them more enticing to visitors are key components. Branding could help and having timers at the bus stops are things to look at as well. Commissioner Bowden suggested they might be able to take riders to a certain point where they bike or take an Uber the rest of the way into Downtown.

Ms. Nygaard noted that another component of the accessibility component is the extension of the bike paths into neighborhoods and possibly doing more spur trails because the trails run behind a lot of neighborhoods but there are not a lot of connections into them. Commissioner Rogers noted that he has asked before for a comprehensive study of the bike trails. Pieces are included in several plans but he is looking for an overall plan. For example, he thinks a lot of Liberty University students would ride their bikes Downtown if there were paths on Odd Fellows Road and Campbell Avenue. It is not that long of a ride and it is mostly downhill. Commissioner Rogers noted that on Rivermont Avenue there are bike lanes. However, they have really poor access to the best bike trail, even though it is a three or four minute bike ride down Hollins Mill Road.

Commissioner Johnson noted that the metered parking had already been tested. Ms. Nygaard noted that there was a pilot project around the community market. It is discussed in the plan very carefully. Ms. Nygaard thinks it may have been flawed from the start because we only tackled it with a couple of blocks. People were just avoiding those spots and parking a block away. A pilot like that should encompass a much broader area. As we institute paid parking, we want to do it on all of Main Street and Church Street. Commissioner Marion suggested that they get meters that make payment easy such as from a person's phone.

Commissioner Bowden noted that there are a lot of older people that come down and Downtown is really lacking in handicap accessibility. Commissioner Bowden really liked all those components that were mentioned in the plan and stressed that they are really needed. He thinks those components should be looked at pretty quickly, especially since the roads are being torn up anyway. Mr. Martin noted that it is very important to not ignore the alternatives any longer because when you ignore the alternatives, you do have to focus on the automobile.

Commissioner Bowden asked about the next steps. Mr. Martin said it goes to City Council after the Planning Commission conducts a public hearing and makes a recommendation. If it is adopted, then we will start looking at implementing things but it obviously has to compete for funding. The way a lot of this is going to get implemented is through the utility and streetscape projects because of construction. There are also public/private partnerships and other recommendations in the plan for funding. Commissioner Bowden wants to be sure they are getting the word out to the community. Mr. Martin mentioned that is the reason staff is going around to various organizations and presenting the plan.

Mr. David Hill pointed out that in each chapter there is a chart. This team does not want this to be a "shelf" document and would like everyone to dive into implementing it quickly. Each chapter has a list of short, mid and long term strategies. Mr. Martin does not think this is much different than the model we

had with the 2000 Sasaki plan. Once the plan was adopted, City Council dedicated funding to Downtown. Private investment followed the public investment. It is not just our vision for Downtown. It is the community's vision for Downtown.

Commissioner Lowe liked the idea of parklets. It reminds him of Europe. Mr. Martin said that could be one of the quick items. A business owner would petition the City to do this in one of the parking spaces in front of their business. Mr. Martin said that is why it is so important to get components like the parklets into the plan. It is exciting to him that they are even sitting here talking about the idea because now we are envisioning differently and entertaining new ideas. The way to move forward is to adopt the plan and adopt new ideas like the parklets.

Commissioner Rogers asked if they may present any additional ideas to staff before the plan is given to City Council. Mr. Martin said it is becoming their plan and staff will take the time to add any ideas they suggest. The sooner they can get their thoughts to staff, the better. When we get into the nuts and bolts of implementing the plan, it would come later when we start looking at the Capital Improvement Program and prioritizing items.

Commissioner Bowden asked if the local historic district would be handled through the zoning ordinance. Mr. Martin stated it would be a zoning action that would be handled through the implementation of an overlay district. That is something that would be low cost and could be moved on fairly quickly after the plan is adopted.

Commissioner Lowe asked about the plans for the landfill and possibly turning that into a park. Mr. Martin stated that Hill Studio has been contracted to begin working on the Tyreeanna plan next and that component will be a key part of that plan.

MINUTES OF THE AUGUST 22, 2018 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

Consideration of adopting the Downtown 2040 Master Plan as part of the City's *Comprehensive Plan 2013-2030*. The plan builds upon the success achieved by the Downtown / Riverfront Master Plan 2000 and establishes a new vision for the year 2040. Major recommendations of the plan include protecting the historic resources of Downtown, public and recreation spaces, paid on-street parking, mobility and accessibility improvements, two-way traffic, refuse collection and wayfinding. Adoption of the plan would amend the Future Land Use Map. The following area specific changes are being proposed to the future land use map: expansion of the Central Business District to include properties located along Main Street (including the 1600, 1700, and 1800 blocks), Elm Street (1700 block), East Lynch Street (1800 block), Garnet Street (1800 block), and Concord Turnpike (1600 block); expanding the Downtown designation to include the 1600 - 1800 blocks of Main Street; designation of Downtown and Resource Conservation areas in the 1600 block of Concord Turnpike; designation of Public Parks at 1651 Concord Turnpike; designation of Institution and Public Park areas in the 500 block of Main Street and Commerce Street; designation of Institution at 99 9th Street and 27 9th Street; designation of Public Parks at 919 Church Street; designation of Public Use at 901 Court Street and 216 12th Street; designation of Downtown at 1301 Main Street, 1201 Jefferson-street and 1215 Jefferson-street:

Ms. Anne Nygaard noted that it is exciting to be in front of them for a public hearing. It is a major step forward for the adoption of this document and Downtown as a whole. Downtown Lynchburg has a lot of planning history but the reason we are here today talking about this exciting vision for 2040 is because six buildings in the 600 and 700 block of Commerce Street were slated for demolition for more surface parking. However, the citizens, planners and public officials in the late 1990s took a stand and they decided that the status quo was not what was best for the City. They worked to prepare, adopt and implement the *Downtown and Riverfront Master Plan 2000*.

That plan had really aggressive goals and we have been working diligently on following them. Because of that, private investment has followed. The buildings that were going to be demolished have been renovated and contain Downtown residents, shops and event space. Had these buildings been demolished, the pictures in this presentation would not exist. Now almost twenty years later, Downtown is wildly different than it was in 2000. To continue this success and address new challenges that we could not foresee in 2000, the City hired Hill Studio and its team of subs to prepare this plan.

This new plan is a blueprint and it looks out to 2040. It sets a higher goal, a higher bar, for Downtown growth. Every good plan has a vision statement. It is what planners, citizens and public officials want Downtown to look at in 2040. In 2040, Downtown Lynchburg will be a bustling and thriving urban core; the economic, social, and cultural hub of Central Virginia—a destination for visitors and a livable neighborhood for residents. Both locals and tourists alike will enjoy a diverse offering of retail, restaurants and recreational activities set in a Downtown rich with historic architecture, unique topography and vibrant public spaces. This is the exciting atmosphere that makes Downtown Lynchburg the heart of the region.

We now have renovated buildings, new businesses, recreational amenities, public space and public art. We believe and we have heard from citizens that it could keep getting better and we are not done. We heard all that but we also looked at the economics of the region and Downtown. We saw that it is really healthy. There is room for growth.

Ms. Nygaard showed them the study area and noted that the team looked at key properties just outside those lines, as well as the corridors leading into Downtown and the transportation systems that

will affect Downtown growth. She showed them the *Future Land Use Map (FLUM)* that will be enacted with this plan. The main changes are to incorporate more areas into the Downtown land use category, as well as to make some corrections for institutions that are in the area and to institute new parks.

Public input on this plan was significant to say the least. It was really the backbone of these recommendations and was more than we have ever done before. One of the things that came out of all this public input was how much people really love the buildings Downtown. They are absolutely one of Downtown's greatest assets; however, there is not much protecting them. Most of Downtown is in a state and national historic district but five years after tax credits are used to renovate these buildings, there is no more protection. The only way to truly protect these buildings would be to establish a local historic district. Doing so would need to be accompanied by design guidelines specific to Downtown that balance both the growth we want to see Downtown and preservation.

The plan also looked at some key sites Downtown for adaptive reuse. This plan provides some ideas on their potential uses and there is actually already some momentum on some of these buildings.

A major component of the plan is parks. We want to enhance what we have and imbue Downtown with green space throughout it. Riverfront Park has been a major success from the 2000 plan. We heard over and over again how much people love it and its events. This plan proposes to formalize that event space with an amphitheater. This would need to be done through a public/private partnership. It would also help preserve views from the Bluffwalk. There is also an alternative design to incorporate that amphitheater into the park itself. It shows restrooms, playgrounds and more shade trees. We kept the vision from 2000 for the trail along the river. While that trail would serve the same purpose, in the near term this also proposes connecting the Blackwater Creek Trail to the Percivals Island Trail.

Canal Park is an extension of Riverfront Park. You can see how the bike trail runs through the park on the plan and underneath the 9th Street Bridge. It also focuses on reinterpreting the historical canal and railroad elements as it is being repurposed for a new transportation option.

Public input also emphasized the importance of the river. Gaining river access has been a goal since 2000. It is really difficult in Downtown proper due to topography and the presence of active railroad lines. The plan proposes an additional park farther downstream where the railroad actually runs on the far side of most of the real estate. Concord Turnpike could be relocated so you could get river access as well as incorporate a number of exciting park features.

For Clay Street Reservoir, we have revived some of the exciting ideas from the Fifth Street plan to repurpose it and create another park. This would really help move some park activity up the hill into some of the neighborhoods. There are also plans for a dog park at the corner of 12th and Grace Streets. There is a plan for City Hall Plaza. The parking we would lose could be relocated elsewhere. This park was created in response to comments that people feel there are not enough public gathering places and a person has to keep moving.

The Community Market is one of the most loved places Downtown. Recommendations are incorporated to really activate this plaza, as well as use streetscaping to balance all the pedestrian and vehicular activity in the area. It would be some kind of paving pattern extending out from the Community Market plaza into the street.

The plan also focuses on trails and key pedestrian connections to encourage pedestrian activity throughout Downtown and create exciting public spaces along the way. There is a loop to connect over to the park in Amherst County where there is also river access. There is also a recommendation to continue the success of the Bluffwalk with extensions on either side, as well as adding the upper Bluffwalk. There are a couple of hill climbs planned that would help encourage people to walk uphill rather than driving. It also creates another loop within Downtown that ties into the upper Bluffwalk.

Monument Terrace is an existing example of what we are thinking for these hill climbs. It helps people move uphill and is one of the special places Downtown.

The plan proposes extensions on both ends of the lower Bluffwalk, one of our newer public spaces. On the east end, it is shown connecting over to the Carter Glass Bridge, which would open more properties to develop along the way.

Ms. Nygaard pointed out the details for the Upper Bluffwalk, as well as the 6th Street and 12th Street Hill Climbs. 6th Street would tie into the Clay Street Reservoir and tie it all the way down to the Blackwater Creek Trail. There could be a major theme along this corridor of incorporating stormwater elements into the streetscape. On 12th Street, we could focus on public art and it would tie into the arrival pad at the Community Market.

The plan looks at strategies to incorporate public space into underutilized street space. Parklets could be incorporated by taking up just one or two parking spaces and really enlivening the streetscape.

Ms. Rachel Frischeisen noted that 25 percent of the land area Downtown or about 40 acres is surface parking. That figure does not even include the parking decks. This is not a very efficient use of land. There is a lot of space Downtown being dedicated to cars. Getting people out of their cars is what we want because the people spend money and make Downtown vibrant. They provide the activity on the streets that makes more people want to be on the streets. This is a recurring theme throughout the plan.

Our current model for parking has the most convenient and prime spaces available for free while off-street lots are paid parking. We propose to flip this model. A prime or convenient space should be the one that costs money while off-street spaces could have a nominal fee. We could offset the paid on-street spaces with free one to two hour parking in the decks. The idea is to create turnover and getting people to park where they should be parking. Long term visitors should be using the off-street parking and those that want to make a quick stop should use the paid on-street spaces.

When our existing parking decks approach capacity or the end of their life, the plan proposes to rehabilitate decks or build new decks with ground floor commercial uses. They are much more attractive and can house as many or maybe more parking spaces. The idea is that people want to walk past shops and restaurants. When they are walking past large stretches of parking lots or decks, there is really no interest to keep the walking down the street.

Walkability is a guiding principle and cornerstone of this plan. Improvements would be wider sidewalks, benches and shade trees. Walkability also includes thinking about safety, ease of getting around, ease of crossing the street and considering the speed of traffic.

The plan does recommend two-way traffic. Two-way traffic environments slow cars and increase walkability. More pedestrian activity is healthier for a Downtown. Street life equates to money spent Downtown. Two-way traffic is also more navigable for visitors and residents. It reduces the need to circle the block if you missed your turn or are looking for an on-street parking space. It makes detouring easier as well, which we know is inevitable with the ongoing utility project. The economic benefit for retail is that it gives equal opportunity for every business to be seen.

There was an illustration of how a two-lane one-way environment is not favorable for a pedestrian. There was an illustration of how one-way traffic is less of a benefit to businesses because of "retail eclipsing." One-way traffic is moving faster allowing our field of vision to narrow and giving less exposure in periphery for businesses on the side.

When we talk about two-way traffic, we hear a lot about deliveries and how they can still happen with two-way traffic. Currently, trucks stop in the travel lane at almost any time of the day. They have been allowed to do so for a long time. Deliveries can be accomplished through timed loading zones, which will need to be heavily enforced. Other localities do this and we can do it as well. We need to think differently and get past the idea that this is impossible because it is a very solvable problem.

The plan also looks at increasing accessibility up and down the hills Downtown. There are a couple new elevators proposed that could be implemented when we are doing new public projects. They would greatly improve access between Jefferson and Commerce Streets. The Hopper shuttle is another way to move people up and down the hills.

With regard to connecting communities, we looked at how to increase connections not only within Downtown but to Downtown, especially between our adjacent neighborhoods and our colleges and universities. There is plenty of access to bus stops but headways tend to deter riders. One way to combat that for the college population is would be an express bus that could run directly between campuses and Downtown at certain times.

We looked at how to improve bike access. We have a lot of recreational bike riders but there is potential for more bike commuters coming to work, eat or shop Downtown. One way to better accommodate bikes is a wheeling ramp, which is basically a gutter installed on the side of stairs to allow a bike to be guided up stairs.

The plan looked at our gateways into the city. These are our welcome mats. They form the first and last impressions for many people entering and exiting the City. There is a proposal for Main Street Bridge, which has excess capacity. The proposal is to reduce a lane in both directions and provide a bike lane with a separation. This makes it safer for bicyclists and pedestrians. John Lynch Bridge also has excess capacity. It is not bike or pedestrian friendly. The plan proposes a multiuse path with some sort of separation to allow bikes and people to be separated from the cars. This would connect directly to the Amherst River Edge Park. There is a similar connection under the Carter Glass Bridge.

Our last major gateway is from 460 and the Concord Turnpike. It is not necessarily our most welcoming area. It has a lot of industrial traffic, the landfill and the wastewater treatment plant. This plan proposes the James River Parkway to separate visitors. Concord Turnpike would remain open for truck traffic.

Downtown has come a long way. We feel there is room left to grow. We think this is the blueprint to get us there. It does set high goals and ambitious plans but so did the 2000 plan and look where we are today.

At the work session, there were some items that were suggested for consideration. Staff is looking for consensus on whether or not the commission would like to add these items to the plan. They were:

- The use of temporary road closures to create pedestrian only streets at certain times of the week/year – could be added to page 95;
- Narrowing Rivermont Avenue on the northwest side of the bridge, particularly on the inbound route – could be added to page 175;
- Maintenance of the hillside next to the Rivermont Avenue sidewalk approaching Fifth Street – could be added to page 175;
- Testing traffic patterns during large scale events – may not be the best approach as could add confusion;
- Making a bike connection to Liberty University – connection made to Odd Fellows Road;
- Placing a bike-share at the edges of Downtown – could be determined at implementation of bike-share program.

Chair Perault indicated they would conduct the public hearing and come back to these items.

Chair Perault asked for anyone who wished to speak in favor of the plan. Ms. Victoria Bartholomew came forward to speak. She lives Downtown, but more importantly, she loves Downtown. She works on historic homes and buildings in the area to help bring them back to life and become contributing structures again for our community. She cannot tell them how excited she was to read over the Downtown 2040 Master Plan and more than excited, how proud she was of this community and the vision for its future. In particular, she likes the emphasis on the importance on making Downtown Lynchburg much more pedestrian friendly with greater importance on the human experience versus the focus on the car.

The implementation of two-way traffic as part of the master plan is to her one of the most important aspects we can take on immediately to propel the remainder of the plan forward. Two-way traffic has been shown to increase safety, increase business visibility, slow traffic, provide more parking and create greater ease of travel for both pedestrians and vehicles alike. Our Downtown was built with two-way streets and was only turned into one-way streets to move people quickly through Downtown not wanting them to have to stop at an area of the City that the government and the citizens alike had mostly abandoned. If we now see value in Downtown, why would we keep a travel pattern that was designed intentionally to remove people from it? Every study you can find shows that smaller and much larger communities have not only benefited greatly from this system but have found a way to make it work successfully for decades. She believes much of the fear exists from questions that were previously unanswered about deliveries, specifically for restaurants and retail establishments—concerns she understands and believes this plan addresses. However, it will be imperative that the City enforces new regulations having to do with loading zones in order to make it work, something that is not only possible but should be going on now. We currently have an issue with these deliveries blocking traffic. Instead of accepting an issue and not properly addressing it, she thinks that moving on, it is time they face it head on and not let it block us from our exciting future.

She urges them to accept the master plan as presented so that we can provide an aspirational game plan of sorts, not only for our current citizens, but for our future developers and those considering making Lynchburg home. Downtown has provided young people a reason to come to Lynchburg and to stay and it has an enormous economic impact on our City. With this master plan, she believes that the City government and the citizens could be on the same page of where we want to be. She believes in this City and cannot wait to help create this community that we all want to be a part of.

Mr. Dan Hague came forward to speak. He is a historic restoration property developer in Downtown. Projects that he has created are Rise Up Climbing on Church Street, Red Point Lofts on Main Street and Red Star Lofts on Main Street. He is also one of the originators of the Grassroots Market concept. He currently has five houses on Cabell Street that he is restoring and a \$5 million project on Church Street about to kick off. He is on the board of directors of the Downtown Lynchburg Association and President of the Grassroots local market.

He is not from Lynchburg. He was motivated to invest so much, time, effort, money and energy into Downtown by Rachel Flynn and the 2000 Sasaki plan. He saw the investment the City was making both in money and vision into what Downtown could be. He saw opportunity as long as the City continued down that path and it did. His investment is a direct result of the City following through on its commitment to better Downtown according to its master plan.

We now find ourselves at another crossroads where decisions will be made that affect the redevelopment of Downtown in the future. He has read the proposed master plan from cover to cover. He can say he backs it wholeheartedly. He would like to echo what the City planner said at a recent

meeting. He asked “what does the City where you want to live look like?” Mr. Hague has to say that his answer is he would like it to look like what is in this master plan.

Mr. Geoffrey Kershner of the Academy Center of the Arts came forward to speak. He would like to speak to the improvements to the parks. His organization produces a four-part concert series each summer in Riverfront Park. They plan to continue to invest in that and feel it is a commitment they have to the City to provide accessible tickets and public events. Riverside Park is extremely useful to them. They have a lot of added expenses in producing those events with regards to infrastructure. The staging units, tents and portable restroom facilities are extremely expensive. The infrastructure suggested in this plan is very beneficial in their abilities to continue to do these events. Anything that can alleviate their financial strain allows them to do more in the park.

The Academy is going to be expanding and is opening up a theater in December that has been closed for sixty years. It was closed on a one-way street and has remained on that one-way street for sixty years. There has not been much foot traffic in that area and that is about to change drastically very soon. There will be people walking on the street in that area about 200 nights a year on a regular basis.

He would like to echo that the conversion to two-way traffic will definitely mean more safety for pedestrians. The “multiple threat” illustration of someone crossing the street has happened to him personally on multiple occasions. Traffic really picks up speed in this area and has come very close to hitting him personally on a number of occasions. They want cars slowing down so people can get across the street.

Another point he would like to make about two-way traffic is wayfinding. People coming in from Fifth Street will inherently think they should turn left. The staff sees it happening all the time. The staff has seen accidents and it is only going to get worse as it becomes a destination point. It also helps them move easily around their campus. They are forced to continually go around the block and sometimes around two blocks.

Another point is their drop off location for those that may need assistance or the elderly. There is an area on the Fifth Street side of the building, a few yards up from the entrance point of the Holiday Inn deck, which will be a main parking location. If you drop someone off and you want to get to the most accessible parking, you will have to go all around the block. It is confusing and maddening.

The other thing for them is marketing and awareness. They will be doing marketing and they want people to be able to see that and get excited. The slower people are going and the more they are looking around, the more it will be visible to them what is happening at the facility.

His final point is about development. They really benefit from having as many restaurants around them as possible. If you want people to get out of their homes and come Downtown, they need to have a full experience and night out. There are a lot of empty buildings on that end of Main Street. There is traffic zooming through there. Luckily, the Virginian is there now. We are starting to get some restaurants around them. Fifth Street is developing, which is a two-way street, and there are some restaurants opening there. The more they can get restaurants in and around them, the better off they will be in terms of long term growth.

They are grateful to the City. This has been a major public, private and corporate investment. It has been a \$30 million project. They all want it to be as successful as possible. For their general operations and their ability to thrive, the two-way conversion is really, really important to them.

Mr. Blair Godsey came forward to speak. He is a business owner and developer with significant investments in Downtown Lynchburg. He has developed projects on Fifth Street, Jefferson-street and Church Street, and they represent about a \$50 million investment. His most recent project was the

Virginian Hotel. He understands that two-way traffic is one of the most contentious things within the plan. He is very much in favor of two-way traffic. More importantly, he is very much in favor of the plan. Much of the investment that was made in the beginning of 2010 is because of things that were set in motion by the 2000 Sasaki plan. He thinks this plan builds upon that plan in a lot of really wonderful ways. He really supports the plan and hopes the commission will listen to the public and the professionals who have made these recommendations and support the plan in its entirety. He thinks that overlooking any of the things that are in the plan or even eliminating some could be a big mistake.

Mr. Philip de Vos with the Virginia Canals and Navigation Society came forward to speak. It is really wonderful to see the great transformation Lynchburg has been making over the past decade. It is amazing and nothing like how we used to see the City. He thinks it is time to do a few more things down along the river. One of those that really appeals to the canal society is doing something to interpret a very unique history back when the area was humming with the canal and the early days of the railroad. Lynchburg led the nation in per capita income and it is because of the activity on the river. They would like to see that interpreted. There are some beautiful hiking and biking trails now and when those three come together at 9th Street, he thinks it will really bring a tremendous focus to that area. The canal society would like to help with the interpretation by working with the City and other groups of volunteers and historians. He knows Commissioner Marion will be able to add some to the efforts, as she is very familiar with the history of Lynchburg. He is looking forward to the changes to come.

Chair Perault asked for anyone else who wished to speak in favor of the plan. No one came forward. He asked for anyone who wished to speak in opposition. Mr. Rodney Taylor came forward. Mr. Taylor indicated he is very much in support of this plan. He loves almost everything in the plan. It has a bold and creative vision for the future of Downtown and when implemented will help the incredible momentum created by the original master plan. There is only one thing in the master plan that he hopes they will consider changing and that is the two-way traffic. The conversion of Main Street to two-way traffic would have a significant negative impact on his business at Market at Main. Because of the weight limit on the Midtown parking deck, almost all of his deliveries have to come to the front door. The conversion to two-way traffic would make it difficult for him to get deliveries and the proposal to convert many of the parking spaces in front of his business to a loading zone through 11:00 a.m. will hurt his business. Breakfast is one of the most important things to his business. This option means giving up several parking spaces for his customers during this busy time.

For almost a year, Main Street would have been one way due to the construction at the Academy because one lane in front of the Academy has been blocked consistently for a significant period of time. Today there is a crane sitting in front of Pacific Life. He drove down Main Street with all of that and there were no problems. No one had to flag or put up detours. The ability to navigate down Main Street was very good. Also, there is no place for the City busses to pull off in front of the free clinic and BWXT. The busses have to stop in the middle of the lane and this will make two-way traffic difficult and unfriendly for people coming Downtown.

He thinks the three and four-way stops at 7th and 8th Streets have worked as far as slowing traffic. Doing the same at 10th and 11th Streets would be even more helpful. As far as eclipsed buildings, those buildings simply do not exist on Main Street. Those buildings include IWT, Suntrust, the bank building that is being renovated, BWXT, Opera on the James, Pacific Life and the Academy.

Finally, he and other merchants on Main Street are scared to death about the construction that is coming. They are going to go through a significant period of disruption to their businesses. Businesses are going to close on Main Street because of it. During that period, which will be two years in front of his business, and ten years for Downtown, to convert to two-way traffic with the uncertainties that brings makes a lot of the business owners fearful. City Council voted unanimously not to convert to two-way traffic. It is his hope that the commission will cull the two-way traffic piece to language very similar to what was in the original master plan in that it is something that may need to be studied in the future. He

thinks that it is reasonable to consider it after they get through the construction. It may be very reasonable to do it at that point. He loves this plan and he wants to be able to love 100 percent of it. He hopes they will consider making this one change.

Ms. Melinda Tennis came forward to speak. She owns a business at 1019 Church Street. She thinks that converting to two-way traffic on Main and Church Streets is a bad idea. The amount of construction and changes to signs and to people's ability to move Downtown does not warrant this change. She has not seen any actual facts of how two-way traffic has improved business in the cities that have implemented two-way traffic. She would be interested to know if there is any great increase in business and tourism. She thinks that enforcing the speed limit on those streets would tell visitors that the police department and the City think that citizens' safety is important. It would not cost anything to enforce the speed limit.

She thinks the rest of the plan is very ambitious. She thinks it will take more than twenty years to do all of these things. Two-way traffic and paid on-street parking are two very bad ideas for Downtown, in her opinion.

Mr. Ken Toler came forward to speak. He loves the plan but is concerned about the two-way traffic. He has talked to veteran firefighters and they say that trying to get the fire trucks turned into Main Street with two-way traffic is going to be "burn, baby, burn." The trucks and ambulances are so big now that it will create a major problem. As far as controlling speed, the police's traffic department practically no longer exists. They do not have the manpower to be writing speeding tickets. If you try to park near the Cavalier, you better come out of a parking space like a thoroughbred out of the gate on the Kentucky Derby day. That is with two-way traffic. You look at that and you look at how you plan on narrowing down the corners. He has no problem with four-way stop signs. He knows them as the "poor man's traffic light." He does not have any problem with traffic circles and thinks they are great. When you start narrowing down the streets and looking at safety, you may think you are improving it at one end but you are really damaging it on another.

As far as saying Main Street was made one-way to get people out, he was born in 1951. Main Street was changed to one way in 1954. He can remember going on the bus to get Downtown and it was booming. It did not change until Pittman Plaza years later. He has been a supporter of Downtown. He was President of the Community Market. He volunteers with all sorts of groups and he is a big supporter. A lot of small business owners have a lot invested in Downtown. They are seeing all this construction planned for Main Street and they are scared they are not going to make it. He would recommend they follow Mr. Taylor's suggestion to put the language that was in there before and look at it later. Right now, this is the most divisive issue on the plan and that is where the resistance is coming from. Put this issue away and you will get support for the rest of the plan. He thinks there is a lot of false information being given about two-way traffic. There are studies out there that two-way traffic does not improve things. He thinks a lot of that has been hidden. He loves the plan but two-way traffic is where they are going to get all their resistance.

Chair Perault asked for anyone else that wished to speak and no one came forward. He asked staff if they wished to rebut. Ms. Nygaard stated that the plan did contain case studies about the economic benefits of switching to two-way traffic. Mr. David Hill commented that they did a number of studies, as far as the size of streets, etc., and decided that two-way traffic really could function well Downtown with the street corridor width that is available. Since they had Wade Walker on the team, they felt very confident in his abilities. We were challenged to find other case studies. Any one you find tends to be done by a lineage of Wade Walker and his mentor, Walt Kulash, who really brought a lot of 21st Century traffic planning in North American city planning. We do not want to create an environment that loses parking or makes deliveries impossible. The next phase will be to get to a block-by-block study when the plan gets into design. They will look at how to accommodate each block as it is transformed. From a

City wide perspective of Downtown, they feel confident that they will be able to solve all those kinds of problems at that detailed level.

Chair Perault closed the public hearing portion of the petition. Chair Perault noted that the City just went through a long process of updating its Zoning Ordinance. They did not get it perfect and spent some time tweaking and updating it. Whatever the end result is here, he can guarantee that it will not be perfect but it is not set in stone either. The City will certainly be going back and revisiting it and fixing things.

Commissioner Rogers asked Mr. Taylor to come to the microphone for a question. He asked Mr. Taylor if he supports four-way traffic stopping. Mr. Taylor said he does and was not sure how it would work when it was proposed for the first phase of construction. He thinks it has been a marked improvement. He would hope that it would happen on 10th and 11th Streets sooner rather than later. There is more pedestrian traffic on 10th Street than there is on 7th Street.

Commissioner Marion noted that Mr. Taylor's big concern is not having customer parking until 11:00 a.m. if it is converted to a loading zone. She wanted to know if he can control what time his suppliers deliver. Mr. Taylor said they did work with their suppliers on solutions when two-way traffic was proposed before. With a number of suppliers, they were able to work out solutions. Their main supplier already gets there between 6:30 and 7:00 a.m. Some vendors they cannot control, for example, Coke. It comes Downtown almost daily and he does not understand their system. He has talked to them and was told it depends on routes and schedules and varies day to day. They said it would be very difficult to guarantee specific time slots. The other issue is the beer truck because they cannot go on the Midtown deck. They have to be out of Food Lion and Kroger and other major stores by 11:00 a.m. Obviously, they care more about those stores than his business. That is why you see those trucks making deliveries to Downtown and surrounding areas in the afternoon. The only option was for them to come to a point and off load from their trucks into a van that could make the deliveries. They looked at options but he would lose a significant amount of the parking in the 900 block to delivery zones until 11:00 a.m.

Commissioner Marion does not understand why the loading zone could not be moved in front of High Peak because that is in the same block. Mr. Taylor said he did talk to the City Planner about that option. Commissioner Marion noted that High Peak does not open until 10:00 a.m. so it would not be as detrimental to them. Mr. Taylor did acknowledge that things like that are options but noted that Domino's has trucks delivering at all times of the day. Commissioner Marion noted they will get tickets whether it is one-way or two-way traffic. They should be getting tickets now. Mr. Taylor noted that he has been told that Domino's deliveries are controlled by the corporate office and they never know when the truck is going to show up in front of the store.

Chair Perault noted that there is currently no enforcement. Even if things do not change, the delivery system as it stands probably will not last. The trucks that are stopping in the roads are doing it illegally. Ms. Frischeisen thinks that the City Attorney has said that the way he interprets the code is that on a one-way street, they are allowed to do it. Ms. Frischeisen said it is currently the norm and they are being allowed to do it.

Commissioner Rogers noted that retail establishments can specify delivery times. He wanted to know if the City Code can do that in certain areas. Ms. Nygaard thinks that could probably be incorporated into City Code for Downtown streets specifically. Commissioner Rogers thinks there might be some work arounds. Commissioner Rogers thinks that if it is some type of legislation that requires them to make deliveries at a certain time, he wonders if that can change that scenario. Ms. Frischeisen asked them to keep in mind that this is the business of a delivery company. They want to get these goods to the businesses and make money. She thinks that if there is a restriction on the books, they will figure out a way to make it work. Commissioner Marion noted that there are over twenty restaurants Downtown, so Market at Main will not be the only one that Coke needs to consider. They will have to figure out a way

to make the deliveries all over Downtown before 11:00 a.m. because we cannot have the trucks blocking traffic. Ms. Nygaard noted that City staff has talked with some of the delivery companies and they have indicated that they are willing to work around schedules that would be good for everyone Downtown. Ms. Frischeisen noted that most delivery companies thanked them for the heads up of the potential change and said they would figure it out.

Commissioner Lowe asked if the construction on Main Street deals with the infrastructure or implementing the 2040 plan. Ms. Nygaard said it is the construction to replace water lines Downtown. Commissioner Lowe wanted it noted for the record that it has nothing to do with the Downtown plan. The replacement of the aging infrastructure needs to happen regardless. Ms. Nygaard noted that when those water lines are replaced, streetscaping will be done as well. Some of the recommendations in this plan, such as the Main Street arrival pad, might overlap with the construction area. City staff would hope to go ahead and start implementing some of those things.

Commissioner Marion noted that when the construction happens, a whole block may need to be shut down to vehicular traffic. She noted that Charlottesville's entire Main Street is shut down to vehicular traffic all the time. Lynchburg had floated a plan at one time to shut down all of Main Street and make it a mall. If you can shut down a whole block and you have two-way traffic around it, people can move around however they want. It seems to her that two-way traffic would make it a lot easier when a whole block has to be shut down. Ms. Nygaard commented that she is not a traffic engineer, but it seems to her that it would absolutely help with the detours.

Commissioner Marion asked Mr. Hill to address Ms. Tennis's comments that she has not seen any actual facts that two-way traffic helps businesses. Mr. Toler said there was a lot of false information about two-way traffic. She asked Mr. Hill if he has seen any studies that two-way traffic has a negative effect. Mr. Hill noted that Wade Walker is their expert in the traffic and he has written a number of the studies. He included several of the case studies that he has implemented from one-way streets to two-way streets in this plan. There are three examples in the appendices that he felt were very relevant toward Lynchburg's case in terms of size of the project and size of the streets. If there is a question that there are studies where two-way traffic has not worked and they are hidden, they are hidden to Mr. Hill. He has not heard of any of these. He would love to see those if they are to be entered into the debate. He could enter several more case studies where two-way traffic has worked. They would be happy to put together a research piece if they would like. Ms. Nygaard thinks that Mr. Walker indicated that he has not seen studies in the other direction either. Commissioner Marion noted that if you search for something on the internet, you can find it. She is sure you can find studies either way on two-way traffic but she clarified that Mr. Hill is saying that the studies that are cited in the plan are the ones that are relevant to a City like Lynchburg. Mr. Hill said is why those studies were chosen.

Commissioner Rogers liked some of the improvements planned for 9th Street but some of the turns are tough. He likes the two-way traffic and how the curbs have been put in but when you consider fire trucks, he thinks it would be very hard for a fire truck to turn from Main Street on to 9th Street. If there is a car there, he has seen pickup trucks that cannot make that turn. He wanted to know if there is any change in the way the curbing is made and the radius of the turn. Mr. Hill noted that emergency vehicles are certainly bigger and the design standard for a lot of those corners is to not put street frontage right there in the corner. An emergency vehicle will roll over that lower part of the curb. You do not encourage that but good design now allows for that kind of situation to happen. The area where the curb is lowered for wheelchairs is also a rolling area for rolling stops. You harden it underneath so it has enough strength to withstand the trucks using them. Ms. Nygaard noted a major emphasis of this plan is walkability. One design feature in a streetscape is to enhance walkability is to actually keep those curb radii very narrow and much smaller. As we built streets post war, they were built for cars to make wide turns. That made cars be able to just zip around them, which is great in suburbia. But this is our Downtown and we want the cars to have to go very slowly as they make these turns.

Commissioner Marion noted that if the fire trucks find it difficult to make a tight right turn, they can keep making left turns. She thinks the people that drive the fire trucks will figure out pretty quickly what is the easiest way to get to a certain spot. Ms. Nygaard noted that there are certainly cities with narrower streets and harder turns to make than Lynchburg. She thinks that the fire department knows the best way to access every point Downtown. Ms. Frischeisen noted that she talked with the City's Transportation Engineer about this issue. He stated that emergency access works with either one-way or two-way traffic. He acknowledged that some intersections are tight for larger vehicles and going forward, they will be paying special attention to the curb radii. The plan does not get as specific as those details but that is something that the City's Transportation Engineer has on his radar and he is on board with this plan.

Chair Perault noted that he was initially opposed to two-way traffic. Over the years, looking at the presentations and reading about it and hearing all the data, he has changed his mind. If this petition moves forward as it stands and City Council likes everything but two-way traffic, would City Council have to send the plan back to the Planning Commission? Ms. Nygaard thinks they could direct staff to make that edit.

Commissioner Lowe noted that it is a law that people have to move to the side of the road for an emergency vehicle. He does not see any reason why a fire truck or ambulance coming Downtown would have any opposition from traffic.

Chair Perault noted that they will never completely solve the issue of parking in terms of making people happy. He thinks it is one of those things that will be tweaked as we move forward. We have seen that already around the Community Market. He is not as concerned about parking because he thinks the ideas are solid and what we are trying to do in terms of making Downtown more walkable is good. He has not always gotten an ideal parking spot but he has never turned around and gone home because of it. He thinks that is what most people will be experiencing.

Commissioner Marion noted that she does not always find a parking space in front of where she is going. She certainly agrees with the idea that you should put paid parking in the most premium spots and put the free parking in the more remote places. It would be great if you could park for an hour or two for free if you cannot afford to park right in front of your destination. Commissioner Marion noted that not everyone can walk from a parking lot, so there should be some free handicapped parking. As they have been told, there is plenty of parking Downtown. The new parking signage really helps people understand where they can park at what times. Parking should not be an issue going forward.

The commission discussed the items brought up at its work session. With regard to the use of temporary road closures to create pedestrian only streets at certain times of the week/year, Ms. Nygaard noted that other cities do it. It is a tool we could add. It was noted that we do it for Get Downtown every year.

With regard to narrowing Rivermont Avenue on the northwest side of the bridge, particularly on the inbound route, Ms. Nygaard wanted to know if there was consensus on this one. It would be a continuation of the streetscape improvements on the bridge. There was consensus to make the edit.

With regard to the maintenance of the hillside next to the Rivermont Avenue sidewalk approaching Fifth Street was an idea that came up after the work session. The commissioners felt that seemed to be awfully specific and did not need to be included in the plan.

With regard to testing traffic patterns during large scale events, staff was not sure that testing new traffic patterns during large events was necessarily the best time. The commissioners agreed that would be confusing, especially since it would be switched back after the event.

With regard to making a bike connection to Liberty University, Ms. Nygaard thinks that it has already been accomplished, but it might not be clear to the commission. The Odd Fellows Road plan shows a multiuse path. The trail extension shown in the Downtown plan could connect to that and then you are basically at Liberty's campus. After that, it is basically up to the university to make sure there is a connection to the main campus.

With regard to placing a bike-share at the edges of Downtown, staff thinks this is a great idea. However, at this point, we do not know how the bike share program will be implemented and where the stations should be. The commissioners agreed that this idea can be done independent of this master plan.

Commissioner Marion had brought up the idea of charging stations in the parking decks. It would be convenient if electric cars could be charged before a person goes home. Ms. Nygaard noted this could be added to the mobility hub section within the parking chapter. The commission would like that to be added.

Commissioner Rogers noted that he has talked to people that were not very supportive of it due to struggles with two-way traffic. They suggested something like Charlottesville with a pedestrian mall. Commissioner Rogers' encouragement was to look forward and realize this is a 2040 plan. If you really want changes, you actually have to start moving forward in some way. He thinks this is a great way to move forward. He also reminded them that the traffic on either side of Charlottesville's pedestrian is two-way. He knows it is a struggle for some businesses but the burden is on the City to help alleviate that and put a little bit of teeth into regulations so that it makes it deliveries easier. Commissioner Rogers likes the parking changes as well.

Ms. Frischeisen asked the commission if they would like to suggest that the City Code be amended and that suggestion put into the plan. The commission would like it added to the plan as a consideration but not a requirement. Chair Perault thinks it could help businesses because they say it is a City requirement and it is out of the business owner's hands. He thinks the delivery people will find a way. Ms. Nygaard noted it could be coupled with the restriction of parking in travel lanes.

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

"That the Planning Commission recommends to City Council adoption of the *Downtown 2040 Master Plan* as part of the City's *Comprehensive Plan 2013-2030* including amending the *Future Land Use Map (FLUM)* as shown on page 39 of the *Downtown 2040 Master Plan*."

AYES:	Lowe, Marion, Perault and Rogers	4
NOES:		0
ABSTENTIONS:		0
ABSENT:	Bowden, Johnson and Light	3

The Department of Community Development

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

To: Planning Commission
From: Planning Division
Date: August 22, 2018
Re: *Downtown 2040 Master Plan*

I. PETITIONER

City of Lynchburg, Planning Commission, 900 Church Street, Lynchburg, VA 24504

Representative(s): David Hill, Hill Studio; Tom Martin, AICP; City Planner, Rachel Frischeisen, Planner II; Anne Nygaard, Planner II.

II. LOCATION

The *Downtown 2040 Master Plan* encompasses the area of Downtown Lynchburg from 5th Street to the Carter Glass Bridge and the James River to Court Street. The plan also makes recommendations for key properties located adjacent to the Downtown, corridors leading into Downtown, and Citywide transportation systems that affect the growth of Downtown.

III. PURPOSE

The purpose of this petition is to adopt the *Downtown 2040 Master Plan* as part of the City's Comprehensive Plan 2013-2030. The new plan builds upon the successes achieved by the *Downtown & Riverfront Master Plan 2000*.

IV. SUMMARY

- The Planning Commission initiated the *Downtown 2040 Master Plan* by resolution on April 26, 2017.
- The *Downtown 2040 Master Plan* builds upon the successes of the *Downtown & Riverfront Master Plan 2000* and provides a blueprint and direction forward for Downtown over the next twenty years.
- The City's *Comprehensive Plan 2013-2030* recommends a "Downtown" use for the area.

The Planning Division recommends adoption of the *Downtown 2040 Master Plan*

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2013-2030* recommends a "Downtown" use for the area. Downtown is governed by the policies and recommendations of the Downtown and Riverfront Master Plan 2000 which is incorporated by reference into the Comprehensive Plan. Downtown is the central commercial core of the City and appropriately contains a mix of retail, entertainment, restaurant, office, employment, residential, public parks 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 *Downtown 2040 Master Plan* would replace the *Downtown & Riverfront Master Plan 2000* and establish new goals and a new vision for Downtown. Adoption of the plan would establish a more fine-grained future land use for the Downtown area by amending the Future Land Use Map.

2. **Zoning.** The majority of the study area is zoned B-4, Urban Commercial District. B-1, Limited Business District, zoning lines Court Street. B-3, Community Business District, B-5, General Business District and I-3, Heavy Industrial Districts are also on the fringe of the study area. Adoption of the *Downtown 2040 Master Plan* would not amend the existing zoning.
3. **Surrounding Area.** There have been a couple of items requiring Council approval concerning the area:
 - On May 22, 2001, City Council adopted the *Downtown & Riverfront Master Plan 2000*.
 - On April 26, 2017, Planning Commission initiated the revision of the *Downtown & Riverfront Master Plan 2000*.
4. **Site Description.** The primary study area encompasses the land from 5th Street to the Carter Glass Bridge and the James River to Court Street. In 1757, John Lynch established a ferry near the base of what is now 9th Street. Lynchburg was incorporated as a town in 1786 and the City grew in land area by a series of annexations with the last being in 1976.

Downtown is characterized with steep terrain and a series of bluffs with an elevation rise of two hundred twenty (220) feet from the James River to Court Street. The Downtown is rich in history and architecture.

5. **Community Outreach & Participation.**

- Web Page – Downtown 2040.com
- Online Survey
- Living in the Heart of VA – August 8, 2017
- Kick Off Event – August 9, 2017
- Listening Sessions – August 10, 2017 (all day)
- Pop Up Event – (Walmart) – August 10, 2017
- Pop Up Event – (Bank of the James) – August 11, 2017
- Pop Up Event – (Kroger) – August 12, 2018
- Pop Up Event – (Library) – August 15, 2017
- Pop Up Event – (5th Street) – August 16, 2017
- Pop Up Event – (Cheers to the Weekend) – August 18, 2017
- Pop Up Event – (Community Market) – August 19, 2017
- Pop Up Event – (Randolph College) – August 24, 2017
- Pop Up Event – (Lynchburg College) – August 24, 2017)
- Pop Up Event – (CVCC) – August 25, 2017
- Pop Up Event – (LU) – August 28, 2017
- Pop Up Event – (VUL) – August 29, 2017
- Design Workshop – August 30, 2017
- Design Workshop – August 31, 2017
- Draft Plan Released – July 23, 2018
- WLNI Interview – July 30, 2018
- Downtown Lynchburg Association – August 3, 2018

- Public Meeting – August 6, 2018
- Lynchburg Regional Business Alliance Breakfast – August 8, 2018
- Planning Commission Work Session – August 8, 2014
- Lynchburg Morning Rotary – August 9, 2018
- Parking Authority – August 14, 2018
- Pop Up Event – (Movies in the Park) – August 17, 2018
- Planning Commission Public Hearing – August 22, 2018
- Pop Up Event – (Lynchburg Hillcats) – August 30, 2018
- Pop Up Event – (Get Downtown) – September 7, 2018
- Rotary Club of Lynchburg – September 11, 2018
- Council Work Session – September 11, 2018
- Council Public Hearing – October 9, 2018

9. Plan Synopsis.

Vision: In 2040, Downtown Lynchburg will be a bustling and thriving urban core; the economic, social, and cultural hub of Central Virginia – a destination for visitors and a livable neighborhood for residents. Both locals and tourists alike will enjoy a diverse offering of retail, restaurants, and recreational activities set in a downtown rich with historic architecture, unique topography, and vibrant public spaces. This is the exciting atmosphere that makes Downtown Lynchburg the heart of the region.

Local Historic District: In order to protect its greatest assets, its architecture and character, Downtown Lynchburg will be a local historic district. Downtown-specific guidelines that allow for new and modern building types will ensure the long-term protection of Downtown’s history by preventing inappropriate treatment and demolition. Vacant and underutilized historic buildings will see new life through adaptive reuse.

Parks: Significant open space and recreation destinations will attract visitors, encourage growth, and enhance the livability of Downtown. Downtown will be connected by trails and streetscape improvements to adjacent neighborhoods and the City as a whole. Streets will be treated as important public spaces with landscaping, seating, public art and other elements that make them great places, foster public life, and spur economic development.

Parking: Visitors and residents will park once, leave their cars and explore Downtown’s walkable streets. As identified in four separate studies, Downtown does not suffer from a parking problem but rather a perception and communication issue.

A wayfinding system will clearly indicate locations of on-street and off-street public parking. Paid on-street parking will create turnover in the most convenient and desirable spaces near destinations. Public off-street lots will offset paid on-street parking by providing free 1-2 hour parking with paid longer-term parking. Downtown will continue in its successful revitalization by maintaining its market-driven approach to parking, allowing development without requiring parking.

Future new and renovated parking garages will be mixed-use buildings that contribute to the street environment. A side effect of Downtown success will be a struggle to accommodate a parking space for every Downtown visitor, resident or employee. Transit with reduced headways, mobility hubs with park and ride options, bike share, and transit-oriented housing will provide options to travel Downtown without a car.

Economic Development: The City will work to attract and direct business investments to ensure that Downtown contains businesses and tenants that fill current retail gaps, drive employment, and activate vacant storefronts.

Mobility and Accessibility: Downtown streets are where people meet, sit, eat, socialize, conduct business, explore, play, and more. Downtown streets will be “complete,” moving more than just cars. They will move people on foot, bikes and transit while creating a welcoming atmosphere.

- **Walkability:** Everyone is a pedestrian. Whether they drive, bike or take transit—everyone becomes a pedestrian eventually. Walking is the most critical component of Downtown revitalization and will be reinforced with every project.
- **Vehicular Circulation:** Downtown is the place people go to, not drive through. Two-way streets slow traffic, provide for pedestrian safety, improve circulation and provide every business the equal opportunity to be seen. Deliveries can be accomplished easily with strategically located and timed delivery zones that can be converted to on-street parking at different hours of the day. Two-way traffic improves circulation and accessibility as construction on Downtown waterlines continues.
- **Transit Facilities:** Transit facilities that people want to ride will help unlock Downtown growth as less space will be needed for parking. Transit will both move people efficiently up Downtown’s steep hills and connect Downtown to neighborhoods, colleges and regional transportation hubs.
- **Multimodal Options:** Whether people, walk, bike, ride the bus, or drive a car, each type of transportation will be interconnected to give visitors and residents options to travel to, from, and within Downtown. People will have the option to walk a trail, share a bike, ride a bus, or hop in an autonomous vehicle to get where they need to go.

Utilities, Streetscape, Refuse and Safety:

- **Utility Replacements:** Downtown will have updated, well-functioning utilities that can accommodate significant growth. Replacement schedule and project construction will be methodical, well-communicated and cause the minimal disruption necessary.
- **Streetscapes:** Streets will be rebuilt to accommodate amenities that create a vibrant street environment and incorporate authentic, high-quality materials that showcase Lynchburg’s past.
- **Refuse:** Downtown will have a more organized and orderly trash and recycling program that creates a clean and enjoyable environment.
- **Safety:** Downtown will be known as a safe, well-serviced, and inviting area of the city.

Connecting Communities:

- **Gateways:** Significant entrances to Downtown will create exciting and memorable arrival experiences and invite travelers to reach the area by a variety of travel modes.
 - **Neighborhoods:** Lynchburg’s neighborhoods will be better connected to Downtown.
 - **Colleges:** Both Downtown and the college communities will benefit from enhanced transportation connections, student-oriented amenities, and physical presences.
 - **Regional Transportation:** Downtown will have direct connections to Amtrak, Greyhound, and the Lynchburg Airport to facilitate visitor access.
-

VI. PLANNING DIVISION RECOMMENDED MOTION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council adoption of the *Downtown 2040 Master Plan* as part of the City's *Comprehensive Plan 2013-2030* including amending the *Future Land Use Map (FLUM)* as shown on page 39 of the *Downtown 2040 Master Plan*.

This matter is respectfully offered for your consideration.



William T. Martin, AICP
City Planner

pc: Ms. Bonnie M. Svrcek, City Manager
Mr. Reid Wodicka, Deputy City Manager
Mr. Walter C. Erwin, City Attorney
Mr. Kent L. White, Director of Community Development
Mr. J. Lee Newland, City Engineer
Mr. Don Deberry, Transportation Engineer
Ms. Cynthia Kozerow, Lynchburg Police Department
Captain Thomas Goode, Fire Marshal
Mr. Doug Saunders, Building Official
Mr. Kevin Henry, Zoning Administrator

VII. ATTACHMENTS

1. *Downtown 2040 Master Plan*

Martin, Tom

From: Deberry, Don
Sent: Monday, September 10, 2018 3:27 PM
To: Martin, Tom
Cc: Newland, Lee; Hart, Gaynelle
Subject: Re: 2-Way Traffic

Tom,

As we have discussed, from a traffic engineering perspective, both one way and two way circulation patterns provide acceptable levels of service for vehicular traffic downtown. After numerous traffic studies we have verified that replacing signals with all way stops and installing all way stops at most all corners in the area between 5th and 12th on Main and Church provides acceptable levels of service for vehicular traffic while also providing a safer pedestrian and bicycle environment.

In staff discussion we have agreed that two way traffic patterns that exist on Jefferson, Commerce, Court and Clay streets function well and there has certainly been no discussion of converting those streets to a one way pattern. Further discussions with the Police and Fire departments identified some significant advantages for two way circulation over one way which improve public safety, those are:

- Elimination of "wrong way" pursuits
- Ability to service emergencies from both directions on Church and Main
- Circulation flexibility during construction or other events requiring the partial closure of one street
- Reduced trip length for vehicles including emergency responders

While there are challenges to be worked through in the implementation of the conversion, for the benefit of public safety I recommend the conversion of Church and Main from one way to two way traffic.

Donald DeBerry, P.E.
City Transportation Engineer
900 Church St.
City of Lynchburg, Virginia 24504
donald.deberry@lynchburgva.gov
434-455-3935

From: Zuidema, Ryan
Sent: Monday, September 10, 2018 12:34 PM
To: Martin, Tom
Subject: 2-Way Traffic

Tom,

Thanks for the meeting and related discussion last week on the proposal for two-way traffic downtown. As PD staff and I mentioned during the meeting, our primary concern for the implementation of any traffic related changes is simply the safety of our citizens. Based on the information you presented, it appears that two-way traffic would slow traffic on the proposed streets, which should create a safer environment for both vehicular and pedestrian traffic. The PD does not have any opposition to moving downtown streets from one-way to two-way, assuming proper notifications, education and signage are implemented. Please let me know if you need any clarification.

Regards,
Ryan

Ryan M. Zuidema
Interim Chief of Police
Lynchburg Police Department
905 Court St.
Lynchburg, VA 24504
434-455-6051

"Lynchburg: A Great Place to Live, Work and Play!"



Fire Department

800 Madison Street • Lynchburg • Virginia • 24504

www.lynchburgva.gov • P 434-455-6340

FIRE CHIEF'S OFFICE

September 5, 2018

Mr. Tom Martin
900 Church Street
Lynchburg, VA 24504

Dear Tom,

I would like to take a moment to thank you and your team for including the Fire Department in the discussions surrounding two-way traffic on Main Street. Based on the information that you and your team provided, emergency responses along Main Street will not be impacted as a result of altering the traffic pattern.

I appreciate your commitment to maintain lane width according to the City of Lynchburg standard and curb-to-curb road width for apparatus access roads as indicated in the Virginia Statewide Fire Prevention Code.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Wormser", with a large, sweeping flourish at the end.

Greg Wormser
Fire Chief

cc: Don Deberry, Transportation Engineer



DOWNTOWN 2040 MASTER PLAN SYNOPSIS:

Vision: In 2040, Downtown Lynchburg will be a bustling and thriving urban core; the economic, social, and cultural hub of Central Virginia – a destination for visitors and a livable neighborhood for residents. Both locals and tourists alike will enjoy a diverse offering of retail, restaurants, and recreational activities set in a downtown rich with historic architecture, unique topography, and vibrant public spaces. This is the exciting atmosphere that makes Downtown Lynchburg the heart of the region.

Local Historic District: In order to protect its greatest assets, architecture and character, Downtown Lynchburg will be a local historic district. Downtown-specific guidelines that allow for new and modern building types will ensure the long-term protection of Downtown's history by preventing inappropriate treatment and demolition. Vacant and underutilized historic buildings will see new life through adaptive reuse.

Parks: Significant open space and recreation destinations will attract visitors, encourage growth, and enhance the livability of Downtown. Downtown will be connected by trails and streetscape improvements to adjacent neighborhoods and the City as a whole. Streets will be treated as important public spaces with landscaping, seating, public art and other elements that make them great places, foster public life, and spur economic development.

Parking: Visitors and residents will park once, leave their cars and explore Downtown's walkable streets. As identified in four separate studies, Downtown does not suffer from a parking problem but rather a perception and communication issue.

A wayfinding system will clearly indicate locations of on-street and off-street public parking. Paid on-street parking will create turnover in the most convenient and desirable spaces near destinations. Public off-street lots will offset paid on-street parking by providing free 1-2 hour parking with paid longer-term parking. Downtown will continue in its successful revitalization by maintaining its market-driven approach to parking, allowing development without requiring parking.

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- **Regional Transportation:** Downtown will have direct connections to Amtrak, Greyhound, and the Lynchburg Airport to facilitate visitor access.

**Downtown 2040 Master Plan
Public Hearing
August 22, 2018**

PLEASE PRINT

[illegible]

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 9, 2018**

AGENDA ITEM #: **13**

CONSENT:
ACTION: X

REGULAR: X
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Randolph College Financing Through the Economic Development Authority of the City of Lynchburg, Virginia

KEY ELEMENTS:

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

RECOMMENDATION: Adopt the attached resolution approving the issuance of up to \$15,000,000 in bonds for Randolph College through the Economic Development Authority of the City of Lynchburg, Virginia.

SUMMARY: Randolph College filed its application for assistance of revenue bond financing with the Economic Development Authority of the City of Lynchburg, Virginia. Randolph College is proposing to refinance existing debt, which financed existing college facilities, including athletics and student housing. The bonds requested will not exceed \$15,000,000.

The Economic Development Authority of the City of Lynchburg advertised and held a Public Hearing on September 20, 2018. Only Randolph College representatives spoke at the public hearing.

Although the bonds will be issued through the Economic Development Authority, regulations require the Lynchburg City Council adopt a resolution supporting the transaction.

PRIOR ACTION(S): Economic Development Authority Public Hearing, September 20 2018

FISCAL IMPACT: Neither the Authority nor the City has responsibility for the payment of these bonds as they are a conduit for revenue bonds. The Authority does receive annual payments from bond borrowers, which assist the financing of the Authority's operations.

CONTACT(S): Anna Bentson, 455-4493
Ted Craddock, 846-2731

ATTACHMENT(S): Resolution
Letter from Economic Development Authority
Bond Application Package

REVIEWED BY: raw

At a regular meeting of the City Council of the City of Lynchburg, Virginia, held on October 9, 2018, the following Council members were recorded as present:

PRESENT:

On motion by _____, seconded by _____, the attached Resolution was adopted by a majority of the members of the City Council by a roll call vote, the votes being recorded as follows:

MEMBER

VOTE

[Proposed Form of City Council Resolution]

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LYNCHBURG, VIRGINIA**

WHEREAS, the Economic Development Authority of the City of Lynchburg, Virginia (the "Authority") has approved the application of Randolph College, Incorporated (the "Borrower"), a Virginia nonstock corporation, requesting that the Authority issue up to \$15,000,000 of its revenue bonds in one or more series at one time or from time to time (the "Bonds") to provide funds to the Borrower to finance the plan of finance (the "Plan of Finance") described below:

(1) to refund all or a portion of:

(a) the Authority's Tax Exempt Revenue Bond (Randolph College Projects), Series 2010 (Loan No. 9530814111-00003) (the "Lynchburg 2010 Bond"), in the original principal amount of \$7,542,690.50 which (i) refinanced the Authority's Variable Rate Educational Facilities Revenue Bonds (Randolph-Macon Woman's College Project), Series 2000, which financed or refinanced the acquisition, construction, renovation, and equipping of various academic and administrative facilities, including the Lipscomb Library, the Leggett Building, the Pines Cottage, the Maier Museum, Smith Memorial Hall, Presser Hall, the Psychology Building, Thoresen Hall, an administrative and academic facility, the Student Center in the Main Hall, a postal office, and a physical education and recreation building, a new playing field and other athletic facilities; other routine capital expenditures, all of the above located at the Campus in the City of Lynchburg, Virginia (the "City"); and the acquisition, construction, renovation and equipping of a three-story administrative and development building at 2601 Rivermont Avenue (and known as Doyle House) in the City, and (ii) financed amounts, if any, required to fund related working capital, funded interest, reserve funds, costs of issuance, and other expenses in connection with the issuance of the Lynchburg 2010 Bond;

(b) the Economic Development Authority of Amherst County, Virginia's (the "Amherst Authority") Tax Exempt Revenue Bond (Randolph College Projects), Series 2010 (Loan NO. 9530814111-00002) (the "Amherst 2010 Bond") in the original principal amount of \$5,681,359.50, which (i) refinanced the Amherst Authority's Revenue Bond (Randolph College), Series 2008 (the "Series 2008 Bond"), which financed or refinanced the following: (i) the costs of designing, constructing, and equipping a renovation of and expansion to the Borrower's existing athletic facilities, (ii) routine and other capital expenditures including, but not limited to, renewal projects with respect to the Borrower's academic, athletic, and administrative facilities, all located on the Campus, and (iii) amounts required to fund costs of issuance and other expenses in connection with the issuance of the Series 2008 Bond or any of the aforementioned projects in this paragraph (1)(b), and (ii) financed costs of issuance and other expenses in connection with the issuance of the Amherst 2010 Bond; and

(c) an existing non-revolving line of credit, which financed (i) the renovation of Wright Residence Hall and Cheatham Dining Hall, (ii) other capital expenditure projects on the Campus, and (iii) the costs of issuing the non-revolving line of credit, and

(2) to finance, if and as needed, related working capital expenses, routine capital improvements at the Campus, capitalized interest on the Bonds, a debt service reserve fund for the Bonds and costs of issuance related to the issuance of the Bonds.

WHEREAS, following notice given as required by the Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), the Authority held a public hearing on September 20, 2018, as required by Section 147(f) of the Code;

WHEREAS, Section 147(f) of the Code provides that the governmental unit having jurisdiction over the issuer of private activity bonds and over the area in which any facility financed with the proceeds of private activity bonds is located must approve the issuance of the bonds and Section 15.2-4906 of the Industrial Development and Revenue Bond Act, Chapter 49, Title 15.2, Code of Virginia of 1950, as amended ("Act") sets forth the procedure for such approval;

WHEREAS, the Authority issues its bonds on behalf of the City of Lynchburg, Virginia (the "City"), the facilities to be financed and refinanced with the proceeds of the Bonds are located in the City and the City Council of the City of Lynchburg, Virginia (the "Council"), constitutes the highest elected governmental unit of the City;

WHEREAS, the Authority has recommended that the City approve the Plan of Finance and the issuance of the Bonds solely for the purposes of compliance with Section 147(f) of the Code; and

WHEREAS, a copy of the Authority's inducement resolution regarding the Plan of Finance, a certificate of the public hearing (including a report of the public hearing held regarding the Bonds) and a Fiscal Impact Statement have been filed with the Council.

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

1. The Council hereby approves the issuance of the Bonds, in an aggregate principal amount up to \$15,000,000, by the Authority for the benefit of the Borrower, solely to the extent required by Section 147(f) of the Code and Section 15.2-4906 of the Act, to permit the Authority to assist in accomplishing the Plan of Finance.

2. The Council's approval of the issuance of the Bonds shall not constitute an endorsement to a prospective purchaser of the Bonds of the creditworthiness of the Plan of Finance or the Borrower. In accordance with Section 15.2-4909 of the Act, the Bonds shall not be deemed to constitute a debt or a pledge of the faith and credit or taxing power of the Commonwealth of Virginia or any political subdivision thereof, including the Authority and the City.

3. This resolution shall take effect immediately upon its adoption.

Adopted by the City Council of the City of Lynchburg, Virginia, on October 9, 2018.

Clerk
City Council of the City of Lynchburg, Virginia

[SEAL]

114K

September 20, 2018

DELIVERED BY HAND

Honorable Mayor and Members of the
Council of the City of Lynchburg
c/o Bonnie Svrcek, City Manager
900 Church Street
Lynchburg, VA 24504

**Economic Development Authority of the City of Lynchburg, Virginia
Proposed Financing for Randolph College**

Dear Madam Mayor and Members of Council:

Randolph College, Incorporated (the "Borrower"), a Virginia nonstock corporation, whose principal place of business is 2500 Rivermont Avenue, Lynchburg, Virginia 24503 (the "Campus"), has requested that the Economic Development Authority of the City of Lynchburg, Virginia (the "Authority") issue up to \$15,000,000 of its revenue bonds, in one or more series at one time or from time to time (the "Bonds"), the proceeds of which will be loaned to the Borrower to finance the plan of finance (the "Plan of Finance") described below:

(1) to refund all or a portion of:

(a) the Authority's Tax Exempt Revenue Bond (Randolph College Projects), Series 2010 (Loan No. 9530814111-00003) (the "Lynchburg 2010 Bond"), in the original principal amount of \$7,542,690.50 which (i) refinanced the Authority's Variable Rate Educational Facilities Revenue Bonds (Randolph-Macon Woman's College Project), Series 2000, which financed or refinanced the acquisition, construction, renovation, and equipping of various academic and administrative facilities, including the Lipscomb Library, the Leggett Building, the Pines Cottage, the Maier Museum, Smith Memorial Hall, Presser Hall, the Psychology Building, Thoresen Hall, an administrative and academic facility, the Student Center in the Main Hall, a postal office, and a physical education and recreation building, a new playing field and other athletic facilities; other routine capital expenditures, all of the above located at the Campus in the City of Lynchburg, Virginia (the "City"); and the acquisition, construction, renovation and equipping of a three-story administrative and development building at 2601 Rivermont Avenue (and known as Doyle House) in the City, and (ii) financed amounts, if any, required to fund related working capital, funded interest, reserve funds, costs of issuance, and other expenses in connection with the issuance of the Lynchburg 2010 Bond;

(b) the Economic Development Authority of Amherst County, Virginia's (the "Amherst Authority") Tax Exempt Revenue Bond (Randolph College Projects), Series 2010

(Loan NO. 9530814111-00002) (the "Amherst 2010 Bond") in the original principal amount of \$5,681,359.50, which (i) refinanced the Amherst Authority's Revenue Bond (Randolph College), Series 2008 (the "Series 2008 Bond"), which financed or refinanced the following: (i) the costs of designing, constructing, and equipping a renovation of and expansion to the Borrower's existing athletic facilities, (ii) routine and other capital expenditures including, but not limited to, renewal projects with respect to the Borrower's academic, athletic, and administrative facilities, all located on the Campus, and (iii) amounts required to fund costs of issuance and other expenses in connection with the issuance of the Series 2008 Bond or any of the aforementioned projects in this paragraph (1)(b), and (ii) financed costs of issuance and other expenses in connection with the issuance of the Amherst 2010 Bond; and

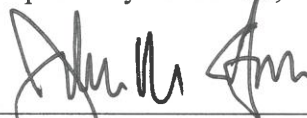
(c) an existing non-revolving line of credit, which financed (i) the renovation of Wright Residence Hall and Cheatham Dining Hall, (ii) other capital expenditure projects on the Campus, and (iii) the costs of issuing the non-revolving line of credit, and

(2) to finance, if and as needed, related working capital expenses, routine capital improvements at the Campus, capitalized interest on the Bonds, a debt service reserve fund for the Bonds and costs of issuance related to the issuance of the Bonds.

As set forth in the inducement resolution of the Authority attached hereto (the "Resolution"), the Authority has authorized the issuance of the Bonds to accomplish the Plan of Finance. The Authority has conducted a public hearing on the Plan of Finance and has recommended that you approve the Plan of Finance and the issuance of the Bonds by the Authority as required by Section 147(f) of the Internal Revenue Code of 1986, as amended, and Section 15.2-4906 of the Code of Virginia of 1950, as amended (the "Virginia Code").

Attached hereto is (1) a certificate evidencing (A) the conduct of the public hearing and (B) the inducement resolution adopted by the Authority regarding the Plan of Finance, (2) the Fiscal Impact Statement required pursuant to Section 15.2-4907 of the Virginia Code and (3) the form of resolution suggested to evidence your approval.

Respectfully submitted,



John M. Stone, Secretary, Economic Development
Authority of the City of Lynchburg, Virginia

JMS/ahd

Enclosure

cc: Walter C. Erwin, III, Esquire
City Attorney

Mrs. Marjette G. Upshur, Director
Office of Economic Development

T. W. Bruno, Esquire
McGuireWoods LLP
Bond Counsel

**ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF LYNCHBURG, VIRGINIA**

APPLICATION FOR AUTHORITY FINANCING

Section 1
Information Concerning Applicant

1. Legal Name(s) of Applicant(s): Randolph College, Incorporated Mailing Address: 2500 Rivermont Avenue
Lynchburg, Virginia 24503
Applicant's Tax ID No.: 54-0505941
2. Name of applicant's representative to be contacted for additional information:
Name Mailing Address if Different
from Applicant's
Robert P. Kenny
Vice President for Finance and Administration
Telephone No. (434) 947-8346 Telefax No. (434) 947-8155
3. Type of business presently conducted by applicant, if any: Higher Education
4. Present location of applicant's principal place of business, if any: 2500 Rivermont Avenue, Lynchburg, Virginia
5. In what year was business started: 1891
6. If a corporation, give state of incorporation: Virginia
7. If a subsidiary of another corporation, give name, mailing address, and state of incorporation of parent corporation:
Name: N/A
Address: _____
State of incorporation: _____
8. If applicant is a partnership, give:
(a) Name of state under whose laws it is organized: N/A
(b) City or County in which its principal office is located: _____

9. If a partnership, state whether general or limited: N/A
10. If a partnership, give names and residence addresses of all present partners and indicate whether general or limited:
N/A
11. If applicant is a joint venture or other business entity (other than a corporation or partnership), describe and give names and residence addresses of all principals:
N/A
12. If applicant proposes to undertake the facility sought to be financed through a subsidiary corporation, a new corporation, or other entity to be formed by applicant, give details:
N/A
13. If applicant intends to lease the facility to some other corporation or entity or if some other entity is to otherwise occupy and use the facility, so state and give the full proper name of such entity, its principal place of business, and if a corporation, the state of incorporation.
N/A
- Lessee's Tax ID No.: _____

Section 2
Information Concerning Facility Sought To Be Financed

1. Type of facility:
- ☐ (a) industrial
 - ☐ (b) facility for commercial enterprise
 - ☐ (c) parking facility
 - ☐ (d) pollution control facility
 - ☐ (e) multi-state, regional or national headquarters or operations center
 - ☐ (f) facility for the residence and care of the aged
 - ☒ (g) facility for private accredited and non-profit institutions of collegiate education
 - ☐ (h) Other - if so, describe: _____
2. Indicate whether facility sought to be financed is a:
- ☐ (a) new facility
 - ☒ (b) existing facility
 - ☒ (c) addition to or modification of existing facility

3. Type of business or activity to be conducted and purpose of facility sought to be financed. Explain proposed use of facility by applicant and/or others and, if a manufacturing plant, the type of products to be manufactured.
Randolph College is proposing to refinance existing debt, which financed existing college facilities, including athletics and student housing
4. Specific site location, including street number, if available and approximate acreage or size of site:
2500 Rivermont Avenue (approximately 100 acres)
5. General description of proposed facility (describe type of construction, square footage, amount for each operation such as manufacturing, storage, office, etc.):
N/A – refinancing of existing debt
6. Name and address of architect, if retained:
N/A Telephone No. _____
7. Give name of present owners(s) of site: Randolph College
8. If an existing facility:
(a) what is its present use Higher Education
(b) number of regular employees presently employed on year-round basis 355
(c) average annual salary per such employee \$ 53,800
9. If applicant is not the present owner of the site, state what, if anything, has been done concerning the location and acquisition of a site by or on behalf of the applicant.
N/A
10. State the present zoning classification of the site under the Zoning Ordinance of the City of Lynchburg:
The zoning classification for the campus is R-4.
11. Is a zoning change required? _____ YES _____ X _____ NO
If yes, state the zoning classification required: _____

- | | | |
|-----|---|--|
| 12. | Estimated number of regular employees to be employed on year-round basis after acquisition or completion of facility: | 355 |
| 13. | Average annual salary per such employee: \$ | \$53,800 |
| 14. | | 4 th Quarter
2018 for the
bonds,
facilities are
completed |
- If application is approved by the Authority, when would applicant anticipate issuance of bonds and work on the facility started?

Section 3

Cost of Facility and Financing

1. Estimated total cost of proposed facility: \$ 15,000,000
2. Maximum amount of financing sought through the Authority: \$ 15,000,000
3. Items of cost to be paid from Authority financing (i.e., land, equipment, legal, etc.):
Redemption of existing debt and costs of issuance
4. If financing is approved, does applicant expect the Authority bonds to be sold by
_____ (a) private placement
X _____ (b) public offering
5. If by private placement, has applicant received a commitment or other assurance from a bank or others
with respect to the sale of the bonds?

Elaborate: N/A YES _____ NO
6. If by public offering, name and address of underwriter(s) desired:
- | <u>Name</u> | <u>Mailing Address</u> |
|---|--|
| <u>Raymond James & Associates, Inc.</u> | <u>951 East Byrd Street, Suite 930</u> |
| _____ | <u>Richmond, Virginia 23219</u> |
| _____ | <u>Telephone No. _____</u> |
7. Name and address of bond counsel desired:
- | <u>Name</u> | <u>Mailing Address</u> |
|-------------------------|-----------------------------------|
| <u>McGuireWoods LLP</u> | <u>800 East Canal Street</u> |
| _____ | <u>Richmond, Virginia 23219</u> |
| _____ | <u>Telephone No. 804-775-1030</u> |

Items of cost to be paid from Authority financing (i.e., land, equipment, legal, etc.):
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4. If financing is approved, does applicant expect the Authority bonds to be sold by
 _____ (a) private placement
X _____ (b) public offering
5. If by private placement, has applicant received a commitment or other assurance from a bank or others
 with respect to the sale of the bonds?
 _____ YES _____ NO
 Elaborate: N/A

X	(b) public offering
---	---------------------

5. If by private placement, has applicant received a commitment or other assurance from a bank or others with respect to the sale of the bonds?
- YES _____ NO _____
- Elaborate: N/A

NO

Elaborate: N/A

6. If by public offering, name and address of underwriter(s) desired:
- | <u>Name</u> | <u>Mailing Address</u> |
|----------------------------------|---------------------------------|
| Raymond James & Associates, Inc. | 951 East Byrd Street, Suite 930 |
| | Richmond, Virginia 23219 |
| | Telephone No. _____ |
7. Name and address of bond counsel desired:
- | <u>Name</u> | <u>Mailing Address</u> |
|------------------|----------------------------|
| McGuireWoods LLP | 800 East Canal Street |
| | Richmond, Virginia 23219 |
| | Telephone No. 804-775-1030 |

Raymond James & Associates, Inc.

Mailing Address

951 East Byrd Street, Suite 930

Richmond, Virginia 23219

Telephone No. _____

- | | |
|--|----------------------------|
| 7. Name and address of bond counsel desired: | |
| <u>Name</u> | <u>Mailing Address</u> |
| McGuireWoods LLP | 800 East Canal Street |
| | Richmond, Virginia 23219 |
| | Telephone No. 804-775-1030 |

McGuireWoods LLP

Mailing Address

800 East Canal Street

Richmond, Virginia 23219

Telephone No. 804-775-1030

Section 4
Tax Information

1. State the current assessed value for real estate tax purposes comprising the site and existing improvements thereon.

Land	\$ 1,780,800
Improvements	\$ 42,035,000
TOTAL	\$ 43,815,800

2. Current yearly real property tax on the proposed site: \$ 0
3. Estimated taxable value of the facility's real property (buildings and improvements) to be constructed: \$ 0
4. Estimated real property tax per year with respect to the facility when completed (buildings and improvements) using present City of Lynchburg tax rates: \$ 0
5. Estimated personal property tax per year with respect to the facility when completed, using present City of Lynchburg tax rates: \$ 0
6. Estimated merchants' capital tax per year with respect to the facility completed, using present tax rates: \$ 0
7. Estimated business license tax per year with respect to the facility when completed and in use, using, present City of Lynchburg license tax rates: \$ 0
8. Estimated dollar value per year of goods and services that will be purchased locally by applicant or other users of the facility: 2,000,000 –
\$ 4,000,000

Section 5
Inducement

1. Explain how the requested financing by the Authority will enable or induce applicant to locate in or remain in the City of Lynchburg and the Commonwealth of Virginia?
Refinancing a portion of the College's existing debt will allow the College to gain certainty for its ongoing debt service costs. By achieving certainty for its debt service costs, the College will be able to plan and budget on a long-term basis, which will allow the College to better achieve its mission of preparing students to engage the world critically and creatively, live and work honorably, and experience life abundantly.

It is understood and agreed by the Applicant, as evidenced by the execution and filing hereof, that Applicant will (a) upon the filing of this application, pay to the Authority a non-refundable fee as calculated according to the schedule shown on the "INFORMATION AND INSTRUCTIONS FOR APPLICANTS FOR AUTHORITY FINANCING AND FOR BOND COUNSEL" included herewith, which fee consists of the application fee, advance against costs of copying and other incidental costs, and advance against the Authority's Counsel fees and, in addition, (b) pay, when billed, all other costs and expenses of the Authority, including the reasonable fees of its counsel, with respect to this application and any Authority or Lynchburg City Council meetings held in connection therewith.

Applicant also understands and agrees that in the event the Authority approves the application and adopts an inducement resolution and/or enters into an inducement contract with respect thereto and thereafter authorizes the issuance of its bonds or notes to finance a facility on behalf of the Applicant, all costs of the Authority in connection with any such issue, including the reasonable fees of its counsel and bond counsel, will be paid either from the proceeds of the issue or directly by the Applicant or, if such bonds or notes are not issued for any reason, then directly by the Applicant.

The Applicant understands that the approval or disapproval of this application is within the discretion of the Authority and that if approved by the Authority the requested financing will also have to be approved by the City Council of the City of Lynchburg and a proper allocation (bond issuing authority) made to the Authority for the issuance of such bonds or notes under the state limit for the issuance of such bonds or notes as provided in Section 103 of the Internal Revenue Code of 1986, as amended, and the regulations issued thereunder, and as provided by any applicable state legislation, executive order, administrative rules or regulations; that the Authority and/or City Council may require additional financial and other information from the Applicant; that the Authority reserves the right to approve or disapprove bond counsel with respect to each issue; that if this application is approved and Authority bonds or notes are thereafter issued all financing documents shall be in form and substance satisfactory to the Authority, its counsel and bond counsel for the issue and shall include provisions satisfactory to the Authority and its counsel with respect to indemnifying the Authority and payment by Applicant to the Authority of (i) its reasonable costs and expenses, including the reasonable fees of its counsel, bond counsel and other advisers, directly related to the Project or the Bond and (ii) annually, when billed, an annual administrative fee of 1/10th of 1% of the outstanding principal amount of the Bond on each anniversary date of the Closing Date (provided that the amounts so paid shall not equal or exceed an amount that would cause the "yield" on the Note or any other "acquired purpose obligation" to be "materially higher" than the "yield" on the Bond, as such terms are defined under Section 148 of the Code); and that if the Authority adopts an inducement resolution and/or enters into an inducement contract with respect to the issuance of bonds or notes on behalf of Applicant and thereafter before the issuance of its bonds or notes determines (1) that any material information furnished the Authority or the City Council by or on behalf of the Applicant is false or misleading, or (2) if after the adoption of such resolution the proposed financing is not thereafter approved by the City Council of the City of Lynchburg or a proper

allocation of bond issuing authority is not made, or (3) if approved by the Authority and the City Council and a proper allocation of bond issuing authority is made, Applicant has not, within the calendar year or other period of time with respect to which the bond issuing authority is made applicable, made all necessary arrangements required of it with respect to the issuance and sale of the bonds or notes and the undertaking of the facility to be financed thereby, or if for any other reason the bonds or notes have not been issued within any such applicable time period, the Authority, in any such event, reserves and shall have the right in its sole discretion to revoke or rescind such inducement resolution and/or inducement contract which the Authority has entered into with the Applicant, after not less than ten (10) days written notice of the Authority's intention so to do, addressed and mailed to the Applicant at its address given in this Application.

Respectfully submitted this 24th day of August, 2018.

RANDOLPH COLLEGE, INCORPORATED

By:

Name: Robert P. Kenny

Title: Vice President for Finance and Administration

CERTIFICATE

The undersigned Secretary of the Economic Development Authority of the City of Lynchburg, Virginia (the "Authority"), hereby certifies as follows:

1. A meeting of the Authority was duly called and held on Thursday, September 20, 2018, at 8:30 a.m., before the Authority in the Conference Room of the Office of Economic Development, 2nd Floor, City Hall, 900 Church Street, Lynchburg, Virginia, pursuant to proper notice given to each Director of the Authority before such meeting. The meeting was open to the public. The time of the meeting and the place at which the meeting was held provided a reasonable opportunity for persons of differing views to appear and be heard.
2. The Chair announced the commencement of a public hearing on the application of Randolph College, Incorporated, a Virginia nonstock corporation, and that a notice of the hearing was published once a week for two successive weeks in a newspaper having general circulation in the City of Lynchburg, Virginia (the "Notice"), with the second publication appearing not less than six days nor more than twenty-one days prior to the hearing date. A copy of the Notice is attached and has been filed with the minutes of the Authority and is attached as Exhibit A.
3. A summary of the statements made at the public hearing is attached as Exhibit B.
4. Attached as Exhibit C is a true, correct and complete copy of the approving resolution (the "Resolution") adopted at such meeting of the Authority by a majority of the Directors present at such meeting. The Resolution constitutes all formal action taken by the Authority at such meeting relating to matters referred to in the Resolution. The Resolution has not been repealed, revoked, rescinded or amended and is in full force and effect on this date.

WITNESS my hand and the seal of the Authority, as of September 20, 2018.



[SEAL]

Secretary, Economic Development Authority of the
City of Lynchburg, Virginia

Exhibits:

- A - Copy of Certified Notice
- B - Summary of Statements
- C - Approving Resolutions

EXHIBIT A

Public Hearing Notice

(See Attached)

Exhibit A

EXHIBIT B

Summary of Statements

The Chairman declared the public hearing open. The Chairman asked if there was anyone present to speak in favor of the application of Randolph College, Incorporated requesting the Authority to issue up to \$15,000,000 of its revenue bonds to assist Randolph College in the matters set forth in the notice. Mr. Alford advised the Directors that the notice of this public hearing had been published in *The News & Advance* as required by Internal Revenue Code and the Virginia Code. Mr. Alford stated that the application of Randolph College for the proposed financing had been placed in the Dropbox.

Robert Kenny, Vice President for Finance and administration for Randolph College, described the project as outlined in the Notice. Mr. Kinney answered questions from members of the Authority concerning the application.

The Chairman then asked if anyone was present to speak in opposition to the application. No one appeared or spoke in opposition to the application.

The Chairman declared the public hearing closed.

EXHIBIT C

Inducement Resolution

(See Attached)

RESOLUTION OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF LYNCHBURG, VIRGINIA, PROVIDING INITIAL APPROVAL OF THE ISSUANCE OF UP TO \$15,000,000 OF REVENUE BONDS FOR THE BENEFIT OF RANDOLPH COLLEGE, INCORPORATED

A. The Economic Development Authority of the City of Lynchburg, Virginia (the "Authority"), is empowered by the Industrial Development and Revenue Bond Act, Chapter 49, Title 15.2, Code of Virginia of 1950, as amended (the "Act"), to issue its revenue bonds to assist in the construction, acquisition, equipping, expansion, enlargement, and improvement of facilities for use by organizations that are described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), and which are exempt from federal income taxation pursuant to Section 501(a) of the Code, and facilities for private, accredited, and nonprofit institutions of higher education in the Commonwealth of Virginia whose primary purpose is to provide collegiate or graduate education and not to provide religious training or theological education.

B. The Authority has received a request from Randolph College, Incorporated (the "Borrower"), a Virginia nonstock corporation, to issue its revenue bonds (the "Bonds"), in one or more series at one time or from time to time, to provide funds to the Borrower to finance the plan of finance (the "Plan of Finance") described below:

(1) to refund all or a portion of:

(a) the Authority's Tax Exempt Revenue Bond (Randolph College Projects), Series 2010 (Loan No. 9530814111-00003) (the "Lynchburg 2010 Bond"), in the original principal amount of \$7,542,690.50 which (i) refinanced the Authority's Variable Rate Educational Facilities Revenue Bonds (Randolph-Macon Woman's College Project), Series 2000, which financed or refinanced the acquisition, construction, renovation, and equipping of various academic and administrative facilities, including the Lipscomb Library, the Leggett Building, the Pines Cottage, the Maier Museum, Smith Memorial Hall, Presser Hall, the Psychology Building, Thoresen Hall, an administrative and academic facility, the Student Center in the Main Hall, a postal office, and a physical education and recreation building, a new playing field and other athletic facilities; other routine capital expenditures, all of the above located at the Campus in the City of Lynchburg, Virginia (the "City"); and the acquisition, construction, renovation and equipping of a three-story administrative and development building at 2601 Rivermont Avenue (and known as Doyle House) in the City, and (ii) financed amounts, if any, required to fund related working capital, funded interest, reserve funds, costs of issuance, and other expenses in connection with the issuance of the Lynchburg 2010 Bond;

(b) the Economic Development Authority of Amherst County, Virginia's (the "Amherst Authority") Tax Exempt Revenue Bond (Randolph College Projects), Series 2010 (Loan NO. 9530814111-00002) (the "Amherst 2010 Bond") in the original principal amount of \$5,681,359.50, which (i) refinanced the Amherst Authority's Revenue Bond (Randolph College), Series 2008 (the "Series 2008 Bond"), which financed or refinanced the following: (i) the costs of designing, constructing, and equipping a renovation of and expansion to the Borrower's existing athletic facilities, (ii) routine and other capital expenditures including, but not limited to, renewal projects with respect to the Borrower's

academic, athletic, and administrative facilities, all located on the Campus, and (iii) amounts required to fund costs of issuance and other expenses in connection with the issuance of the Series 2008 Bond or any of the aforementioned projects in this paragraph (1)(b), and (ii) financed costs of issuance and other expenses in connection with the issuance of the Amherst 2010 Bond; and

(c) an existing non-revolving line of credit, which financed (i) the renovation of Wright Residence Hall and Cheatham Dining Hall, (ii) other capital expenditure projects on the Campus, and (iii) the costs of issuing the non-revolving line of credit, and

(2) to finance, if and as needed, related working capital expenses, routine capital improvements at the Campus, capitalized interest on the Bonds, a debt service reserve fund for the Bonds and costs of issuance related to the issuance of the Bonds.

C. Preliminary plans for the Plan of Finance have been described to the Authority and a public hearing has been held as required by Section 147(f) of the Code and Section 15.2-4906 of the Code of Virginia of 1950, as amended.

D. The Borrower has represented that the estimated cost of undertaking the Plan of Finance will require the issuance of the Bonds, in one or more series at one time or from time to time, in the aggregate principal amount not to exceed \$15,000,000.

E. (1) No Director of the Authority is an officer or employee of the Borrower, (2) each member has, before entering upon his or her duties during his or her present term of office, taken and subscribed to the oath prescribed by Section 49-1 of the Code of Virginia of 1950, as amended and (3) at the time of their appointments and at all times thereafter, including the date hereof, all of the members of the Board of Directors of the Authority have satisfied the residency requirements of the Act.

F. No Director of the Authority has any personal interest or business interest in the Borrower, the Bonds, or any of the transactions contemplated therein or has otherwise engaged in conduct prohibited under the Conflict of Interests Act, Chapter 31, Title 2.2 of the Code of Virginia of 1950, as amended in connection with this resolution or any other official action of the Authority in connection therewith.

NOW, THEREFORE, BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF LYNCHBURG, VIRGINIA:

1. The Authority hereby finds and determines that the Plan of Finance will be in the public interest and will promote the commerce, safety, health, welfare, convenience or prosperity of the Commonwealth of Virginia, the City of Lynchburg, Virginia (the "City") and their citizens.

2. The Authority hereby agrees to assist the Borrower in undertaking the Plan of Finance by issuing the Bonds, in one or more series at one time or from time to time, in an aggregate principal amount not to exceed \$15,000,000 upon terms and conditions mutually agreeable to the Authority and the Borrower. The Bonds will be issued under documents satisfactory to the Authority.

3. It having been represented to the Authority that it is necessary to proceed immediately with the Plan of Finance, and the planning therefor, the Authority hereby agrees that the Borrower may proceed with the Plan of Finance, enter into contracts for land, construction, materials and equipment for the Plan of Finance, and take such other steps as it may deem appropriate in connection with the Plan of Finance, provided, however, that nothing in this resolution shall be deemed to authorize the Borrower to obligate the Authority without its consent in each instance to the payment of any moneys or the performance of any acts in connection with the Plan of Finance. The Authority hereby agrees that the Borrower may be reimbursed from the proceeds of the Bonds for all expenditures and costs so incurred by it, provided such expenditures and costs are properly reimbursable under the Act and applicable federal laws.

4. At the request of the Borrower, the Authority approves McGuireWoods LLP, Richmond, Virginia, as Bond Counsel in connection with the issuance of the Bonds.

5. All costs and expenses in connection with the undertaking of the Plan of Finance, including the fees and expenses of Bond Counsel and Authority Counsel, shall be paid by the Borrower or, to the extent permitted by applicable law, from the proceeds of the Bonds. If for any reason such Bonds are not issued, it is understood that all such expenses shall be paid by the Borrower and that the Authority shall have no responsibility therefor.

6. The Borrower shall indemnify and save harmless the Authority, its officers, directors, counsel, employees and agents, from and against all liabilities, obligations, claims, damages, penalties, fines, losses, costs and expenses in any way connected with the Borrower or the issuance of the Bonds.

7. The Authority recommends that the City Council of the City approve the issuance of the Bonds for the purpose of undertaking the Plan of Finance.

8. No Bonds may be issued pursuant to this Resolution until such time as the issuance of the Bonds has been approved by the City Council of the City.

9. This resolution shall be effective immediately.

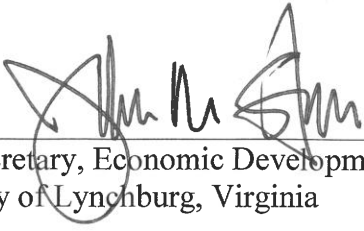
10. The authorizations granted in this resolution shall continue in full force and effect for a period of three years after adoption, unless specifically extended by the Authority.

[Remainder of Page Intentionally Left Blank]

CERTIFICATE

The undersigned Secretary of the Economic Development Authority of the City of Lynchburg, Virginia (the "Authority"), hereby certifies that the foregoing is a true, correct and complete copy of a resolution adopted by a majority of the Directors of the Authority at a meeting duly called and held on September 20, 2018, in accordance with law, and that such resolution has not been repealed, revoked, rescinded or amended but is in full force and effect on the date hereof.

WITNESS the following signature and seal of the Authority as of September 20, 2018.



Secretary, Economic Development Authority of the
City of Lynchburg, Virginia

**FISCAL IMPACT STATEMENT
FOR PROPOSED BOND FINANCING**

Date: September 20, 2018

To the City Council of the City of Lynchburg, Virginia

Applicant: Randolph College, Incorporated (the "Borrower")

**Facility/
Plan of
Finance:** The refinancing of existing debt of the Borrower.

- | | | |
|----|--|--------------|
| 1. | Maximum amount of financing sought | \$15,000,000 |
| 2. | Estimated taxable value of the facility's real property to be constructed in the locality. | \$0 |
| 3. | Estimated real property tax per year using present tax rates. | \$0 |
| 4. | Estimated personal property tax per year using present tax rates. | \$0 |
| 5. | Estimated merchants' capital tax per year using present tax rates. | \$0 |
| 6. | (a) Estimated dollar value per year of goods that will be purchased from Virginia companies within the locality | \$1,000,000 |
| | (b) Estimated dollar value per year of goods that will be purchased from non-Virginia companies within the locality | \$1,000,000 |
| | (c) Estimated dollar value per year of services that will be purchased from Virginia companies within the locality | \$1,000,000 |
| | (d) Estimated dollar value per year of services that will be purchased from non-Virginia companies within the locality | \$1,000,000 |
| 7. | Estimated number of regular employees on year round basis. | 355 |
| 8. | Average annual salary per employee. | \$53,800 |


Chair

Economic Development Authority of the City of
Lynchburg, Virginia

At a regular meeting of the City Council of the City of Lynchburg, Virginia, held on October 9, 2018, the following Council members were recorded as present:

PRESENT:

On motion by _____, seconded by _____, the attached Resolution was adopted by a majority of the members of the City Council by a roll call vote, the votes being recorded as follows:

MEMBER

VOTE

[Proposed Form of City Council Resolution]

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LYNCHBURG, VIRGINIA**

WHEREAS, the Economic Development Authority of the City of Lynchburg, Virginia (the "Authority") has approved the application of Randolph College, Incorporated (the "Borrower"), a Virginia nonstock corporation, requesting that the Authority issue up to \$15,000,000 of its revenue bonds in one or more series at one time or from time to time (the "Bonds") to provide funds to the Borrower to finance the plan of finance (the "Plan of Finance") described below:

(1) to refund all or a portion of:

(a) the Authority's Tax Exempt Revenue Bond (Randolph College Projects), Series 2010 (Loan No. 9530814111-00003) (the "Lynchburg 2010 Bond"), in the original principal amount of \$7,542,690.50 which (i) refinanced the Authority's Variable Rate Educational Facilities Revenue Bonds (Randolph-Macon Woman's College Project), Series 2000, which financed or refinanced the acquisition, construction, renovation, and equipping of various academic and administrative facilities, including the Lipscomb Library, the Leggett Building, the Pines Cottage, the Maier Museum, Smith Memorial Hall, Presser Hall, the Psychology Building, Thoresen Hall, an administrative and academic facility, the Student Center in the Main Hall, a postal office, and a physical education and recreation building, a new playing field and other athletic facilities; other routine capital expenditures, all of the above located at the Campus in the City of Lynchburg, Virginia (the "City"); and the acquisition, construction, renovation and equipping of a three-story administrative and development building at 2601 Rivermont Avenue (and known as Doyle House) in the City, and (ii) financed amounts, if any, required to fund related working capital, funded interest, reserve funds, costs of issuance, and other expenses in connection with the issuance of the Lynchburg 2010 Bond;

(b) the Economic Development Authority of Amherst County, Virginia's (the "Amherst Authority") Tax Exempt Revenue Bond (Randolph College Projects), Series 2010 (Loan NO. 9530814111-00002) (the "Amherst 2010 Bond") in the original principal amount of \$5,681,359.50, which (i) refinanced the Amherst Authority's Revenue Bond (Randolph College), Series 2008 (the "Series 2008 Bond"), which financed or refinanced the following: (i) the costs of designing, constructing, and equipping a renovation of and expansion to the Borrower's existing athletic facilities, (ii) routine and other capital expenditures including, but not limited to, renewal projects with respect to the Borrower's academic, athletic, and administrative facilities, all located on the Campus, and (iii) amounts required to fund costs of issuance and other expenses in connection with the issuance of the Series 2008 Bond or any of the aforementioned projects in this paragraph (1)(b), and (ii) financed costs of issuance and other expenses in connection with the issuance of the Amherst 2010 Bond; and

(c) an existing non-revolving line of credit, which financed (i) the renovation of Wright Residence Hall and Cheatham Dining Hall, (ii) other capital expenditure projects on the Campus, and (iii) the costs of issuing the non-revolving line of credit, and

(2) to finance, if and as needed, related working capital expenses, routine capital improvements at the Campus, capitalized interest on the Bonds, a debt service reserve fund for the Bonds and costs of issuance related to the issuance of the Bonds.

WHEREAS, following notice given as required by the Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), the Authority held a public hearing on September 20, 2018, as required by Section 147(f) of the Code;

WHEREAS, Section 147(f) of the Code provides that the governmental unit having jurisdiction over the issuer of private activity bonds and over the area in which any facility financed with the proceeds of private activity bonds is located must approve the issuance of the bonds and Section 15.2-4906 of the Industrial Development and Revenue Bond Act, Chapter 49, Title 15.2, Code of Virginia of 1950, as amended ("Act") sets forth the procedure for such approval;

WHEREAS, the Authority issues its bonds on behalf of the City of Lynchburg, Virginia (the "City"), the facilities to be financed and refinanced with the proceeds of the Bonds are located in the City and the City Council of the City of Lynchburg, Virginia (the "Council"), constitutes the highest elected governmental unit of the City;

WHEREAS, the Authority has recommended that the City approve the Plan of Finance and the issuance of the Bonds solely for the purposes of compliance with Section 147(f) of the Code; and

WHEREAS, a copy of the Authority's inducement resolution regarding the Plan of Finance, a certificate of the public hearing (including a report of the public hearing held regarding the Bonds) and a Fiscal Impact Statement have been filed with the Council.

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

1. The Council hereby approves the issuance of the Bonds, in an aggregate principal amount up to \$15,000,000, by the Authority for the benefit of the Borrower, solely to the extent required by Section 147(f) of the Code and Section 15.2-4906 of the Act, to permit the Authority to assist in accomplishing the Plan of Finance.

2. The Council's approval of the issuance of the Bonds shall not constitute an endorsement to a prospective purchaser of the Bonds of the creditworthiness of the Plan of Finance or the Borrower. In accordance with Section 15.2-4909 of the Act, the Bonds shall not be deemed to constitute a debt or a pledge of the faith and credit or taxing power of the Commonwealth of Virginia or any political subdivision thereof, including the Authority and the City.

3. This resolution shall take effect immediately upon its adoption.

Adopted by the City Council of the City of Lynchburg, Virginia, on October 9, 2018.

Clerk
City Council of the City of Lynchburg, Virginia

[SEAL]

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 9, 2018**

AGENDA ITEM #: **14**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Department of Homeland Security Federal Emergency Management Agency's National Preparedness Directorate's Assistance to Firefighters grant to purchase self-rescue devices, otherwise known as Bailout Devices.

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$239,695 with resources of \$217,905 from the Department of Homeland Security Federal Emergency Management Agency – Assistance to Firefighter's (AFG) and \$21,790 appropriated from the Fire Department General Fund Budget to purchase (179) firefighter self-rescue devices, more commonly referred to as Bail-out devices.

SUMMARY: This is a 90/10 matching grant with the grant providing 90% of the approved funding with the department responsible for \$21,790 (10%) of the \$217,905 grant. This grant and subsequent equipment is vital to firefighter safety during an incident where self-rescue might be necessary to prevent injury or death. The devices are a harness/rope system that will be issued to each employee and affixed to their turnout gear. The devices will be installed in accordance with manufacturer's recommendations into our existing protective equipment. This equipment will allow firefighters the ability to exit a compromised structure in a safe and effective manner above ground level when normal means of egress are not available. The grant includes training for all firefighters.

We have 179 uniformed staff that will receive the device. The cost per unit (\$1,339) includes the device, installation costs, and training.

PRIOR ACTION(S): Finance Committee, September 25, 2018

FISCAL IMPACT: \$21,790 in matching funds will be provided from the Fire Department's FY 2019 budget. Future funds will be needed for periodic maintenance of the equipment

CONTACT(S): Fire Chief Greg Wormser, 455-6345
Master Firefighter Patrick Madigan, 847-1680
Fire Administrative Manager, Annette Pettyjohn, 455-6368

ATTACHMENT(S): Resolution

REVIEWED BY: raw

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and \$239,695 is appropriated with resources of \$217,905 from the Department of Homeland Security Federal Emergency Management Agency – Assistance to Firefighter's (AFG) and \$21,790 appropriated from the Fire Department General Fund Budget to purchase (179) firefighter self-rescue devices, more commonly referred to as Bail-out devices.

Introduced:

Adopted:

Certified:

Clerk of Council

115K