

**LYNCHBURG CITY COUNCIL
PHYSICAL DEVELOPMENT COMMITTEE
Tuesday, June 11, 2013
9:00 a.m.**

Information Items

Recent/Pending Contract Awards: None

Update on priority projects – see attached.

General Business

- | | | |
|----|---|-------------|
| 1. | Fort Avenue Bike Facility Striping Plan | Don DeBerry |
| 2. | Update on Wards Road signalization (no attachments) | Don DeBerry |
| 3. | Roll Call | |

Pc: Kimball Payne, City Manager
Bonnie Svrcek, Deputy City Manager
Council Members
Dave Owen, Director of Public Works
News & Advance
File

Next Meeting: July 9, 2013

Lynchburg Capital Projects (General Fund)

June 11, 2013

Projects of Interest		Status		Notes
Rivermont Ave. Bridge		Complete	July 2012	Finials installed first of May.
Wards Road Pedestrian X-ing 2B		Construction	May 2013	Trail phase 2B Acquiring Easements (1 of 4 remaining)
Midtown Connector		Construction	March 2015	Under Construction
Greenview Drive Phase 2		R/W	August 2014	Project schedule is dependent on available funds from VDOT. R/W Authorization granted by FHWA. Considering Revenue Sharing Funds
Kemper Street Bridge / Interchange		Design	March 2013	Finalizing a design exception request to VDOT - Planned to bid in Nov.
Lower Bluffwalk Phase 1 (lower bluffwalk, 12th St. & Jefferson St. south)		Construction	December 2012	Scheduled for completion in early spring.
Lower Bluffwalk Phase 2		Construction	October 2014	Underway
Memorial - Park - Lakeside Intersection		R/W	April 2013	Working on acquiring R/W . Progress with owner being made.
Multiple Bridge Maintenance Work		Construction	September 2013	Underway
Expressway Drainage		Construction	February 2013	Closeout
Holiday Inn Parking Deck Repairs		Construction	June 2013	Plans to remove and reinstall beam June 8th.
Fifth Street Phase 2 Utilities w/ streetscapes		Construction	August 2013	Working within final two blocks

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 11, 2013 (PDC)**

AGENDA ITEM NO.:

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Fort Avenue Bike Facility Striping Plan**

RECOMMENDATION:

For your review and recommendation for 1) further discussion and a public meeting or 2) proceed as shown.

SUMMARY:

As Fort Avenue is resurfaced and restriped upon completion of Midtown improvements, staff has prepared a plan to add lane markings and separate bike lanes to the roadway where the existing pavement width allows. This proposal covers the area from Park Avenue to Memorial Avenue.

As recommended in the approved Region 2000 Bike Plan, this restriping plan eliminates on street parking on one side of Fort Avenue to accomplish the addition of the bike lanes for both sides.

The City's *Comprehensive Plan* states that parking will not be removed from Fort Avenue for the purpose of adding capacity.

The markings proposed are consistent with the federal and state guidelines for pavement markings associated with both vehicular and bicycle use.

Fifty percent (50%) plans are attached which show the elimination of on street parking on the East side of Fort Avenue.

PRIOR ACTION(S):

City Comprehensive Plan

Approved Regional Bike Plan

Approved Share The Road Signage Plan.

FISCAL IMPACT:

None

CONTACT(S):

Don DeBerry – City Traffic Engineer – 455-3935

Lee Newland – City Engineer – 455-3947

Dave Owen – Public Works Director – 455-4469

ATTACHMENT(S):

Fort Avenue Signing and Marking Plans

REVIEWED BY:



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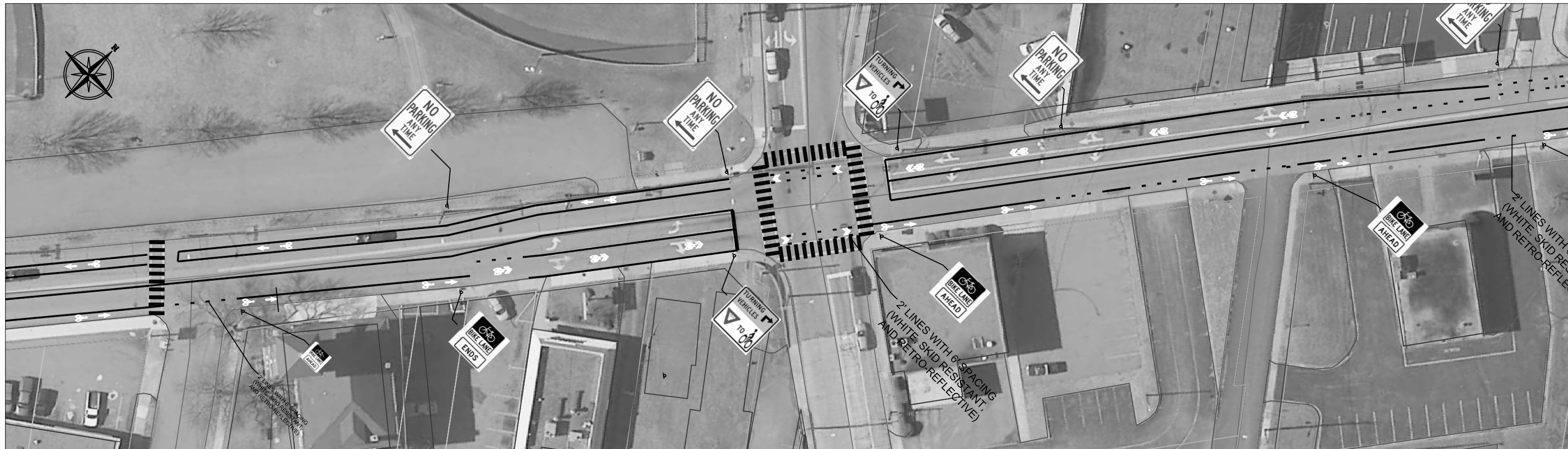
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**LYNCHBURG CITY COUNCIL
Agenda Item Summary**

MEETING DATE: **June 11, 2013**

AGENDA ITEM NO.: **1**

CONSENT:

REGULAR:

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Regional Library Study – Phase II Operational Analysis**

RECOMMENDATION: Authorize participation in a Phase II Operational Analysis for a Regional Library System and authorize the use of up to \$33,000 in carry-forward funds from the FY 2013 budget to fund Lynchburg's portion of the analysis.

SUMMARY: Library directors from Bedford and Campbell Counties as well as the City of Lynchburg, along with Region 2000 staff and the Deputy City Manager, have continued to study the feasibility of a regional library system. Attachment 1, a very preliminary cost/benefit analysis, shows an estimated annual savings of more than \$450,000, the majority of which (\$345,649) comes from personnel savings. These findings and options were discussed with Mark Reeter, Bedford County Administrator; David Laurell, Campbell County Administrator; and Kim Payne, Lynchburg City Manager last month. Following discussion, they recommended the initiative continue toward developing a regional system by undertaking a Phase II Operational Analysis.

During the Phase II Analysis development, the three localities will continue working toward enhancing regional collaboration through various efforts, including:

- Lynchburg's migration to The Library Corporation (TLC) automated network system shared by the Bedford and Campbell County library systems to expand current shared borrowing agreements. Upon migration to the TLC system, staff recommends that the non-resident fee currently charged to Bedford and Campbell County residents be eliminated. This is consistent with the agreement that the City currently has with Amherst County due to their collaboration with the City's automated network system (LION). The City has been notified that Amherst County will discontinue their participation in the LION system during FY 2014 and will not participate in the proposed Regional Library System. When details are more complete regarding the transitions in library network systems, staff will come back to Council with a recommendation regarding the non-resident fee.
- With the June 30, 2013 retirement of both Lynchburg and Bedford library directors, the localities will be considering options that might include interim directors or shared management services until completion of the Phase II Operational Analysis.
- Programmatic sharing, such as joint public relations for State library initiatives and summer reading programs.

As previously stated, Phase II requires undertaking an operational analysis (Attachment 2). This analysis will seek to confirm the preliminary cost/benefit analysis prepared by staff, potentially identify additional financial savings, suggest a regional governance system, financial and operational arrangements, and a detailed implementation plan, with costs. The operational analysis will cost approximately \$66,000, with the cost to be shared equally among the participating localities.

Attachment 3 summarizes the discussions of the Region 2000 Librarians' Working Group in its efforts to identify opportunities for improving current library service delivery practices.

Attachment 4 contains the Public Libraries' Opportunities Analysis: A Study of Three Public Libraries for Region 2000 Local Government Council which was prepared by Dominion Library Associates, LLC.

The Phase II operational analysis will be presented to the participating elected bodies with a recommendation on whether to proceed with Phase III, which would be the creation and implementation of a regional entity. This same process was used by Region 2000 in establishing the Regional Jail Authority and the Region 2000 Services Authority.

PRIOR ACTION(S):

October 23, 2012: Elimination of the library user fee for non-city residents in order to facilitate discussion regarding the creation of a regional library system was discussed. Council chose to not eliminate the fee at that time.

November 13, 2012: Consideration of Approving the Further Exploration of a Regional Library System was discussed. Council endorsed further exploration of a regional library system.

FISCAL IMPACT: \$22,000-\$33,000 for the City's share of the Phase II Operational Analysis depending on the number of participating localities. It is anticipated that such funds will be appropriated in FY 2013 carry-forward. Funding in the amount of \$85,000 will be requested at carry-forward to fund the migration of Lynchburg's library information system to the more robust and Bedford and Campbell County compatible TLC library software.

CONTACT(S): Lynn Dodge, Library Director, 455-6330
Bonnie Svrcek, Deputy City Manager, 455-3987

ATTACHMENT(S):

Attachment 1: Preliminary Cost/Benefit Analysis and Moving Forward June 2013

Attachment 2: Regional Libraries' Discussion Operational Analysis Project Scope

Attachment 3: Region 2000 Libraries' Initial Opportunities Discussion December, 2010 (revised April, 2011)

Attachment 4: Public Libraries' Opportunities Analysis: A Study of Three Public Libraries for Region 2000
Local Government Council by Dominion Library Associates, LLC

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the Lynchburg City Council authorizes participation in a Phase II Operational Analysis for a Regional Library System and authorizes the use of up to \$33,000 in carry-forward funds from the FY 2013 budget to fund Lynchburg's portion of the analysis.

Introduced:

Adopted:

Certified: _____
Clerk of Council

088V

Attachment 1

Regional Libraries' Discussions

Preliminary Cost/Benefit Analysis and Moving Forward

June 2013

The following report provides the results of the preliminary cost/benefit analysis accomplished by the Regional Libraries' Discussion Working Group¹. Additionally, a discussion regarding approaches to moving the effort forward is offered. This information is provided to prompt a discussion setting a future direction for this effort.

Background

Approximately two and one-half years ago all Region 2000 area library directors along with Region 2000 staff entered into a series of discussions focused on collaborative service improvements. After initial discussions the directors of the Bedford Public Library, Campbell County Public Library, and Lynchburg Public Library, with Region 2000 staff, continued this effort. As part of this continued discussion Dominion Library Associates, LLC completed the Public Libraries' Opportunities Analysis; this Analysis recommended continuing efforts for regional service improvements and suggestions for moving forward.

This past winter the local governing bodies endorsed the continued exploration of this initiative. The next step was to accomplish a preliminary cost/benefit analysis to determine if initial thoughts regarding cost savings are valid.

Compelling Reasons

The compelling reasons for this effort are:

- To ensure the responsible stewardship of public resources. With continuing stress on localities' financial resources, exploring more cost effective and efficient means to provide library services is imperative. A regional approach can provide this benefit.
- To improve public library service delivery. Each of the three library systems provide sound service. Each of the systems have developed particular strengths. If shared regionally, these strengths will elevate the total service delivery standard.
- To ensure resilient public library service to the three communities in the face of on-going fiscal stress. Technological requirements and service delivery demands continue to grow, while funding is proving more difficult. The Working Group's research concluded regional service delivery provides the strongest position to meet these needs.

¹ The Working Group consists of Peggy Bias, Director, Bedford Public Library; Nan Carmack, Director, Campbell County Public Library; Lynn Dodge, Director, Lynchburg Public Library; Bonnie Svrcek, Deputy City Manager, City of Lynchburg; Bob White, Deputy Director, Region 2000 Local Government Council.

- The opportunity to provide unobstructed access to all library resources for all users. City/County boundaries are becoming increasingly irrelevant to service delivery. The commuting nature of citizens, with homes in one locality, work places in another, shopping and recreation opportunities in still others, places value on flexible access to facilities and services.

Initial Cost/Benefit Analysis

Over the past four months, the Working Group accomplished the preliminary cost/benefit analysis. This analysis shows a financial benefit to the participating jurisdictions, principally in personnel services relating to administrative economies of scale.

Analysis Approach

In undertaking the cost/ benefit analysis, the Working Group first described the current staffing of each library system. This is shown in Attachment A: Current Organizational Structure. The Working Group then described a benchmark organizational structure, based on an expanded Bedford Public Library System. (Bedford is a regional system.) This is shown in Attachment B: Benchmark Organizational Structure.

The Benchmark Organizational Structure essentially allows for streamlining of the administrative functions from three entities to one, allowing for the reduction of eight staff positions.² The operational staffing beyond the administrative function remained constant in this analysis. A note of interest: in accomplishing this analysis the Working Group did a staffing scan of regional library systems in Virginia. The Jefferson Madison Regional Library, serving Charlottesville and its neighboring jurisdictions, shows a striking staffing similarity to the benchmark organizational structure put forth here.

Values	JMRL	Benchmark
Locations	9 +BM ³	12
Population Served	190,900	206,808
Circ/Capita	7.74	ave. 6.76
\$/Capita	29.64	ave. 22.76
FTE*⁴/1k pop	0.43	0.39
*Total FTEs	*81.7 FTE	*80.6FTE

With the benchmark organizational structure addressed, the Working Group then turned its attention to the operating budget. The current operating budget for each library system was

² The benchmark system used for this analysis does not presuppose an ultimate regional system structure. Rather, it's a reasonable extrapolation of the successful Bedford Public Library experience deemed appropriate for this analysis.

³ Bookmobile

⁴ Full Time Equivalent

determined. This budget included services the parent organizations provided, such as fiscal services and IT support. The Working Group then developed a benchmark budget, taking into account the personnel reductions described in the organizational charts as well as conservative estimates of obvious savings in other operating categories, such as fiscal and attorney services.

The Working Group purposefully did not delve in greater detail in potential operating savings, given the various forms a regional system can take; but, the Working Group does realize additional savings may be identified through future analysis.

Savings

The initial cost/benefit analysis shows an annual savings of \$450,127.33 for the regional benchmark system over the current systems. The majority of the savings, \$345,649, comes through personnel savings. These savings reflect a consolidation of effort in administration, primarily through reduction in eight positions⁵, as well as using Bedford Public Library System's salary structure⁶ and VRS rate.. Bedford's salary structure generally falls between the Lynchburg structure and Campbell's⁷. Bedford's VRS rate is more attractive than Campbell's or Lynchburg's⁸.

Additional assumptions included economies of scale primarily on fiscal services and attorney services. Attachment C: Current v. Benchmark Budget Comparison provides the discussed budgets. Attachment D: Current Administrative Payscale/Benefits describes the administrative positions considered for consolidation in the suggested benchmark system. Attachment E: Benchmark Administration Payscale/Benefits describes the consolidated administrative staffing.

Revenue

An additional item for future analysis and potential increased funding is that of State Aid to Libraries, distributed by the Library of Virginia. With the recent revocation of the Reduction in State Aid to Localities Act, state aid is once again a viable revenue stream.

Approach to Moving Forward

Given the compelling reasons for continuing efforts for regional collaboration of library service delivery and a reasonable expectation further efforts can ultimately show a financial advantage, discussion turns to how best to move forward. Two approaches are worth considering:

⁵ Positions or FTE eliminated: two directors, 1.5 FTE accounting associates, 2 administrative assistants, and 2.875 FTE library assistants.

⁶ The Library Director position is estimated at \$100,000. This is higher than Bedford's Director, but reflects a reasonable estimate for a consolidated system.

⁷ An illustration of this difference is the range for library directors: Bedford: \$75,173, Campbell: \$50,650, Lynchburg: \$92,650.

⁸ Bedford	employer contribution: 7.82%	employee contribution: 5%
Campbell	employer contribution: 12.97%	employee contribution: 5%
Lynchburg	employer contribution: 20.89%	employee contribution: 5%

investigation of a regional system and investigation of shared service opportunities. However, irrespective of the approach taken, the Lynchburg Public Library System should take steps to merge with the joint Bedford and Campbell integrated automation network system, The Library Corporation (TLC).

Lynchburg Public Library System and TLC

Lynchburg will need to upgrade its automated network system in the not too distant future with the associated cost. Incurring the merger cost to TLC, although significant, is essentially a cost on the City's horizon. Bringing all three systems to the same network allows for both the regional system and shared services approach, and in fact, is necessary for both.

An integrated network eliminates the unnecessary duplication of lesser used material, provides the public with the availability and access to a wider range of materials, and promotes interlibrary communication on materials purchasing as well as other services. Essentially, merging systems can lead to universal access to the area's collective library system in the near future, a major service improvement.

Regional System

Moving toward the development of a true regional system allows for the ultimate realization of anticipated financial savings. It also positions the collective library system to be resilient in the face of future technological requirements and demands for service.

Moving in this direction will require a financial investment in a third party consultant to conduct an operational analysis as well as necessary institutional support for the examination.

Shared Services Approach

The shared services approach to advancing regional collaboration benefits from past successes such as the Overdrive ebooks contracting and the online merging of the Campbell County Public Library and Bedford Public Library System collections.

This approach will not obligate any significant initial financial investment, continues to build relationships among the library systems, and can offer tangible improvement in consistent quality service delivery across Bedford, Campbell, and Lynchburg. Dominion Library Associates initially recommended this approach.

Future Efforts

Bedford, Campbell, and Lynchburg have and continue to benefit from collaborative efforts among its various library systems. Future efforts can take a number of forms, allowing for a more resilient service with the potential for cost savings. A discussion is needed to determine the best course in moving forward.

Appendix A: Current Organizational Structure

Administration	Technical Services	Collection Management	Bedford Central Library	Big Island Library	Campbell County Public Library	Forest Library	Lynchburg Branch/Law Library	Lynchburg Public Library	Moneta Library	Montvale Library	Patrick Henry Memorial Library	Staunton River Memorial Library	Stewartsville Library	Timbrook Library
Directors 3 FTE (1 each)	Librarian II 3 FTE (1 each)	n/a	operates 52 hours	operates 33 hours	operates 49 hours	operates 52 hours	operates 40 hours	operates 52 hours	operates 50 hours	operates 33 hours	operates 31 hours	operates 48 hours	operates 33 hours	operates 50 hours
Accounting Assoc 1.5 FTE (1 LY; .5 BD)	Library Associate 2 FTE (1 BD; 1 CC)	n/a	Librarian/ YSL 2 FTE	Librarian 1 FTE	Head Librarian 1	Librarian 1 FTE	Librarian 1 FTE	Head Librarian 1 FTE	Librarian 1 FTE	Librarian 1 FTE	Librarian .5 FTE	Librarian/ YSL .5 FTE	Librarian 1 FTE	Librarian/ YSL .5 FTE
Admin Asst 3 FTE (1 CC; 2 LY)	Lib. Asst. II 3.375 FTE (1 each plus .375 at BD)	n/a	Library Associate 4.6 FTE	Library Assistant I .825 FTE	Librarian/ YSL 1.5 FTE	Library Associate 1 FTE	Library Assistant I 1.26 FTE	Libr./YSL 5 FTE	Library Associate 1 FTE	Library Assistant I .875 FTE	Circulation Manager .75 FTE	Circulation Manager 1 FTE	Library Assistant I .875 FTE	Circulation Manager 1 FTE
Volunteer Coordinator 1.5 FTE (.5 LY; 1 CC)	Library Asst. I 2 FTE (1LY, .5 BD, .5 CC)	n/a	Library Assistant II .5FTE	Custodian .10 FTE	Circulation Manager 1 FTE	Library Assistant I 2.3 FTE	2.26 total fte	Library Associate 3.75 FTE	Library Assistant II 0 FTE	Custodian .10 FTE	Library Assistant I .75FTE	Library Assistant II 1.5 FTE	Custodian .10 FTE	Library Assistant I 1 FTE
Facilities coordinator 1 FTE	Asst. Sys. Admin .5 FTE (BD)	n/a	Library Assistant I .4 FTE	2.10 total fte	Library Assistant II 1 FTE	Page 1.2 FTE		Circulation Manager 1 FTE	Library Assistant I 1.65 FTE	1.975 total FTE	2 total fte	3 total fte	1.975 total fte	Custodian .25 FTE
9 total FTE	10.875 total fte		Courier .45 FTE		Library Assistant I 1 FTE	Custodian .375 FTE		Library Assistant II 1 FTE	Custodian .25 FTE					2.75 total fte
			Page 1.25 FTE		Courier .5 FTE	5.875total fte		Library Assistant I 2.5 FTE	3.9 total FTE					
			9.575 total FTE		6 total fte			Page 6.31 FTE						
								20.56 total FTE						

Appendix B: Benchmark Organizational Structure

Administration	Technical Services	Collection Management	Bedford Central Library	Big Island Library	Campbell County Public Library	Forest Library	Lynchburg Branch/Law Library	Lynchburg Public Library	Moneta Library	Montvale Library	Patrick Henry Memorial Library	Staunton River Memorial Library	Stewartsville Library	Timbrook Library
40 hours	40 hours	40 hours	operates 52 hours	operates 33 hours	operates 49 hours	operates 52 hours	operates 40 hours	operates 52 hours	operates 50 hours	operates 33 hours	operates 31 hours	operates 48 hours	operates 33 hours	operates 50 hours
Director 1 FTE	Technology Librarian 1 FTE	CM Librarian 1 FTE	Librarian/ YSL 2 FTE	Librarian 1 FTE	Head Librarian 1 FTE	Librarian 1 FTE	Librarian 1 FTE	Head Librarian 1 FTE	Librarian 1 FTE	Librarian 1 FTE	Librarian .5 FTE	Librarian/ YSL .5 FTE	Librarian 1 FTE	Librarian/ YSL .5 FTE
COO 1 FTE	Network Admin 1 FTE	CM Assistant Librarian 1 FTE	Library Associate 4.6 FTE	Library Assistant I .825 FTE	Librarian/ YSL 1.5 FTE	Library Associate 1 FTE	Library Assistant I 1.26 FTE	Libr./YSL 5 FTE	Library Associate 1 FTE	Library Assistant I .875 FTE	Circulation Manager .75 FTE	Circulation Manager 1 FTE	Library Assistant I .875 FTE	Circulation Manager 1 FTE
Admin. Assistant 1 FTE	Computer Technician 1 FTE	Cataloguer 2 FTE	Library Assistant II .5FTE	Custodian .10 FTE	Circulation Manager 1 FTE	Library Assistant I 2.3 FTE	2.26 total fte	Library Associate 3.75 FTE	Library Assistant II 0 FTE	Custodian .10 FTE	Library Assistant I .75FTE	Library Assistant II 1.5 FTE	Custodian .10 FTE	Library Assistant I 1 FTE
Volunteer Coordinator .5 FTE (.5 LY)	3 Total FTE	ILL Technician 1 FTE	Library Assistant I .4 FTE	2.10 total fte	Library Assistant II 1 FTE	Page 1.2 FTE		Circulation Manager 1 FTE	Library Assistant I 1.65 FTE	1.975 total FTE	2 total fte	3 total fte	1.975 total fte	Custodian .25 FTE
3.5 Total FTE		5 Total FTE	Courier .45 FTE		Library Assistant I 1 FTE	Custodian .375 FTE		Library Assistant II 1 FTE	Custodian .25 FTE					2.75 total fte
			Page 1.25 FTE		Courier .5 FTE	5.875total fte		Library Assistant I 2.5 FTE	3.9 total FTE					
			9.575 total FTE		6 total fte			Page 6.31 FTE						
								20.56 total FTE						

**addition of "head librarian" position
currently held by director in Ly CC

Nan Carmack 26 Mar 13

**Attachment C: Current v. Benchmark Budget
Comparison (based on FY13)**

		Bedford	Campbell	Lynchburg	Total	BM	Cost Savings	Comments
OBJ	Personnel Services							
1111	Emp. Retirement	\$ 49,407.00	\$ 79,804.00	\$ 158,629.00	\$ 287,840.00	\$ 223,584.00	\$ 64,256.00	using BPLS formula
1112	FICA/Medicare (6.2%, 1.45%)	\$ 70,718.00	\$ 39,637.00	\$ 68,578.00	\$ 178,933.00	\$ 158,941.00	\$ 19,992.00	"
1114	Group Insurance	\$ 3,256.00	\$ 5,285.00	\$ 2,077.00	\$ 10,618.00	\$ 10,618.00	\$ -	"
1115	Medical/Hospitalization	\$ 82,320.00	\$ 67,987.00	\$ 71,560.00	\$ 221,867.00	\$ 221,795.00	\$ 72.00	assume 100% partic.
1121	Salaries, Regular ¹	\$ 614,401.00	\$ 480,972.00	\$ 742,070.00	\$ 1,837,443.00	\$ 1,576,114.00	\$ 261,329.00	
1131	Wage, General	\$ 310,013.00	\$ 37,157.00	\$ 154,380.00	\$ 501,550.00	\$ 501,550.00	\$ -	
		\$ 1,130,115.00	\$ 710,842.00	\$ 1,197,294.00	\$ 3,038,251.00	\$ 2,692,602.00	\$ 345,649.00	
OBJ	Contractual Services							
1211	Freight & Express	\$ 750.00	\$ -	\$ 32.00	\$ 782.00	\$ 250.00	\$ 532.00	
1212	Postal Services	\$ 3,000.00	\$ 4,500.00	\$ 4,350.00	\$ 11,850.00	\$ 11,850.00	\$ -	
1213	Printing Services	\$ 500.00	\$ 350.00	\$ 858.00	\$ 1,708.00	\$ 1,708.00	\$ -	
1221	Organizational Memberships	\$ 2,600.00	\$ 1,250.00	\$ 874.00	\$ 4,724.00	\$ 4,724.00	\$ -	
1223	Convention & Education Svcs.	\$ 4,000.00	\$ 550.00	\$ 2,097.00	\$ 6,647.00	\$ 6,647.00	\$ -	
1231	Auditing Services	\$ 6,000.00	\$ 1,523.00	\$ 3,329.00	\$ 10,852.00	\$ 5,000.00	\$ 5,852.00	no triplication
1232	Fiscal Services	\$ 35,000.00	\$ 26,596.00	\$ 31,498.00	\$ 93,094.00	\$ 45,000.00	\$ 48,094.00	no triplication
1233	Attorney Services	\$ 500.00	\$ 13,723.00	\$ 867.00	\$ 15,090.00	\$ 2,000.00	\$ 13,090.00	no triplication
1234	Public Info & Relations	\$ 250.00	\$ 120.00	\$ 10,581.00	\$ 10,951.00	\$ 2,000.00	\$ 8,951.00	LY allocation elim.
1236	Media Services	\$ 500.00	\$ -	\$ 75.00	\$ 575.00	\$ 575.00	\$ -	
1272	Travel, Personal Vehicle	\$ 8,000.00	\$ 1,100.00	\$ 130.00	\$ 9,230.00	\$ 9,230.00	\$ -	
		\$ 61,100.00	\$ 49,712.00	\$ 54,691.00	\$ 165,503.00	\$ 88,984.00	\$ 76,519.00	
OBJ	Library Materials ²							
1360	Library Materials	\$ 168,297.00	\$ 110,000.33	\$ 174,435.00	\$ 452,732.33	\$ 452,732.00	\$ 0.33	
1361	On-line Services, Reference	\$ 11,000.00	\$ 11,161.00	\$ 7,860.00	\$ 30,021.00	\$ 30,021.00	\$ -	
		\$ 179,297.00	\$ 121,161.33	\$ 182,295.00	\$ 482,753.33	\$ 482,753.00	\$ 0.33	
OBJ	Library Programs ³							
1411	Library Programs, Services	\$ 3,500.00	\$ -	\$ 2,265.00	\$ 5,765.00	\$ 5,765.00	\$ -	economies of scale
1421	Library Programs, Supplies	\$ 4,000.00	\$ 2,000.00	\$ 5,117.00	\$ 11,117.00	\$ 11,117.00	\$ -	may demonstrate
		\$ 7,500.00	\$ 2,000.00	\$ 7,382.00	\$ 16,882.00	\$ 16,882.00	\$ -	savings.

**Attachment C: Current v. Benchmark Budget
Comparison (based on FY13)**

OBJ	Supplies & Materials⁴									
1598	Supplies	\$	17,589.00	\$	11,415.00	\$	23,450.00	\$	52,454.00	\$ 52,454.00 \$ - economies of scale?
OBJ	Continuous Charges									
1711	Automobile Liability	\$	1,139.00	\$	325.00	\$	-	\$	1,464.00	\$ 2,000.00 \$ (536.00) add LY vehicle
1713	Property Insurance	\$	9,729.00	\$	1,834.00	\$	12,127.00	\$	23,690.00	\$ 23,690.00 \$ - localities retain
1744	Bank Service Charges	\$	1,000.00	\$	-	\$	497.00	\$	1,497.00	\$ 2,000.00 \$ (503.00) add Campbell
1751	General Liability	\$	500.00	\$	1,216.00	\$	-	\$	1,716.00	\$ 2,500.00 \$ (784.00) umbr. policy added
1753	Errors & Omissions Insurance	\$	477.00	\$	-	\$	-	\$	477.00	\$ 477.00 \$ -
1754	Surety Bonds	\$	554.00	\$	-	\$	-	\$	554.00	\$ 554.00 \$ - Bed. bldg bonds
1734	Equipment Rental-Non Comput	\$	8,500.00	\$	2,500.00	\$	4,218.00	\$	15,218.00	\$ 15,218.00 \$ - copy machines
1741	Electrical Service Charges	\$	80,000.00	\$	26,000.00	\$	49,536.00	\$	155,536.00	\$ 155,536.00 \$ -
1742	Refuse Service Charges	\$	1,000.00	\$	500.00	\$	2,545.00	\$	4,045.00	\$ 4,045.00 \$ -
1743	Water & Sewer Service Charge:	\$	9,500.00	\$	-	\$	5,157.00	\$	14,657.00	\$ 14,657.00 \$ -
		\$	112,399.00	\$	32,375.00	\$	74,080.00	\$	218,854.00	\$ 220,677.00 \$ (1,823.00)
OBJ	Buildings & Fleet⁵									
										expecting economies of scale for custodial/maintenance/supplies
1547	Services/Maintenance	\$	119,248.00	\$	147,436.00	\$	114,741.00	\$	381,425.00	\$ 368,525.00 \$ 12,900.00 economies of scale?
OBJ	Telecom/Technology⁶									
										expecting economies of scale for telecom/technology
	Telecom/Technology	\$	152,250.00	\$	161,926.00	\$	136,520.00	\$	450,696.00	\$ 450,696.00 \$ - economies of scale?
										\$ -
	Totals	\$	1,779,498.00	\$	1,236,867.33	\$	1,790,453.00	\$ 4,806,818.33	\$ 4,356,691.00	\$ 450,127.33 \$ 450,127.33
								current	benchmark	difference

¹ may need to increase to accommodate head librarians at LY & CC

²includes all formats, classifications, and ages

³collapsed all categories.

⁴collapsed for cleaning, maintenance, processing

⁵collapsed for cleaning, buildings, fleet

⁶collapsed for all systems, admin & public

**Attachment D: Current Administration Payscale/Benefits
based on FY13**

Lynchburg			VRS	FICA	MEDIC	V INS	MED INS	SALARY	TOTAL COMP
Position Name	Dept.	Annual	1111	1112	1113	1114	1115	1121	
Director	1110	\$92,580	\$ 21,423.00	\$ 5,740.00	\$ 1,342.00	\$ 259.00	\$ 4,992	\$92,580	\$ 126,336.00
Financial Prof II	1110	\$45,219	\$ 10,464.00	2,804.00	656.00	127.00	\$ 4,992	\$45,219	64,262.00
Admn Asst	1110	\$26,832	\$ 6,209.00	1,664.00	389.00	75.00	\$ 4,992	\$26,832	40,161.00
Vol. Coordinator	1110	\$15,408	\$ -	955.00	223.00	-	\$ -	\$15,408	16,586.00
Sub-Total		\$180,039	\$ 38,096.00	\$ 11,163.00	\$ 2,610.00	\$ 461.00	\$ 14,976	\$180,039	\$ 247,345.00
Librarian II	1210	\$41,225	\$ 9,539.00	\$ 2,556.00	\$ 598.00	115.00	\$ 4,992	\$41,225	\$59,025
Lib clerk II	1210	\$25,084	\$ 5,804.00	1,555.00	364.00	70.00	\$ 4,992	\$25,084	\$37,869
Admin Asst.	1210	\$28,288	\$ 6,546.00	1,754.00	410.00	79.00	\$ 4,992	\$28,288	\$42,069
lib clerk I	1210	\$9,620	\$ -	596.00	139.00	-	\$ -	\$9,620	\$10,355
lib clerk I	1210	\$9,620	\$ -	596.00	139.00	-	\$ -	\$9,620	\$10,355
Sub-Total		\$113,837	\$ 21,889.00	7,057.00	1,650.00	264.00	\$ 14,976	\$113,837	\$159,673
Lynchburg Total		\$293,876	\$ 59,985.00	\$ 18,220.00	\$ 4,260.00	\$ 725.00	\$ 29,952	\$293,876	\$407,018
Campbell			VRS	FICA	MEDICARE	G INS	MEDICAL	SALARY	TOTAL COMP
Position Name	Dept.	Annual	1111	1112	1113	1114	1115	1121	
Director	1110	\$50,655	\$ 6,947.77	\$ 3,875.11		\$ 637.46	\$ 3,840	\$50,655	\$ 65,955.34
Admin Asst	1110	\$32,337	\$ 4,435.35	\$ 2,473.78		406.94	\$ 3,840	\$32,337	\$ 43,493.07
Sub-Total		\$82,992	\$ 11,383.12	\$ 6,348.89		\$ 1,044.40	\$ 7,680	\$82,992	109,448.41
			\$ -						
Tech Librarian	2110	\$29,614	3992.17	\$ 2,265.47		366.28	\$ 3,840	\$ 29,614.00	\$ 40,077.92
CM Librarian	2110	\$41,439	\$ 5,683.70	\$ 3,170.08		521.48	\$ 3,840	\$41,439	\$ 54,654.26
Asst. CM Lib.	2110	\$25,289	\$ 3,468.57	\$ 1,934.61		318.24	\$ 3,840	\$25,289	\$ 34,850.42
Cataloguer	2110	\$13,899		\$ 1,063.27				\$13,899	\$ 14,962.27
ILL Tech	2110	\$22,901	\$ 3,141.07	\$ 1,751.93		288.19	\$ 3,840	\$22,901	\$ 31,922.19
Sub-Total		\$133,142	\$ 16,285.51	\$ 10,185.36		\$ 1,494.19	\$ 15,360	\$133,142	176,467.06
Campbell Total		\$216,134	\$ 27,668.63	\$ 16,534.25		\$ 2,538.59	\$ 23,040	\$216,134	\$ 285,915.47
Bedford			VRS	FICA	MEDICARE	G INS	MEDICAL	SALARY	TOTAL COMP
Position Name	Dept.	Annual	1111	1112	1113	1114	1115	1121	
Director	1110	\$75,173	\$ 5,878.53	\$ 4,660.73	\$ 1,090.01	\$ 398.42	\$ 5,880	\$75,173	\$ 93,080.77
Admin. Asst.	1110	\$13,366	\$ -	828.70	193.81	-	\$ -	\$13,366	\$14,389
Sub-Total		\$88,539	\$ 5,878.53	\$ 5,489.43	\$ 1,283.82	\$ 398.42	\$ 5,880	\$88,539	\$107,469
Tech Librarian	1210	\$44,426	\$ 3,474.09	\$ 2,754.39	\$ 644.17	235.46	\$ 5,880	\$44,426	\$ 57,413.77
Net Admin	1210	\$17,878	\$ -	1,108.00	259.23	-	\$ -	\$17,878	\$ 19,244.83
Sub-Total		\$62,303	\$ 3,474.09	\$ 3,862.39	\$ 903.40	\$ 235.46	\$ 5,880	\$62,303	76,658.60
CM Asst. Librarian	2110	\$27,736	\$ 2,168.95	1,719.63	402.17	147.00	\$ 5,880	\$27,736	\$ 38,053.75
Cataloguer	2110	\$8,026	\$ -	497.62	116.38	-	\$ -	\$8,026	8,640.00
Cataloguer	2110	\$11,253	\$ -	697.67	163.17	-	\$ -	\$11,253	12,113.84
Sub-Total		\$47,015	\$ 2,168.95	\$ 2,914.92	\$ 681.72	\$ 147.00	\$ 5,880	\$47,015	58,807.59
Bedford Total		\$197,857	\$ 11,521.57	\$ 12,266.74	\$ 2,868.94	\$ 780.88	\$ 17,640	\$197,857	\$ 242,935.55

Total Salary for 3 Locs. \$707,867

Total Admin Comp. for 3 Local \$ 935,869.02

Attachment E: Benchmark Administration Payscale/Benefits

			VRS	FICA	MEDIC	V INS	MED INS	SALARY	Total Comp.
Position Name	Dept.	Annual	1111	1112	1113	1114	1115	1121	
Director	1110	\$100,000	\$ 7,820.00	\$ 6,200.00	\$ 1,450.00	\$ 530.00	\$ 5,880	\$100,000	\$ 121,880.00
Business Manager	1110	\$54,662	\$ 4,274.57	3,389.04	792.60	289.71	\$ 5,880	\$54,662	69,287.93
Admin. Asst.	1110	\$36,941	\$ 2,888.79	2,290.34	535.64	195.79	\$ 5,880	\$36,941	48,731.57
Vol. Coordinator	1110	\$16,000	\$ 1,251.20	992.00	232.00	84.80	\$ 5,880	\$16,000	24,440.01
Sub-Total			\$ 16,234.54	\$ 12,871.40	\$ 3,010.24	\$ 1,100.30	\$ 23,520	\$207,603	\$ 264,339.51
Tech Librarian	1210	\$54,662	\$ 4,274.57	\$ 3,389.04	\$ 792.60	289.71	\$ 5,880	\$54,662	\$ 69,287.92
Net Admin	1210	\$32,115	\$ 2,511.39	1,991.13	465.67	170.21	\$ 5,880	\$32,115	43,133.40
Computer Tech	1210	\$20,467	\$ 1,600.52	1,268.95	296.77	108.48	\$ 5,880	\$20,467	29,621.72
Sub-Total			\$ 8,386.48	\$ 6,649.12	\$ 1,555.05	\$ 568.39	\$ 17,640	\$107,244	\$ 142,043.04
CM Librarian	2110	\$44,595	\$ 3,487.33	\$ 2,764.89	\$ 646.63	236.35	\$ 5,880	\$44,595	\$ 57,610.21
CM Asst. Librarian	2110	\$35,214	\$ 2,753.73	2,183.27	510.60	186.63	\$ 5,880	\$35,214	46,728.23
Cataloguer	2110	\$25,272	\$ 1,976.27	1,566.86	366.44	133.94	\$ 5,880	\$25,272	35,195.52
Cataloguer	2110	\$25,272	\$ 1,976.27	1,566.86	366.44	133.94	\$ 5,880	\$25,272	35,195.52
ILL Tech	2110	\$25,272	\$ 1,976.27	1,566.86	366.44	133.94	\$ 5,880	\$25,272	35,195.53
Sub-Total		\$470,472	\$ 12,169.87	\$ 9,648.74	\$ 2,256.58	\$ 824.82	\$ 29,400	\$155,625	\$ 209,925.01
Totals		\$446,538	\$ 36,790.89	\$ 29,169.25	\$ 6,821.87	\$ 2,493.51	\$ 70,560	\$470,472	\$ 616,307.56

**uses Bedford's rates for admin.

Attachment 2

Regional Libraries' Operational Analysis Project Scope

This project is designed to identify and implement a regional approach to providing library services. The consultant will explore alternatives and develop recommendations to for a regional approach that reduces costs, maintains or improves service delivery, and supports a sustainable business model.

Tasks

1. Research and Evaluate Library Operations

Gather information to understand the Bedford Public Library, Campbell County Public Library, and Lynchburg Public Library organizations, services, and operating environments by:

- Reviewing written documentation including governance documents, current strategic plans, current technology plans, organization charts, staff responsibilities (including job descriptions), as well as budgets, work plans, and performance and workload indicators.
- Conducting individual interviews with Working Group Members to discuss the services they provide, the funding structures, operating challenges and issues, regionalization ideas, and performance expectations going forward.
- Conducting focus groups with library staff from each system to solicit input from employees about the services of the individual systems.
- Preparing a summary report of the common themes identified during the discussions.

Using the information gathered during this activity, the consultant will validate the assumptions used in the cost/benefit analysis and create potential models for a regional approach.

2. Prepare Preliminary Recommendations

Using national best practices and benchmark library systems, identify alternative governance models, regional service delivery options, and the budgets needed to support the identified models. The criteria to evaluate each option should include:

- Will the alternative governance model provide the same or better quality of service?
- How will the services be different?
- What savings will occur?
- Will there be additional costs to implement the change in service delivery?
- How will library staff be affected?
- What are the risks compared with the rewards?
- Is technology among the three systems compatible or is an investment in new technology required?

After identifying appropriate options, applying the criteria to each option, and answering the questions above, the consultant will summarize the preliminary observations and recommendations for discussion with the Working Group.

3. Conduct Workshop with the Working Group

The purpose of the workshop will be to explore the options available for a regional approach, discuss the preliminary observations and recommendations, and solicit ideas and suggestions about each approach. The goal will be to reach consensus about which recommendations should be implemented.

4. Prepare a Final Report

After receiving feedback from the Working Group, the consultant will prepare a final report summarizing the results of the analysis and workshop and providing the recommended regional approach, including any potential implementation impediments. A draft report will be presented to the Working Group prior to the final report preparation.

The final report should include:

- A specific recommendation for a regional approach, including a governance structure;
- Key operational and financial agreements necessary to implement the recommendations;
- An operating budget for the new structure; and
- An implementation plan and budget..

5. Present Recommendations

The consultant will provide three presentations of the final report as directed by the Working Group.

Cost Estimate: \$66,000

Attachment 3

Region 2000 Libraries' Discussion

Initial Opportunities Discussion

December, 2010

(revised April, 2011)

This paper summarizes the discussions of the Region 2000 Librarians' Working Group in its efforts to identify opportunities for improving the current library service delivery practices, including costs, within the region.

This paper reflects the collective effort of the Work Group. It does not constitute an endorsement of any particular service delivery model.

Background

The Region 2000 Local Government Council (Council), through discussion in early 2010, identified regional library services as a concept to be studied as part of the Council's efforts to promote regional cooperation and more effective provision of public services. The Council directed a working group form, composed of Region 2000 staff and area library directors, to further investigate this concept.

Specifically, the working group was charged with organizing a review of current library service practices in the region, and determining the potential to improve on the status quo, if any. The working group was asked to:

- o Describe the state of current library operations;
- o Identify models of library operations;
- o Determine options and opportunities for cost reductions and/or service improvements; and
- o Recommend an approach to move forward with the effort, including resources needed, if advisable.

This initial discussion is a limited, high level review.

Participating on the working group are the following: Steve Preston, Director, Amherst County Public Library; Barry Morris¹, Director, Appomattox County Public Library; Peggy Bias, Director, Bedford Public Library System; Nan Carmack, Director, Campbell County Public Library; Lynn Dodge, Director, Lynchburg Public Library; and Bob White, Deputy Director, Region 2000 Local Government Council.

Current State of Library Operations

¹ Barry Morris retired during the course of the working group's discussions. At the time of this writing Appomattox County was in the process of filling the library director's position. As a result this report does not reflect the views of the Appomattox County Public Library Director.

Currently five library systems serve Region 2000: Amherst County Public Library, Appomattox County Public Library, Bedford Public Library System, Campbell County Public Library, and the Lynchburg Public Library. Jointly, the systems with their sixteen facility locations support a population of approximately 245,000. Together the Region 2000 libraries serve 1,067,444+ visitors annually, circulating 1,571,423+ books and related material.

In addition to the books and material circulation, area libraries provide 231,783+ computer access sessions per year, 979+ adult program activities with 17,590+ persons taking part, and 2,016+ youth programs with 50,535+ participants.

Clearly, the Region 2000 libraries are a significant cultural and educational asset to our community. This public service is provided by a staff of 92 with 25 professional positions, working with a cumulative budget of approximately \$6.5 million. Attachment A. Region 2000 Libraries' Profile provides a statistical snap shot of the area's libraries.

Models of Library Operations

Four base models of library operations were identified by the working group. These models are (1) the *individual library*, (2) the *library cooperative*, (3) the *regional library/cooperative*, and (4) *regional library-independent*.

Individual libraries serve a specific locality and are often identified by the locality's name. Under the *library cooperative* model, the member libraries remain independent, but contract with each other for selected joint services. With the *regional library/cooperative*, individual libraries form a regional library entity for specific services, while retaining their individual identities. The *regional library-independent* model transfers responsibility for providing public library service, including governance, to an independent regional library.

The Amherst, Appomattox, Campbell, and Lynchburg library systems are formed as individual libraries. Bedford is a regional system (Bedford City and County). All the libraries operate in some capacity as a library cooperative. A further description of the four library models is found in Appendix B.

Working Group Opportunity Discussion Summary

The working group has been meeting since May, and as part of its efforts held a series of in depth interviews with select librarians through out the state². The result of our discussion is summarized here.

² As part of the working group's discussions, it arranged a series of in depth interviews with a select group of Virginia librarians, whose collective experience and accomplishments were particularly valuable to our topic. These professionals are Diana Rosapepe, Director of Roanoke County Library Services; John Moorman, Director of Williamsburg Regional Library; John Halliday, Director of Jefferson-Madison Regional Library; Scott Firestine, Director of Appomattox Regional Library; Fran Freimarck, retired Director of Pamunkey Regional Library; and Cindy Church, Networking and Development, Library of Virginia.

- Each of our library systems faced budget cuts this past year, and the future is expected to remain challenging. This is not unique to Region 2000; libraries at all levels, local, state, and national, are experiencing the same fiscal environment.
- Interestingly, this fiscal crunch is coming at the same time that library usage is substantially increasing. The American Library Association reported in 2006 that 82% of public libraries across the country experienced a net reduction in funding while usage climbed at average rates of 6-9% annually. Further, a 2010 Harris Interactive Survey indicates net increases in usage of all library services, but particularly computer and internet access and job seeker resources. Appendix C. Library Usage Increases provides a brief discussion of this topic.
- With this expanding need for library services within this fiscally trying environment, a clear theme permeated every interview and most discussions the working group held: *the stronger a joint emphasis an area placed on library services the better positioned the library function will be to maintain services and respond to the inevitable growth in service demand and technological advancements.*

A key advantage emphasized is the inherent strength a unified management and program structure brings. A corollary to this theme is the concern individual library systems will struggle to remain viable in the current and anticipated fiscal environment.

- At the same time our discussions highlighted the benefits of strengthening a joint approach to library service delivery, equally strong was the conclusion that *a region cannot go into this initiative with an expectation of substantive system cost savings.* This realization is due to the nature of library functions with its fixed assets such as buildings and collection material.

Additionally, the libraries' integrated library systems (ILS), or collection management systems, are not uniform. Depending on the direction of any further cooperation, this issue would need to be addressed, including the cost of merging systems.

- Opportunities may exist however for program level cost savings, cost avoidance and or service improvements. The region's library systems are currently cooperating to jointly purchase e-books and downloadable audio books at a cost savings. A more unified system of library service can have benefits with administrative costs, such as human resources, information technology maintenance, subscriptions costs, purchasing, and program development. The regional community as a whole would have access to the entire catalog of materials and services currently provided by the individual systems. Coordinated use of existing facilities in adjoining localities can address underserved areas without the need to add facilities.
- Further exploring opportunities for joint cooperation is in the best interest of the region as a whole and its individual localities. The working group understands the challenge of overcoming the initial inertia of the status quo, especially within the context of not being able to realize any substantive cost savings. However, the stronger the joint emphasis our

community can place on library service provision the better positioned we will be to maintain and meet the growing service demands.

This opinion does not presume an authority is the ultimate outcome of this effort. It also does not presume a regional library.

Moving Forward

The form a strengthened level of joint cooperation can take is an open question. The working group recommends a continuing evaluation of opportunities be organized³. This evaluation would begin with a planning level or fatal flaw analysis to quantify the opportunities. This effort should be supported by a third party consultant to provide a more in depth analysis than this initial discussion can offer. If an opportunity(ies) is found to have merit the next step is a detailed financial and operational analysis. Finally, an implementation program would be put in place to effect merited improvements.

This approach allows for regular updates to the participating jurisdictions and allows for each participant to reaffirm its support of the initiative at key steps in the process. Funding for each successive step is addressed at the conclusion of each preceding step. The suggested approach is shown in Appendix D.

Additional Working Group Discussion Notes

1. Privatization

The working group did discuss privatization of libraries as an option for service. Privatization is defined as the *shifting of policy making and the management of library services or the responsibility for the performance of core library services in the entirety from the public to the private sector*. Privatization of libraries in the opinion of the working group is a philosophical issue rather than a structural or management decision. Privatization is often used to correct inefficiencies in library management and as a method to eliminate what are deemed to be excessive staff benefits, conditions that do not exist in this area.

Appendix E. provides reference citations for further reading on this topic.

2. 'Ideal Library Services'

The working group asked the question *if starting from scratch what would the region's ideal library service system look like?* Appendix F. 'Ideal Library Services' provides the working group's perspective to this question. This discussion helped inform the working group's deliberations.

³ Steve Preston, Director, Amherst County Public Library, abstained on this matter, deferring to the Amherst County Library Board of Trustees.

Appendix A
Region 2000 Libraries' Profile
1-Nov-10

	Amherst Co.	Appomattox Co.	Bedford Regional	Campbell Co.	Lynchburg (1)	Total
Population	32482	14100	72568	52016	72506	243672
Square Miles	475	335	754	511	50	2125
Locations	2	2	6	4	2	16
Door Count						
Annual	154381	*** (5)	351395	233606	328062	1067444
Daily	516	***	1058	792	1082	3448
Circulation						
Annual	222180	66000	459265	257650	566328	1571423
Daily	743	264	1383	874	1869	5133
Reference Services						
Annual	5083	5000	64834	18523	48842	142282
Daily	17	20	206	63	161	467
Public Computer Access						
Annual	16599	24000	81074	44792	65318	231783
Daily	56	96	252	152	216	772
Programs-Adult						
Number	83	***	554	302	40	979
Attendees	2678	***	4259	8055	2598	17590
Programs-Youth						
Number	228	***	1177	376	235	2016
Attendees	8698	***	18216	8359	15262	50535
Staff						
Professional	11	***	32	16	33	92
	4	***	7	4	10	25
Appropriated Budget	\$679,751	\$205,047	\$1,803,587	\$662,433	\$1,585,636	
Additional Assistance(2)	\$233,924	***	CIP	\$753,794	\$ 590,202	

Total Budget(3)

\$6,514,374

Note:

1. Lynchburg provides a public law library.
2. Additional assistance from parent organization, such as Campbell County IT Department or Accounting)
3. Total Budget includes Budget number and Additional Assistance.
4. Data reported by locality librarians and based on FY 10 statistics.
5. *** indicates data not reported.

Appendix B. Models of Library Operations

Individual Library

Individual libraries serve a specific locality and are often identified by the locality's name, for example the Campbell County Public Library. As a department of local government, the individual library is funded by local government and may also have a governing or advisory board. The roll of the governing body is to set policies and oversee the library program. The Library Director and staff are employees of the City or County and fall under the personnel policies and procedures of the local government. All payroll and fiscal management (processing of invoices, etc.) are handled through the local government's financial department.

Library buildings are owned by the locality and are maintained by a department of local government. Decisions to build new library buildings are made by local government and are considered along with their long-range plans for the area.

Technology is planned, administered, and supported either through the local government's technology staff or by the library staff, possibly supported by a private contractor. In addition, the library's materials are selected, ordered and processed by library staff. The library makes its collection available to the public and materials not available through the collection are borrowed via interlibrary loan. A non-resident borrowing fee may be charged.

Library programs and services are planned and carried out by library staff under the direction of the library director and as approved by the governing body. The City of Lynchburg and the counties of Amherst, Appomattox, and Campbell can be classified as individual libraries.

Library Cooperative

Under the Library Cooperative model, the member libraries remain independent, but contract with each other for selected joint services. For example, two or more libraries can open their collections to each other's residents by sharing the same library software. Nonresident fees are eliminated. A courier system is utilized to transport materials among the various facilities.

Management and operations remain as discussed with the Independent Library arrangement, except as modified by contract.

The Region 2000 libraries have a history of cooperation. All area libraries are members of SWING, the SouthWest (VA) Information Group, a consortium of over 130 public, academic, special, and school libraries. SWING has a contracts manager, who coordinates some 40 procurement contacts with library vendors, resulting in substantial discounts on books, periodicals, library supplies, library furnishings, and services.

The Lynchburg Public Library and the Amherst County Public Library, along with two area colleges, participate in the Lynchburg Information Online Network (LION) cooperative, an integrated library system (ILS). This arrangement is organized under a contract, allowing for the

shared use of an ILS central server and software along with technical support. The Roanoke Valley Area Libraries has a similar system with its joint library card, with a shared ILS.

Regional Library/Cooperative

Individual libraries form a regional library entity for specific services, while retaining their individual identities. These services can include maintaining the ILS, sharing access to their collections through the online catalog, cataloging and processing of library materials, and providing technical support for computers. In addition, supplemental services may be provided, such as e-rate filings, federal and state reports, payroll, and fiscal management. The library continues to have autonomy and be identified as the Campbell County Public Library or the Lynchburg Public Library, but could be further identified as a member of the Region 2000 Regional Library (example). The library buildings, as well as the responsibility for maintaining those buildings, remain with the local government.

An equitable funding mechanism is established to allow the local governments to fund the regional services as well as their local library. The library director continues working with his or her individual library board. One member from each board is appointed to the Regional/Cooperative Board that then makes decisions relating to all the member libraries. The level of authority is determined by the scope of services. Policies and procedures would be coordinated to the extent those policies impact joint services.

One of the libraries serves as the headquarters library and the regional/cooperative services are administered from that library. Materials ordering, cataloging, processing, and related matters are done at that site for all member libraries.

A single ILS serves all members. It is funded and supported centrally and policies and procedures are coordinated. A system administrator is employed to manage the ILS. Each locality provides network and PC support to its libraries, if that is stronger than the regional library can provide.

Library patrons would have borrowing privileges at all member libraries and have access to the larger, combined collection through the online catalog. A courier service would move the materials within the region. Library programs and services would be coordinated for efficiency and still allow autonomy for individual libraries to serve the varied needs of their community.

The State of West Virginia organizes its library systems along this model.

Regional Library-Independent

The Regional Library-Independent model transfers responsibility for providing public library service to an independent regional library. A governing board with representatives from each participating locality sets policy, hires staff, and otherwise manages the new library system. Public library services are marketed under the new name. Local identity ceases.

Each locality retains ownership and continues to be responsible for maintaining its library facilities. A locality would fund and maintain any new facility it chooses to establish, with the consent of the governing board. Facilities may be shared by localities, by means of a contract.

Collection development is coordinated centrally. The locality retains ownership of the materials it brings into the new regional library. At a later date, if a locality chooses to withdraw from the regional library, a pro-rated portion of the regional collection will be returned to the locality, according to a pre-determined plan.

A single ILS serves all members. It is funded and supported centrally and policies and procedures are coordinated. A system administrator is employed to manage the ILS. Each locality provides network and PC support to its libraries, if that is stronger than the regional library can provide.

Annually, the Board will determine a budget for the regional library and request funding from the member localities based on a predetermined formula for apportioning the costs. The Board will define the services it will provide for the amounts requested and will detail the services a locality will lose if it does not fund the full request. Each locality will appropriate funds as its governing board determines.

Typically, the regional library Board will contract with one of the member localities to provide accounting, payroll, purchasing, and audit services.

Programming is coordinated centrally, with the goal of addressing any unique needs a locality may have. New services are approved centrally.

The Bedford Public Library System is an example of this model. This system serves Bedford City and County.

Appendix C.

Library Usage Increases

The economic downturn has certainly been felt in all sectors of government. The public library, however, is in the unique position, shared possibly by only public safety and the department of social service, in which usage is increasing as resources are decreasing. Libraries have long been a cost-saving and cost-avoiding vehicle for citizens, as statistically presented by Mary Jo Lynch in *American Libraries* with the first recession of the century, noting an average 8% increase in usage over an 8th month period after recession was declared¹. The availability of computers, internet, recreational reading, periodicals, newspapers at the public library allow citizens to cut these items from their personal budgets. The localities have reported their increased usage as follows:

		2009	2010
Appomattox:	<i>Circulation</i>	<i>n/a</i>	<i>n/a</i>
	<i>Visits</i>	<i>n/a</i>	<i>n/a</i>
	<i>Computer Use</i>	<i>n/a</i>	<i>n/a</i>
Amherst:	<i>Circulation</i>	7%	8%
	<i>Visits</i>	5%	8%
	<i>Computer Use</i>	13%	23%
Bedford:	<i>Circulation</i>	-2%	2%
	<i>Visits</i>	4%	6.5%
	<i>Computer Use</i>	18%	26%
Campbell:	<i>Circulation</i>	2.3%	1.5%
	<i>Visits</i>	11%	6%
	<i>Computer Use</i>	54%	7%
Lynchburg ⁴ :	<i>Circulation</i>	0.47%	-6.2%
	<i>Visits</i>	-1.62%	-3.79%
	<i>Computer Use</i>	11.78%	19.35%

This is true not only in Region 2000 but across the Commonwealth and indeed the nation. The American Library Association reported in 2006 that 82% of public libraries across the country experienced a net reduction in funding² while usage climbed at average rates of 6-9% annually. Further, a 2010 Harris Interactive Survey indicates net increases in usage of all library services, but particularly computer and internet access and job seeker resources³.

¹ Lynch, Mary Jo (2002) *Economic Hard Times and Public Library Use Revisited*. *American Libraries*, August 2002, p. 61-62.

² Davis, Denise (2006) *Funding Issues in U.S. Public Libraries, Fiscal Years 2003-2006*. American Library Association. Accessed 10/3/10

<http://www.ala.org/ala/research/librarystats/public/fundingissuesinuspls.pdf>

³ American Library Association (2010) *State of America's Libraries*. Accessed 10/3/10

http://www.ala.org/ala/newspresscenter/mediapresscenter/americaslibraries/ALA_Report_2010-ATI001-NEW1.pdf

⁴ 2009 was Lynchburg Public Library's busiest year in its history.

Appendix D.

Recommended Steps for Furtherance of Library Service Discussion (supported by a consultant)

1. **Planning level analysis.** A planning level analysis will be undertaken to include the following:

- A thorough examination of all library facilities owned by participating library units. This examination would include:
 - a. Size and condition of structure
 - b. Interior arrangement
 - c. Use level
 - d. Accessibility including parking
- An examination of staffing levels at participating library units. This examination would include:
 - a. Number of staff
 - b. Education and experience of staff
 - c. Library organizational structure
- An examination of the fiscal resources available at participating library units. This examination would include:
 - a. Study of current funding for participating library units
 - b. Discussions with library directors and local government administrators on funding projections for the next five years.
 - c. Study of budgets for participating library units
 - d. Recommendation on feasibility of fiscal funding for regional service improvements
- An examination of the programs and services offered by participating library units.
 - a. Study of current programs and services offered by participating library units
 - b. Discussions with library directors and local government administrators on program and service needs and expectations
 - c. Recommendation on program and services for regional service improvements
- An examination of the commitment to proceed with regional service improvements. This examination would include:
 - a. Meeting individually with each public library director
 - b. Meeting individually with the local government administrator in each governmental entity
 - c. Meeting with Region 2000 staff involved in the project
 - d. Other meetings as determined necessary

This planning process is viewed as a fatal flaw analysis. The project deliverable would be a report indicating whether there is merit in pursuing further steps towards a greater level of regional cooperation and service improvements, including possibly a larger unit of service. If there is found to be merit the report would include recommendations to move forward, possibly including library locations and staffing structure for a larger unit of library service. Cost for the consultant services is estimated at \$15,000. A reasonable time frame for this planning analysis is four to six months.

2. **Detailed financial and operational analysis.** If it is determined by participating library units and their governmental entities that a greater level of regional service improvement is warranted, planning begins for the establishment of this enhanced service. This will be a detailed and

intensive process. The description of this process and budget will be determined at the conclusion of the previous step.

3. **Service implementation.** The description of this process and budget will be determined at the conclusion of the previous step

4.

Appendix E.

Privatization Articles of Interest

Martin, R., et al. (June 2000) *The Impact of Outsourcing and Privatization On Library Services and Management*. Texas Woman's University School of Library and Information Studies, Austin,

TX. http://www.ala.org/ala/aboutala/offices/oif/iftoolkits/outsourcing/outsourcing_doc.pdf

McCarron, J. (October, 2010) *Taking It Private*. Planning, American Planning Association

McElroy, J. (November, 2010) *When Bad Things Happen To Good Plans*. Planning, American Planning Association.

Savas, E.S. (September 2001) *Privatization Initiatives*. National Council for Public Private Partnerships

http://www.ncppp.org/resources/papers/savas_privatization.pdf

Strietfeld, D. (September 27, 2010) *Anger as Private Company Takes Over Library*, New York Times, New York.

Appendix F.

‘Ideal Library Services’

Goals Statement

Access: Citizens would have access to the collections, services and programs of any library located therein, regardless of residency, incurring no user fees at any location. One library card would offer borrowing privileges at locations. Materials could be returned or renewed at any location. Materials would be moved about to satisfy patron needs through a courier service.

Collection: The collection of all libraries would be coordinated for maximized depth and breadth for educational, informational, and recreational needs (print and electronic). Patrons would have access to expanded selection of databases and electronic resources.

Programming: Library programs would be tailored to individual community needs but benefit from centralized or collaborative planning and execution.

Staffing: Patrons would be assisted by professional, well-trained staff of librarians and assistants, adequate to meet each facility’s demand, supported by centralized administrative staff, including technology support, cataloging and processing, fiscal and human resource management.

Facilities: All library facilities would be built in high traffic areas with visibility. Buildings would be planned to make library access possible to all residents with a drive of twenty minutes or less, regardless of governmental boundaries. All buildings would be designed to meet the changing needs of the community and allow for current and future technological needs. A variety of meeting spaces would be made available for public use, from small collaboration to large gathering. All facilities will be well maintained.

Services: All library locations would have print and non print collections, electronic resources, programming, and training for its users. Library services would not be determined in cookie cutter design, but respond to the specific needs of its users.

Typical services would include:

- Programming
- Reference Provision
- Computer/Internet access-PC and wireless
- Loan of materials (courier, inter-library loan, and e-materials)
- Provision of electronic databases
- Computer instruction
- Children’s services & reference
- Fax and copy facilities
- Notary of the Public access
- Community room access
- Additional services as identified by public need.

Governance: Citizens would participate in the governance of the libraries through representation on a governing board.

Community Engagement: All libraries will engage their citizens through organizations such as Friends of the Library or other community partnerships.

Attachment 4

Public Libraries' Opportunities Analysis

A Study of Three Public Libraries
For
Region 2000 Local Government Council

By
Dominion Library Associates, LLC.

May 15, 2012

Introduction:

Dominion Library Associates, LLC was employed by Region 2000 Local Government Council to provide the following services in completion of the Public Libraries' Opportunities Analysis:

- An examination of the fiscal resources available at participating library units. This examination will include:
 - a. Study of current funding for participating library units
 - b. Discussions with library directors and local government administrators on funding projections for the next five years.
 - c. Study of budgets for participating library units.
- An examination of the programs, services, and information technology support in place at the participating library units.
 - a. Study of current programs, services, and information technology support in place at the participating library units.
 - b. Level of public use to include systems totals, borrower, circulation, and other appropriate measures.
 - c. Discussions with library directors and local government administrators on program, service, and information technology needs and expectations.
 - d. Recommendations on program, service, and information technology support for cooperative service opportunities among two or more libraries, identifying the potential for cost savings.
- An examination of the commitment to proceed with collaborative service improvements. This examination will include:
 - a. Meeting individually with each public library director.
 - b. Meeting individually with the local government administrator in each government.
 - c. Meeting with Region 2000 staff involved in the project.
 - d. Meeting with Boards of Trustees/support organizations.
 - e. Feasibility of additional funding for cooperative service improvements.
 - f. Other meetings as determined necessary by Dominion Library Associates, LLC.
- A report to Region 2000
A written report will be presented to Region 2000 at the close of the project. While a report on best practices will not be a part of this report, references to best practices as found in the literature and the consultant's experience will be a part of any recommendations made in the report. The report will address findings in areas 1 – 3 above. It will indicate whether there is merit in pursuing further steps towards a greater level of cooperation and service improvements, including the possibility of development of a larger unit of service for the libraries involved in the study. If recommendations are made for development of new levels of cooperation or service unit consolidation, the recommendations will address the following areas:

- Administration
- Operations
- Tasks
- Schedule
- Costs

Up to four presentations of the final report and its recommendations will be provided to Region 2000.

The consultant for this project was John A. Moorman Ph.D. owner of Dominion Library Associates, LLC. Dr. Moorman has been a public library director since 1975 and a consultant since 1982.

This project is an outgrowth of the discussions of the Region 2000 Librarian's Working Group which began in 2010. Results of these discussions are found in the *Region 2000 Libraries' Discussion Initial Opportunities Discussion Document*, Revised April 2011. This document was very helpful to the consultant as background for this study.

Since beginning the project the consultant has gathered and examined data from the participating public libraries in the following areas:

- Budgets from both libraries and local government
- Staffing including personnel costs
- Programs
- Services
- Policies
- Integrated Library Systems and technology in use
- Library use data

The consultant has had interviews with the following individuals using questions found in the appendix as the basis for discussions:

- Ernest Bender – Campbell County Public Library Board Chair
- Libby Berry – Bedford Public Library System Board President
- Peggy Bias – Bedford Public Library System Director
- Nan Carmack – Campbell County Public Library System Director
- Lynn Dodge – Lynchburg Public Library Director
- Mary Guthrow – Friends of Lynchburg Public Library
- Michelle Jackson – Friends of Lynchburg Public Library
- Charles Kolakowski – Bedford City Manager
- David Laurrell – Campbell County Administrator
- Kimball Payne – Lynchburg City Manager
- Frank Rogers – Bedford County Acting County Administrator
- Bonnie Svrcek – Lynchburg Deputy City Manager
- Bob White – Region 2000

The consultant completed the interviews on Friday, February 24, 2012. Data gathering continued through the preparation of this report.

Data Presentation and Analysis:

Bedford County, Campbell County and the City of Lynchburg occupy the heart of Region 2000. According to population statistics released by the Weldon Cooper Center for Public Policy of the University of Virginia population for these entities as of July 1, 2011 is as follows:

Bedford County – 69,379
Bedford City - 6,222
Campbell County – 54,759
City of Lynchburg – 76,448

Each of the Libraries in this study has multiple locations.

Bedford Public Library System	6 locations
Campbell County Public Library	4 locations
Lynchburg Public Library	2 locations

A. General Characteristics and Population Data

There are three distinct but overlapping entities involved in this study.

Bedford County is the largest in area with population clusters around Bedford City, the western edge of Lynchburg, and the Timberlake area of Campbell County. There are small towns some with branch library locations scattered throughout the county. Otherwise it is a rural hilly/mountainous area where transportation is circuitous rather than direct.

Campbell County is a smaller version of Bedford County with population centers in Rustburg, Timberlake, Altavista, New London, and Brookneal. Much of the county is rural with the same topography as Bedford County.

The City of Lynchburg is an urban city whose recent growth is the result of the expansion of Liberty University and its student population. As an urban city it has the problems found in any long settled urban city in the country. Lynchburg is the major shopping, recreation, higher education and health center for the region.

The following chart gives basic population characteristics of the three areas. The data is from the 2010 U.S. Census quick facts file.

**Population
Statistics
2010**

<u>Item</u>	<u>Bedford County</u>	<u>Campbell County</u>	<u>Lynchburg</u>	<u>Bedford City</u>
Population	68,676	54,842	75,568	6,222
Persons Under 5 yrs	4.9%	5.5%	6.1%	6.4%
Persons Under 18	22.3%	22.0%	19.6%	20.5%
Persons 65 and over	16.2%	15.8%	14.0%	21.5%
Female	50.4%	51.3%	53.1%	53.8%
White Persons	91.4%	82.1%	64.4%	76.4%
Black Persons	5.7%	14.2%	29.3%	20.2%
High School Graduates	85.0%	82.6%	83.1%	84.5%
Bachelors Degree or higher	24.2%	16.3%	28.3%	20.8%
Homeownership rate	84.5%	75.7%	56.3%	66.6%
Median Household Income	\$54,110	\$43,478	\$37,058	\$32,262
Persons Below Poverty Level	8.7%	12.2%	22.7%	16.5%
Retail Sales Per Capita (2007)	\$7,029	\$9,742	\$23,171	\$19,848

These statistics indicate that there are a higher percentage of minority individuals in the City of Lynchburg than in the other jurisdictions. The difference between Bedford County's Median Household income of \$54,110 and the City of Bedford's \$32,262 is \$21,848. This and other statistics presented above indicate the differences often found within regional library systems. Lynchburg's 28.3% of residents having a Bachelor's degree or higher is higher than the other jurisdictions. This may be due to Lynchburg being the home to Liberty University, Lynchburg College and Randolph College. The rate of persons below poverty level is substantially higher in Lynchburg. However, this figure must take into consideration the close to 16,000 students at these institutions who are a part of Lynchburg's census data. Most of these students would fit into the persons below poverty level category. The retail sales per capita statistics indicates the role that Lynchburg plays in the economic life of the surrounding area.

B. Financial

It became apparent early in the project that governments in Bedford County, City of Bedford, Campbell County and the City of Lynchburg were funding their public libraries at a level that was less than recent years due to the recession that hit during the 2007 – 2008 period. In speaking with administrators in Bedford County, Campbell County and the City of Lynchburg there was a uniform agreement that there was not more funding available for public library

service at this time. There was also strong indication that library funding would not increase substantially if at all in the next few years. In its FY13 budget the City of Lynchburg is proposing further cuts to the Library's budget. The following chart indicates recent funding levels.

Libraries - Total Income	2007	2008	2009	2010	2011
Bedford Public Library System	\$1,690,517	\$1,801,536	\$1,873,371	\$1,846,025	\$1,690,137
Campbell County Public Library	\$978,365	\$980,733	\$945,341	\$990,334	\$893,524
Lynchburg Public Library	\$2,040,869	\$2,226,078	\$2,328,654	\$2,298,284	\$2,222,737

The above figures are from the Bibliostat Report filed with the Library of Virginia by each library. They reflect the reported total operating revenue for the fiscal year indicated. From this chart it is evident that each library has received funding cuts in FY10 and FY11. Campbell County Public Library received a 9.8% cut in FY11 the most severe of the three libraries during this period.

Another aspect of local financial support is the percentage of the local government's general fund that is spent on public library services. Standards documents and the consultant's experience indicate that a minimum 1% of localities general fund should be spent on public libraries. The percentage for each of the public libraries in the study is as follows:

Library	FY12	Average FY07 – FY12
Bedford Public Library System		
Bedford County	1.52%	1.54%
Bedford City	1.00%	1.04%
Campbell County Public Library	1.50%	1.54%
Lynchburg Public Library	.98%	1.01%

These statistics indicate all public libraries in this study are receiving the minimum recommended 1% of local government funding based on a six year average. It is important to note that the Lynchburg Public Library has fallen below the 1% for FY12 and their long term average is below that of Bedford Public Library System and the Campbell County Public Library.

Resource allocation is an important part of any library's operation. Essential to the operation of any public library is a collection of materials that meets the needs of its user community. The following chart indicates project library collection expenditures.

Libraries Collections - 2011	Collection Expenditures Per Capita	Total Collection Expenditures
Bedford Public Library System	\$2.20	\$152,809
Campbell County Public Library	\$2.21	\$121,000
Lynchburg Public Library	\$2.08	\$158,649

Combining this chart with the previous chart on library funding indicates that in 2011 project libraries were spending between 7.1% (Lynchburg) and 13.5% (Campbell County) of their budget on library materials. Bedford County was at 9.0%. Only Campbell County met the accepted desired minimum of 12% of budget being spent on library collections. This 12% figure is a standard found in many state library standards documents and is widely accepted in the library community.

C. Use Indicators

The chart below indicates the number of items added and withdrawn from the library's collections in 2011. It is important that the collection be weeded (indicated by the books withdrawn figure) on a regular basis or the collection will become stale and contain out of date materials.

Libraries Holdings - 2011	Books Added	Books Withdrawn	Total Holdings
Bedford Public Library System	11,865	24,087	206,818
Campbell County Public Library	9,483	6,936	231,017
Lynchburg Public Library	11,172	7,441	155,777

These figures indicate that on a per capita basis Bedford Public Library System has 2.98 items per capita, Campbell County Public Library has 4.21 items per capita and Lynchburg Public Library has 2.04 items per capita. While this figure indicates the number of items available for each resident, it does not indicate the quality of the collection as a whole. The consultant is impressed with the effort of the Bedford Public Library System in removing items no longer of value to library users due to condition, outdated information, or lack of use.

The next several charts will indicate library door count, the number of registered borrowers and the materials circulation for each library. It is important to note that registered borrowers may include individuals living outside of the jurisdictional area. Bedford Public Library System charges non-residents a reciprocal fee based on fees charged by the user's area of residence. Campbell County Public Library has no charge for the issuance of borrower's cards to individuals living outside of their service area. Lynchburg Public Library charges \$25.00 per

year for non-resident borrower's cards. Exclusions to this policy include residents of Amherst County and students at Central Virginia Community College. Students living on campus at any of the Lynchburg colleges are not eligible for Lynchburg Public Library borrower's cards unless they are registered to vote in the City of Lynchburg.

Libraries - Door Count	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Bedford Public Library System	310,935	319,955	332,707	351,395	333,274
Campbell County Public Library	188,364	208,999	219,840	233,606	231,091
Lynchburg Public Library	316,500	333,465	328,062	315,616	300,000

These statistics indicate that the door count since 2007 has increased at both the Bedford Public Library System and Campbell County Public Library although 2011 door counts were less than 2010 figures. Lynchburg Public Library's door count has decreased since 2008.

Libraries - Card Holders	2007	2008	2009	2010	2011
Bedford Public Library System	40,689	35,736	37,851	37,452	33,140
Campbell County Public Library	16,181	17,563	20,714	22,545	26,603
Lynchburg Public Library	28,500	28,273	29,286	30,158	29,824

These statistics show borrower's cards over a five year span beginning in FY2007. Despite having a smaller population base than Lynchburg, Bedford Public Library System has the most cardholders. When comparing cardholder statistics it is necessary to know how often the cardholder file is purged of inactive users. Both Bedford Public Library System and Campbell County use a three year purging schedule. Lynchburg Public Library uses a four year purging schedule. This means that any time the cardholder list contains individuals who have used the library within that time period. As a percentage of population 47.8% of Bedford County residents have a library card, 48.6% of Campbell County residents have a library card and 39% of Lynchburg residents have a library card.

Libraries - Circulation	2007	2008	2009	2010	2011
Bedford Public Library System	478,235	553,846	534,752	514,721	517,819
Campbell County Public Library	245,487	248,132	253,816	260,775	336,307
Lynchburg Public Library	540,245	563,687	566,328	531,210	511,596

Circulation per capita for FY 2011 indicates Bedford at 7.46, Campbell at 6.14 and Lynchburg at 6.69. None of these figures are high for public libraries serving similar populations.

D. Services

All three libraries provide the core services to their users. These services are:

- Materials Checkout and Return
- Reference Services including Readers Advisory
- Access to online databases
- Public Access Internet
- Wireless Internet Access
- Youth Services including Summer Reading Program
- Interlibrary Loan
- Public Meeting Rooms
- Copy Machines

All three libraries have Friends Organizations which provide financial and volunteer assistance in programs and services.

Additional services found in one or more of the libraries include:

- Assistance with Technical gadgets on a one-to-one basis
- Notary Service
- Fax Service
- Scanning Service
- Computer tutoring
- Public Art Gallery Space
- Courier Services
- Reciprocal Borrowing with other libraries

The consultant found that the service approach and emphasis varied from library to library. This is to be expected.

E. Programs

The three libraries provide a wide variety of programming. All libraries conduct story-times for ages ranging from babies up through the elementary years in the library and community settings. As the list below indicates library staff members exhibit their creativity and expertise on a daily basis in interacting with their communities:

- Adult Literacy Tutors
- Reading to Therapy Dogs (Paws to Read)
- Book Groups
- Fiber Arts Groups

- Winter and Summer Reading for children and adults
- Film series for youth and adults
- Computer literacy classes
- Technology classes
- Career assistance
- Lapsits for infants
- Community wide reading programs
- Family Craft Programs
- Age geared story-times

The consultant is sure that the above list is not all encompassing. It is amazing that these libraries with limited funding and staffing can provide this level and excellence in programming to their user communities.

The following chart indicates the number of programs held in the libraries from 2007 – 2011.

Libraries - Programs	2007	2008	2009	2010	2011
Bedford Public Library System	1,256	1,186	1,336	1,731	1,631
Campbell County Public Library	216	238	302	270	401
Lynchburg Public Library	460	330	316	362	388

How the libraries record programs may vary from library to library. In analyzing these figures it must be remembered that Bedford Public Library system has six locations, Campbell County Public Library has four locations and Lynchburg Public Library has two locations. Lynchburg Public Library's branch is not a programming location.

F. Technology

Technology includes both the software and hardware used in library operations and in serving the public. In 2011 libraries in this study had the following number of public access terminals:

Bedford Public Library System	- 49
Campbell County Public Library	- 34
Lynchburg Public Library	- 29

The libraries had the following number of Work Stations for staff use:

Bedford Public Library System	- 48
Campbell County Public Library	- 22
Lynchburg Public Library	- 28

Software used in staff and public access computers varies from library to library but include:

- Microsoft 2007
- Microsoft 2010
- Envisionware PC Management System
- Cassie Software Management System
- MS Office
- Firefox
- Internet Explorer 8/9
- A variety of programs installed on an as-needed basis such as Gimp, iTunes and Dreamweaver.
- Computer filtering software

Bedford Public Library System has an individual dedicated to the provision of IT services for the library. Both Campbell County Public Library and Lynchburg Public Library depend upon the IT Departments of their government for such service.

One of the most important aspects of the provision of public library service to the community is access to the library's collection. This access is provided through an automated network. This network enables the user to search the library's catalog and perform functions related to that search. Related functions include reserving and renewing materials, paying fines and fees and accessing ancillary services such as downloadable e-books, audiobooks and music. Staff may use the system for generating reports and the ordering and processing of materials.

Two automated network systems are used in the libraries in this study. Bedford Public Library System and the Campbell County Public Library recently merged their catalogs. The following is a description of the system from Peggy Bias, Bedford County Public Library System Director:

Bedford Public Library System and the Campbell County Public Library have recently (October 2011) merged catalogs. The merge resulted in a cost savings for each library and appears to be successful in that patrons are making use of the expanded collection. The physical servers that make up the ILS are housed at Bedford Central Library. CCPLS staff connect to the circulation and cataloging software via a remote desktop session to a terminal server also housed at Bedford Central. The TLC reports module is accessed over the Internet. BPLS is responsible for initiating trouble tickets with the ILS vendor and configuring the ILS settings. We are exploring an alternate access method that would allow CCPLS staff to use a web based (Internet) connection to access the circulation software, thereby minimizing their dependence on the terminal server.

Modules included in the TLC Library Solutions 4.2 (The Library Corporation) system are:

- LS2 Pac/Kids/Staff/Mobile
- LS2 Circulation software
- LS2 Cataloging software
- Reports Manager software

Other modules are available and might be a part of any unified catalog system discussed later in the report.

The Lynchburg Public Library along with the Amherst Public Library participates in LION, the Lynchburg Information On-Line Network. Below is a description of LION by Lynn Dodge, Lynchburg Public Library Director.

In 1991, a consortium of 4 libraries, Lynchburg College, Randolph-Macon Woman's College, Sweet Briar College, and Lynchburg Public, was established to form LION, the Lynchburg Information On-Line Network, using the DYNIX HORIZON software. In 1996, the 10,000- item collection of the Jones Memorial Library (a privately funded but open to the public, genealogical library) was added to Lynchburg's database and a few years later the much smaller book holdings of the Lynchburg Museum System were added.

In 2005, Lynchburg College withdrew from LION and Amherst County Public Library joined the consortium. At that time, the software was upgraded to SIRSI/DYNIX's Horizon platform. The contract was renewed for another 5 years in 2010. This has been a very successful and economical way to provide a high-quality service. Lynchburg can withdraw from LION by giving our partners 12 months notice.

The central server is located in Lynchburg's main library's computer room. Lynchburg IT provides a high-speed Internet connection at no cost. A full-time Randolph College librarian works part-time as our system administrator and a Sweet Briar librarian backs her up; both are paid by the hour. Lynchburg and Amherst librarians assist them by being in a weekly rotation to come in and do the daily back-up; they are not paid additionally for this.

The partnership with Amherst has been wildly successful. We do not have a joint library card, but we provide our cards free to each other's residents. A courier runs daily (M-F) among the public libraries' 4 locations and during the academic year also stops at each college, including Lynchburg College, which now pays a fee to be included. Public library items can be returned to any public library location and are checked in immediately.

Modules used in the current Sirsi/Dynix Horizon platform include:

- Cataloging
- Circulation
- HIP (Public Catalog)
- Kid's HIP
- Enriched content (for HIP)
- Acquisitions
- WebReporter
- Telecirc
- Self-serve checkout (with a SIP license)
- PC reservation (with a SIP license)

Hardware related licenses include:

- SQL server
- Red Hat Linux

Staffing

As the following charts indicate staffing levels vary between the three libraries.

Libraries Staff - FTE	2007	2008	2009	2010	2011
Bedford Public Library System	34.8	47.6	46.4	44	44
Campbell County Public Library	19.9	17.5	20	19	19
Lynchburg Public Library	31.89	32.39	31.89	32.95	32.96

The number of staff with graduate degrees in Library Science is as follows:

Bedford Public Library System	- 6
Campbell County Public Library	- 5
Lynchburg Public Library	- 9

The consultant has examined both job descriptions and salary information for the three libraries. They vary substantially in job titles, work descriptions and pay levels. A chart of the Full-Time Personnel salary ranges is in the appendix.

Observations:

During this study the consultant interviewed the individuals listed on page three, had detailed discussions with Peggy Bias, Nan Carmack and Lynn Dodge as they gave of their time in giving tours of library locations and met on several occasions with Bob White of Region 2000 Local Government Council. These interviews and discussions were extremely helpful in giving the consultant a background to the communities served, library operations and relationships among individuals involved in providing library service to the communities under study.

Without exception, individuals contacted were friendly, open, and willing to give the consultant their views on the current state of library service and possibilities for further cooperation among the three libraries in this study.

Those interviewed in Bedford and Campbell Counties spoke of the interconnections between their residents and the City of Lynchburg. Many individuals, who live in these counties work in the City of Lynchburg, see Lynchburg as the place to go to shop, to have recreation, and to take care of their health.

Government officials of the three entities stressed that there are many cooperative ventures that they participate in including:

- Solid Waste
- Water and Sewer
- Radio
- Juvenile Detention
- Metropolitan Planning Organization
- Regional Jail
- Local Government Council

Each of the government officials was open to further library cooperation up to and including the merger of the three libraries. It was mentioned that Boards of Supervisors and City Councils had not discussed further cooperation in any detail and that any effort toward further cooperation must meet the following criteria:

- How will it benefit each location?
- How is it sustainable?
- How will it provide additional value to residents of each jurisdiction?

In meeting with the Board of Trustee Chairs of Bedford Public Library System and The Campbell County Public Library, the consultant observed strong support and respect for their library systems. Each individual indicated that their libraries were benefiting from strong leadership and a staff that is providing quality service to their communities. Strengths mentioned for the Bedford Public Library System included advances in technology, outreach to other libraries, the merged catalog system with Campbell County Public Library, beautiful buildings with a café in each building, and the recent Overdrive agreement with area public libraries. Campbell County Public Library's strengths included board members that are supportive and proactive, and a system that meets the needs of the community. Weaknesses mentioned for Bedford County included barebones staff, reduced hours and lack of recent staff wage increases. Campbell County's major weakness was a lack of building space for a growing community.

As there is no Board of Trustees for the Lynchburg Public Library the consultant met with the President and Vice-President of Friends of Lynchburg Public Library and Lynn Dodge, Lynchburg Public Library Director for a dinner meeting. At that meeting the strengths indicated for the Lynchburg Public Library were the IT support received from the City of Lynchburg, the library's strong volunteer core, and the location of the main library. Weaknesses indicated were a lack of space, lack of visibility in the community, security issues with the main library and fiscal challenges from both the state and city.

The following are the views of representatives of each entity's board or advisory organization concerning further cooperation/consolidation.

Libby Berry, Chair of the Board of Trustees of the Bedford Library System mentioned the good relationship already in place with the Campbell County Public Library. She expressed concern about Lynchburg and the non-resident fee that Lynchburg charges out of city users (with the

exception of Amherst Public Library users as mentioned earlier). She indicated that human nature protects its own turf. She mentioned the following questions as part of any further consolidation consideration:

- How many chiefs?
- What control would be lost?
- Personnel issues.

She felt that there was interest in consolidation by the library board.

Ernest Bender, Chair of the Board of Trustees of the Campbell County Public Library also mentioned the good relationship with the Bedford Library System. Concern was expressed with the non-resident fee charged by the Lynchburg Public Library and he indicated a lack of knowledge as to how the Lynchburg Public Library operates. He indicated that support for further consolidation on his board was speculation at best. There are fears that a larger system will not allow the personal interaction with individual communities. He feels that consolidation can be accomplished but its success will depend on the details and its promotion to the community. He had a personal concern that in any further consolidation staff, directors and boards be dealt with fairly.

Mary Guthrow and Michelle Jackson, officers of Friends of the Lynchburg Public Library emphasized the centrality of the Lynchburg Public Library to their view of public library service. They indicated that they were not sure that individuals who live in the City know what goes on in the counties, that the adjoining counties were so far away, and memories of the resentment by surrounding communities of the 1974 annexation by Lynchburg of surrounding county areas was still strong. Both individuals indicated skepticism about future cooperative ventures. They asked the consultant;” What are you going to accomplish by such efforts and what is in it for the Lynchburg Public Library?” They felt that the City of Lynchburg has different demographics, needs and challenges and that a merger between Amherst Public Library and Lynchburg would be easier to accept.

In the interview with Peggy Bias, Director of the Bedford Public Library System, she indicated that strengths of the Bedford Public Library System included a professional staff, strong local government support and a community that is supportive of the services provided to them by the Library. She mentioned the bond issues passed by both Bedford County and Bedford City to build branches and expand the main library as examples of this support. Weaknesses included the unpredictability of state funding and the lack of administrative staff. The upcoming reversion to town status of the City of Bedford will mean the end of Bedford Public Library System as a regional library. She indicated that relationships in the community are positive to surrounding communities and that Bedford residents go to Lynchburg for shopping, doctors etc.

Nan Carmack, Director of the Campbell County Public Library system indicated that her library’s strengths included a dedicated staff called to public library service, their literacy program, the high value placed on the library by the community, support from county government and the ability to have input into county government through weekly meetings of department heads. A major weakness was a library foundation that is struggling to establish its

identity. She indicated that Lynchburg is the primary employer of Campbell County residents. She expressed concern with the non-resident fee charged by the Lynchburg Public Library. In touring the library system with Nan the consultant agreed with her assessment of the Timberlake Branch Library which is located in a populated area near boundaries with both Bedford County and the City of Lynchburg. This library is experiencing heavy use and needs expansion.

Lynn Dodge, Director of the Lynchburg Public Library indicated that her library's strengths included a long lived staff, the technical support provided by the City of Lynchburg, membership in LION, the Friends of Library organization, and outstanding children's collection with excellent children's programming. Weaknesses include a long lived staff – when eligible staff retires much institutional knowledge will be lost, aging volunteer corps – with difficulty in replacing, and being a part of the current economic climate which includes strong fiscal constraints on the Library. She is pleased to be a part of the City and feels that the surrounding counties are not as well organized as the City of Lynchburg. The Library is the beneficiary of a \$500,000 HVAC replacement this year and a \$150,000 gift from a local church that will expand the children's area. Lynn expressed concern about policies and organization of any merged system but indicated that her employees are flexible and points to the recent Overdrive project which included Amherst, Bedford, Campbell, Appomattox, Lynchburg and Pittsylvania Libraries as an example of library cooperation.

Recommendations:

In discussions with Region 2000 Local Government Staff, and in the process of project definition and contract preparation the concept "Best Practices" was mentioned. A "Best Practice" is generally defined as a method or technique that has consistently shown results superior to those achieved with other means and that is used as a benchmark. The consultant has read considerably in library and other literature on the subject and observes that for libraries standard documents are the closest indicators of the Best Practices concept. These documents vary from state to state and are not applicable to the project at hand. The consultant does not feel that there can be a recommended practice that is best in all cases. For this report the consultant will base recommendations on the concept that what is being sought is the best possible library service for all users provided in a fiscally responsible manner.

The consultant recommends that efforts towards library consolidation continue. In these times of fiscal constraints and changing governmental expectations it is essential that options for the provision of larger units of public library service be thoroughly examined. This process has been begun by Region 2000 Local Government Council and this report urges the continuance of these efforts and presents recommendations to guide and aid this process.

Before any further discussions concerning further cooperation are held **it is strongly recommended** that the Lynchburg Public Library take the necessary steps to remove the \$25 non-resident user fee for all residents of Bedford County and Campbell County. According to Lynn Dodge's comments of March 27, 2012 there were 602 Bedford County residents with a Lynchburg card and 984 Campbell County residents with a Lynchburg card. Total income from all non-resident fees for FY2011 was \$8,025.00. The figure for the number of Bedford and Campbell County residents included many individuals in the same household. The \$25 buys a

family card and then individuals in the family are issued individual cards. The cost of collecting this fee, the small number of users involved, and the bad will that it extends to residents of adjoining areas many of whom work in the City of Lynchburg are other reasons for its removal. This fee removal has already been extended to residents of Amherst County because of their library's participation in LION and extending it to residents of the participating libraries in this project would be an expression of good will on the behalf of the Lynchburg Public Library and remove a service contention between the libraries in this study. There are 1,255 Lynchburg residents registered in the Bedford Public Library System where there is a reciprocal fee charged due to the policy of the City of Lynchburg. Of these 1,255 residents 1,214 are registered at the Forest Library which is the closest branch to the City of Lynchburg. There are 1,320 Lynchburg residents registered in the Campbell County Public Library where there is also no charge for out of county residents. During the period April 1, 2011 through March 31, 2012, Lynchburg residents checked-out/renewed 16,334 items from the Campbell County Public Library. During the same period 32,456 items were checked out at Bedford County Public Library System by non- resident card holders. Of that number 23,405 were checked out by non-residents from its Forest branch which is adjacent to the City of Lynchburg. During the course of this study the consultant has been given by Lynchburg Public Library staff numbers ranging from 8,000 to 17,000 to 23,107 as to the number of items checked out by Amherst Public Library residents from the Lynchburg Public Library during FY11. The consultant is not confident in the reliability of these numbers.

It is recommended that any further branch construction be put on hold by the libraries involved in this study. This action will enable further discussions on cooperation/consolidation to take place. These discussions should enable a new look at library locations and could provide an early opportunity for interlibrary and intergovernmental cooperation. This action could provide the basis for decisions that enhance the use of limited fiscal resources in the development of service locations throughout the region.

Program Sharing:

The consultant observed during the interview and visitation process that each of the libraries had strengths in programming and service provision that could benefit a wider audience. As an example, he was impressed with the traveling bags used by the Bedford Public Library System in the provision of children's programming. Thus, the consultant **recommends that a committee be formed consisting of representatives of the three libraries in this study with Region 2000 Local Government Council assistance to plan further sharing of resources among the participants in this study.** This committee should begin its work no later than July 1, 2012.

The committee should consider the following programs and services as beginning points where cooperation would benefit all library users. As the discussion continues the consultant is sure that other areas will be considered as well.

- A joint summer reading program where staff skills and resources could be shared among the three libraries.
- Expansion of individual library special programs and projects to include all libraries.

- Expansion of Community Wide Reading Programs to include all libraries working with the same book at the same time.
- Working together on Adult Literacy.
- Computer literacy efforts across library boundaries.
- Readers Advisory Services.

A quality resource sharing program in which individuals from all three libraries share their experiences and talents with staff and the public in other locations will not only enrich programming but enable staff to become better acquainted with their counterparts in the other libraries. As a part of this process when an individual library has a job vacancy at professional or high non-professional level, discussions should be held with the other two libraries before a hire is made. Through this process savings might accrue over time as more efficient use is made of specialized personnel.

Automated Network Development:

As indicated earlier in the report the Bedford Public Library System and the Campbell County Public Library share an automation network. The vendor for this system is TLC. The Lynchburg Public Library is a part of the LION automation network. The vendor for this system is Sirsi/Dynix and the platform used is Horizon. Members of LION are Amherst Public Library, Lynchburg Public Library, Randolph College and Sweet Briar College. However, public sharing of holdings on this network is limited to colleges sharing their resources among themselves and public libraries doing likewise. Thus for Lynchburg Public Library users the only advantage of this system is access to the holdings of the Amherst Public Library.

In gathering data for this report the consultant worked with all libraries in the project as well as Lisa Broughman, Technical Services Librarian for Randolph College who is the part-time administrator for the LION Network. Questions were asked about costs for Bedford Public Library System and Campbell County Public Library joining LION and Lynchburg Public Library joining the TLC Network operated by Bedford and Campbell County.

A discussion ensued among the directors of the LION libraries about the feasibility of adding additional members to LION. The result of this discussion is contained in a February 15, 2012 memo from Lisa Broughman from which I quote.

“After much discussion, the directors of the LION libraries concluded that it would not be financially advantageous to add additional member libraries to our consortium...Unfortunately, it’s simply not a cost effective option for us”.

The consultant believes that sharing of resources is an essential hallmark of the 21st century public library. Sharing of resources eliminates the unnecessary duplication of lesser used material, provides the public with availability and access to a wider range of materials and promotes interlibrary communication on materials purchasing as well as other library services.

As the addition of Bedford Public Library System and Campbell County Public Library's holdings to the LION network is not a possibility, the consultant sees three options:

1. Keep the situation the same as it is currently.
2. Consider a new network based upon open source software.
3. Integrating the holdings of the Lynchburg Public Library into the TLC Network operated by Bedford Public Library System and Campbell County Public Library.

Option 1

While option 1 has no initial additional financial cost, it does not improve the current materials access levels for users of the three libraries. It also hinders progress on the cooperative actions recommended above. The current Horizon platform used by LION has a limited life span and Sirsi/Dynix the platform's vendor has made no guarantees for how long they will provide support for this platform. The platform is already aging and is falling behind many other platforms in service provision and ease of use for library customers. Thus, the Lynchburg Public Library will be facing considerable costs in the near future as Horizon is upgraded to another Sirsi/Dynix platform or to a platform of another vendor.

Option 2

Open source systems are a new presence in the library automation scene. Most library automation systems are vendor based. This includes the Horizon platform used by LION and the TLC Library Systems 4.2 platform used by Bedford Public Library System and Campbell County Public Library. In vendor based systems the software is proprietary and is not shared with anyone including those using the platforms. Development and enhancement of the platforms is done in-house. The use of enhancements by participating libraries often comes at additional cost to the libraries involved.

Open source software as its name indicates is software that is shared with the user community at large. Thus open source automation systems are freely available automated systems available for libraries. They can be modified to meet the needs of specific libraries if technical skill and knowledge is available to do the modification.

The Library of Virginia is currently doing a pilot project with eight public libraries in Virginia to convert their holdings to Evergreen the major open source library system available at this time. The purpose of this project is to convert holdings of public libraries which have outgrown their school based automation systems to the Evergreen platform. In talking with Carol Adams who is coordinating this project for the Library of Virginia she emphasized that the project is directed towards libraries in desperate situations with their current automation system. She indicated that if a current automation system vendor is providing good service there is no reason to change to an open source system.

One major impetus to change to an open source automation system is the desire to have more control over its applications and services. However, unless the library is a large one with

dedicated staff for its maintenance and enhancement such control is more an illusion than a reality.

To effectively operate open source library systems libraries using them, particularly those without large and dedicated IT staff, have to contract with companies to provide support for system operations. This is no different from the current arrangement that libraries have with their automation vendor.

The consultant does not recommend the pursuit of any open source library system for any of the libraries in this study.

Option 3

The integration of the Lynchburg Public Library's holdings into the TLC automation network used by the Bedford Public Library System and the Campbell County Public Library is a viable option. While, as indicated below, there are costs involved for Lynchburg Public Library in this option, additional costs up to and possibly exceeding these costs will accrue to the Lynchburg Public Library in the next few years no matter what action they take. Thus, **the consultant recommends that ongoing discussions be held by the three libraries with assistance from Region 2000 Local Government Council on integrating the holdings of the Lynchburg Public Library into the TLC Automation Network. Should progress be made in these discussions then at an appropriate time the Lynchburg Public Library would give a 12 month notice of their intent to leave LION.**

Based upon figures provided by TLC through Jenny Novalis, Technology Librarian for the Bedford Public Library System, full integration in the TLC system will cost Lynchburg \$74,000 with \$9,200 annually for full support costs. As Lynchburg currently uses acquisitions and serials modules of LION which are not currently a part of the TLC network, the cost for their purchase will be \$14,998 with \$2,998 annually in support costs. These costs include training costs for staff on the various modules involved. Lisa Broughman indicates that LION would charge Lynchburg Public Library \$15,900 for extracting its data from LION.

Currently Lynchburg Public Library is paying \$20,353.93 annually for costs relating to their participation in LION. The total annual costs projected above for their participation in the TLC Network are \$12,198.00.

Additional costs that will need to be considered by all libraries involved in creating a new and expanded TLC system include the establishment of a full-time IT tech position for the network. Currently a 20 hour a week IT tech provides assistance. In addition delivery services will need to be expanded to include the Lynchburg Public Library. This could be accomplished by adding a Forrest Library stop to the Lynchburg Public Library's van schedule.

While the \$104,989 initial cost to Lynchburg Public Library for joining the TLC Network is a capital expense that is not programmed in any capital budget at this time, it is essential if effective long-term cooperation with Bedford Public Library System and Campbell County Public Library is to be achieved.

A benefit to Lynchburg Public Library users in joining the TLC Network is the increase in materials that will be available for their use. Currently these users have access to materials held by the Lynchburg Public Library and the Amherst Public Library. As indicated earlier the libraries in this study had the following collection holdings in 2011.

Libraries	Total Holdings
Amherst County Public Library	111,638
Bedford Public Library System	206,818
Campbell County Public Library	231,017
Lynchburg Public Library	155,777

This chart indicates that Lynchburg Public Library users currently have access to 267,415 items. With Lynchburg Public Library's participation in the TLC Network this access would increase to 593,612 items or an increase of 122%. This is a substantial addition to the resources available to Lynchburg Public Library card holders. With access to the quality collections held by the Bedford Library System and the Campbell County Public Library System Lynchburg Public Library users would have a substantially larger resource base with which to meet their information and reading needs.

In summary, what would the residents of Lynchburg receive from the integration of their holdings into the TLC automation system?

1. Quick and easy access to collections substantially larger in both number and quality than currently possible.
2. Participation in an automation system that is current, well supported by the vendor and is easy to use.
3. Lower annual costs for system maintenance.

The residents of Bedford and Campbell Counties would be able to access Lynchburg Public Library holdings and those who work in Lynchburg would find their access to the Lynchburg Public Library an easier part of their daily activities.

Merging of Libraries in the Study

Once cooperation in programming is becoming a reality and consideration of the integration of Lynchburg Public Library's holdings into the TLC Automated Network is underway it is only logical that consideration should be given to merging the libraries in this study.

Thus, the consultant **recommends that a committee be formed at an appropriate time, under the coordination of Region 2000 Local Government Council, of administrative representatives of the governments of Bedford County, Campbell County, and City of**

Lynchburg and public library representatives to consider merging the three libraries into a new library system.

As indicated earlier in the report most of the individuals interviewed indicated that there was interest in considering further cooperation up to and including merger for the libraries in this study. Only the Friends of Lynchburg Public Library indicated little interest in this process.

In this time of budget reduction and the desire for efficient use of government resources it is essential that a thorough examination be given to merging the three libraries. It is also an opportune time for such examination as the directors of both the Bedford Public Library System and the Lynchburg Public Library are eligible for retirement.

The consultant wishes to disabuse anyone of the notion that a merged system is a way to provide substantial financial savings. ***Rather this concept should be examined from the standpoint of whether it will provide better library service.*** In combining the three libraries into one unit of service there will be cost savings from no longer needing three directors. There will also be cost savings from the consolidation of materials ordering, processing and cataloging functions. There will be new costs for necessary personnel to implement and manage expanded operations. The problem of three different personnel schedules may result in additional initial cost increases. However, a merged system can provide participating localities with more effective and stable long-term financial planning.

State Aid to Public Libraries was developed to encourage larger units of public library service.

State Aid Funding			
<u>Library</u>	<u>Population</u>	<u>Regional Funding FY13</u>	<u>FY13 Estimate</u>
Bedford	75,099		\$204,873.00
Campbell	54,926		\$148,520.00
Lynchburg	75,826		\$149,455.00
Total	205,851	\$510,603.00	\$502,848.00

As the above chart provided by the Library Development and Networking Division of the Library of Virginia indicates if the three libraries were to become a region in 2013 their state aid would total \$510,603.00. As independent libraries the three libraries would receive \$502,848.00 in state aid. This is only a \$7,755.00 difference. The reason for Bedford's larger state aid figure in FY13 is that it currently is a regional library and benefits from the state aid formula for its status. However, the upcoming status change of the City of Bedford to town status could cost the Bedford Public Library System approximately \$81,000 due to the effects of the reversion and loss of regional library status. The merging of the three libraries could improve this funding to support a new regional library system.

Merging of the three libraries into a new system can provide the following long-term advantages:

1. Stability in funding through long-term operational planning and efficient use of available resources.
2. Better service to the user community through more efficient use of highly skilled individuals in program and service provision.
3. Cost savings through combining materials ordering, process and cataloging functions.
4. Better use of collection development funding to provide enhanced access to a wider variety of resources.

Issues to be considered during the work of this committee include:

- locations of service provision
- system governance
- policies of operation
- staffing levels
- staffing compensation and benefits
- local governments payment for library service

As indicated the list is long and complex. In gathering data for this study the consultant became aware of the differences in policies of the three libraries as well as in their job descriptions and compensation schedules. As indicated earlier, there is a chart indicating job titles and compensation ranges for the three libraries in the appendix.

The consultant in his tours of library facilities noted that the Bedford Library System have unassigned space in their main facilities which would be available for providing administrative and technical areas for a merged library system.

Suggestions for approaching this issue:

The consultant recommends that the following areas be covered in the merger discussions:

1. A detailed examination of the financial support of the three libraries. How is money being used in providing public library service? What differences in approach among the three libraries are found in this examination? What is the realistic expectation of future library support?
2. Consideration of how a merged library system would be funded and how the funding process would work? Would a merged library system keep all funds not expended during the Fiscal Year or would excess funds have to be returned to the funding entities? Which entity would be the merged system's fiscal agent? There are many approaches to determining cost allocation for regional library system operations. The consultant recommends that the committee consider using circulation of library materials for each

locality's cardholders from the previous fiscal year in allocating a government's responsibility for the coming fiscal year.

3. How would the merged system be governed? Within the Virginia Code requirements the committee will need to consider the number of Trustees and their allocation among the three funding entities. The consultant recommends having one Trustee from each governing entity be a member of the top administrative staff of that entity. The consultant has found that this assists in communication between the library and the governments that fund it.
4. Determining how current facilities are to be handled in a merged system. Do they automatically become the property of the new system or do they remain the responsibility of the government that currently owns them? If so responsibilities for upkeep and maintenance need to be clearly stated in any system contract.
5. Issues of any new branch locations and survival of current library locations need to be discussed during this process. What approval do new branches need? How will current locations fit into a broader service structure? Where should the headquarters of the new entity be located? The consultant recommends that current available space be considered for the headquarters location rather than new space being purchased or constructed.
6. Staffing issues is one of the more difficult issues to be discussed during the committee's work. Each library has differing job titles and salary schedules as well as employee benefits. How many staff do you need to operate the new system in an effective and efficient manner? What type of qualifications does this staffing level require? What salary and benefit schedule should be in place? How do you deal fairly with current staff as the merged system is being developed? How will human relations be dealt with? What services such as materials ordering, processing and cataloging can be combined and where would be the logical location for such service to be housed? The consultant recommends considering a contract for Human Relations related administration and service with one of the entities involved in the contract.
7. What policies should the merged library system have? Who will provide the system with legal advice and at what cost? These are items that need to be considered prior to the establishment of formal governance. Once governance is established the Board of Trustees can formally adopt policies for the new entity.
8. What are the roles of the director and the Board of Trustees in the new system? How does the director communicate and work with each of the governmental entities? The consultant would recommend that the director have the ability to attend administrative staff meetings of each entity so that they may be more knowledgeable about governmental operations and services and can better relate the library to each of these services.

9. How will technology be handled in a merged system? Will the merged system have its own IT staff? Will IT be handled by contracting with one of the entities involved in the system? How often will technology be upgraded? How will technology be backed up and where will databases be housed?

The above is directional guidance on issues relating to the creation of a merged library system. It is not all encompassing but presents essential aspects to be considered in any discussion of this subject.

The consultant hopes that this committee will be diligent in their study and base their actions and recommendations on fact and what is best for the provision of quality library service to all their residents.

Conclusion:

The provision of quality public library service in an era of financial constraint and constant change is a challenge. In the provision of this service it is essential that those responsible for this service examine ways to provide it in a fiscally responsible manner without loss of the individualized service that library users have come to expect from their public library. The recommendations in this study provide a road map for 21st Century library service for public libraries serving the Greater Lynchburg Metropolitan Area.

Through cooperative efforts in recent years under the guidance of Region 2000 Local Government Council, local governments have developed unified programs for a variety of governmental responsibilities. There is no reason that public library service should not be included in this mix.

The consultant does not underestimate the challenges to be faced if the recommendations in this study are followed. It takes knowledge, vision, courage and the ability to communicate effectively with each other and the community at large for any change of this substance and nature to take place. Regionalization has its benefits, as seen by other projects under the guidance of Region 2000 Local Government Council. There are benefits to public library consolidation and they should be considered as a part of the discussions proposed in this report.

The consultant wishes to thank all involved in this project for their time in gathering data, providing background information, sharing their wonderful communities through tours and discussions, and providing their visions of public library service for the communities they serve with love and dedication. It has been an honor to have worked with each of you.

Appendix:

Full-Time Salary Ranges

					Region 2000				
					Personnel Information				
					Full - Time Personnel				
Job Title					Bedford				
					Campbell County				
					Lynchburg				
Director					\$70, 216.00				
Associate Director					\$34,236.80 - \$50,460.80				
Assistant Director					\$32,364.80 - \$45,614.40				
Librarian III					\$30,430.40 - \$42,931.20				
Librarian II					\$28,516.80 - \$40,185.60				
Librarian I					\$26,166.40 - \$36,940.80				
Professional Librarian					\$28,093.00 - \$41,439.00				
Program Manager					\$26,755.00 - 39,465.00				
Library Associate - Accounting					\$22,276.80 - \$31,387.20				
Financial Professional II					\$38,396.80 - \$61,443.20				
Circulation Supervisor					\$33,213.40 - \$54,184.00				
Volunteer Coordinator					\$27,456.00 - \$45,032.00				
Administrative Assistant II					\$29,499.00 - \$43,513.00				
Office Manager					\$25,481.00 - \$37,590.00				
Library Assistant III					\$24,267.00 - \$35,798.00				
Library Assistant II					\$21,240.00 - \$29,921.20				
Library Assistant I					\$19,240.00 - \$27,144.00				
Administrative Services - Associate II					\$24,856.00 - \$39,769.60				
Library Clerk II					\$20,633.60 - \$33,966.40				
Library Clerk I					\$18,105.00 - \$26,717				
Custodian - Courier					\$17,451.20 - \$24,585.60				
Substitutes					\$16,640 - \$23,899.20				
Page					\$15,080.00 - \$19,177.60				

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 11, 2013**

AGENDA ITEM NO.: **2**

CONSENT:

REGULAR:

WORK SESSION: **X**

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: **X**

ITEM TITLE: **Food Stamps and Poverty Trends**

RECOMMENDATION: No action required.

SUMMARY: The goal of SNAP is to reduce hunger and increase food security. The program permits low-income households to have a more nutritious diet by increasing their food purchasing power. SNAP also provides food when there is a disaster. This federally mandated program is administered by the Department of Human Services' Division of Social Services.

PRIOR ACTION(S): None

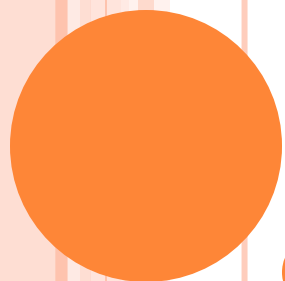
FISCAL IMPACT: None

CONTACT(S): Tamara T. Rosser, Director, Department of Human Services, 455-5794

ATTACHMENT(S): Powerpoint Presentation

REVIEWED BY: lkp

086V



SNAP

Supplemental Nutrition Assistance Program

SNAP

The U.S. Department of Agriculture administers SNAP nationally through the Food and Nutrition Service (FNS). In Virginia, local departments of social services operate the Program at the county/city level under the supervision of the Virginia Department of Social Services.



WHO MAY QUALIFY FOR SNAP BENEFITS

Participation in SNAP Program is based on both financial and nonfinancial eligibility criteria:

- Reside in a non-institutional setting or in an eligible institution;
- Students enrolled in institutions of higher learning who meet certain criteria;
- Must be citizens of United States or eligible aliens;
- Household does not have a primary wage earner who voluntarily quits or reduces work without good cause;
- Must provide social security numbers for all household members.



SNAP INCOME GUIDELINES

ANNUAL INCOME ELIGIBILITY LIMITS

Household Size	Gross Income Maximum	Net Income Maximum
1	\$ 14,532	\$ 11,172
2	19,168	15,132
3	24,828	19,092
4	29,976	23,052
5	35,124	27,012
6	40,272	39,972
7	45,420	34,932
8	50,568	38,892
Each additional member	+429	+330



SNAP

- Households may purchase any food or food product for human consumption with SNAP benefits.
- Households may also purchase seeds and plants for use in gardens to produce food for the personal consumption by the eligible household.



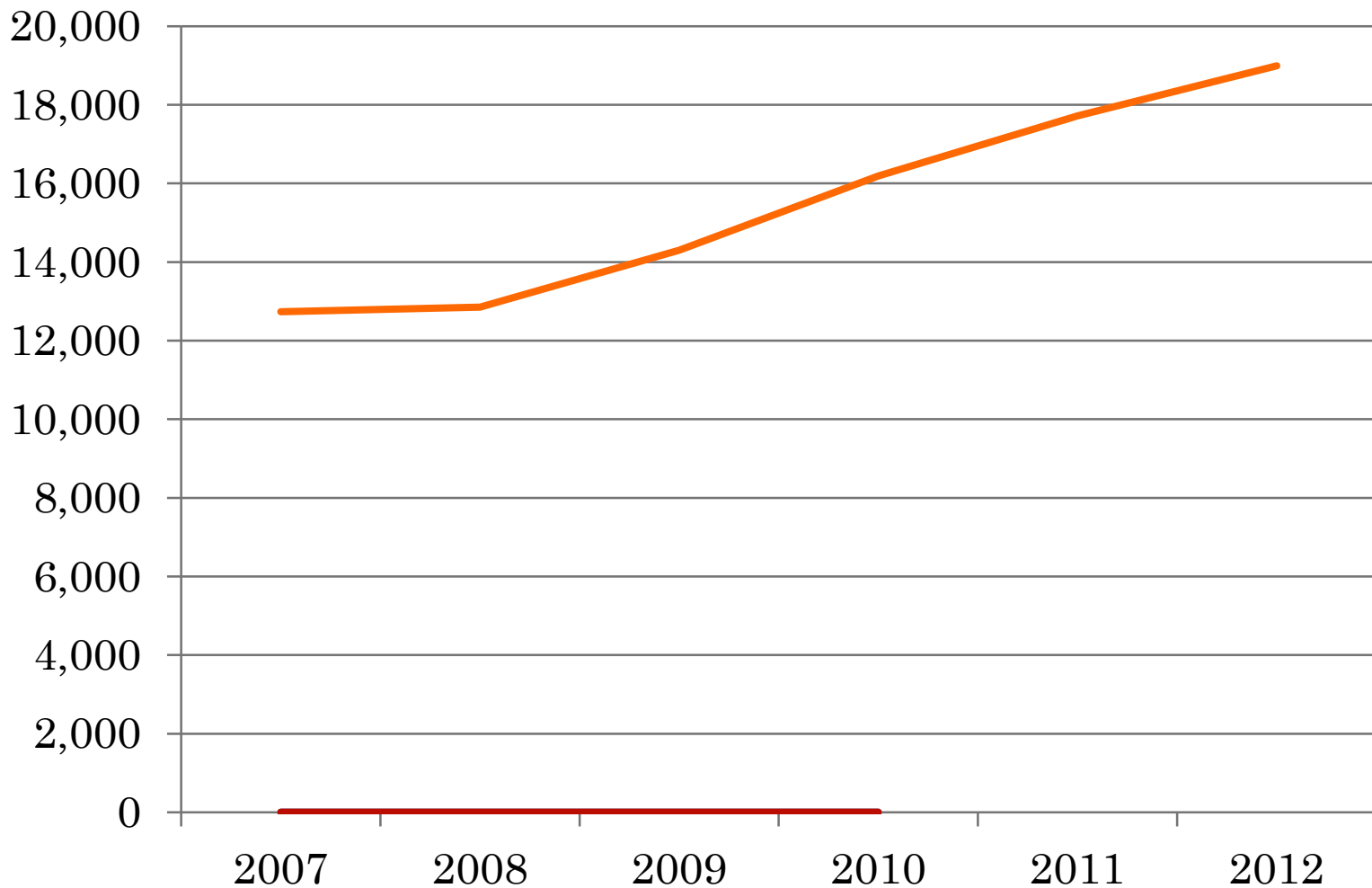
SNAP

Households may not use SNAP benefits to purchase or pay for the following:

- alcoholic beverages or tobacco;
- hot foods ready for immediate consumption or food to eat on the store's premises;
- pet foods, soap products, paper products, or other non-food items usually available in a grocery store; or
- to pay back grocery bills.



SNAP TRENDS FOR LYNCHBURG 2007-2012



Source: Virginia Department of Social Services



PROFILE OF SNAP RECIPIENTS 2012

- 18,989 total recipients of SNAP benefits
 - 7,567 were children ages 0-17
 - 5,470 were adults ages 18-64
 - 691 were adults 65 and older



LYNCHBURG SNAP INFORMATION

- Currently we are only serving 70.89% of the households in Lynchburg that are eligible to receive SNAP benefits. 20,539 are eligible and we're serving 14,651.
- Total spending for the SNAP Program in FY 2012 was \$21,544,769 – 100% federally funded.



2013 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

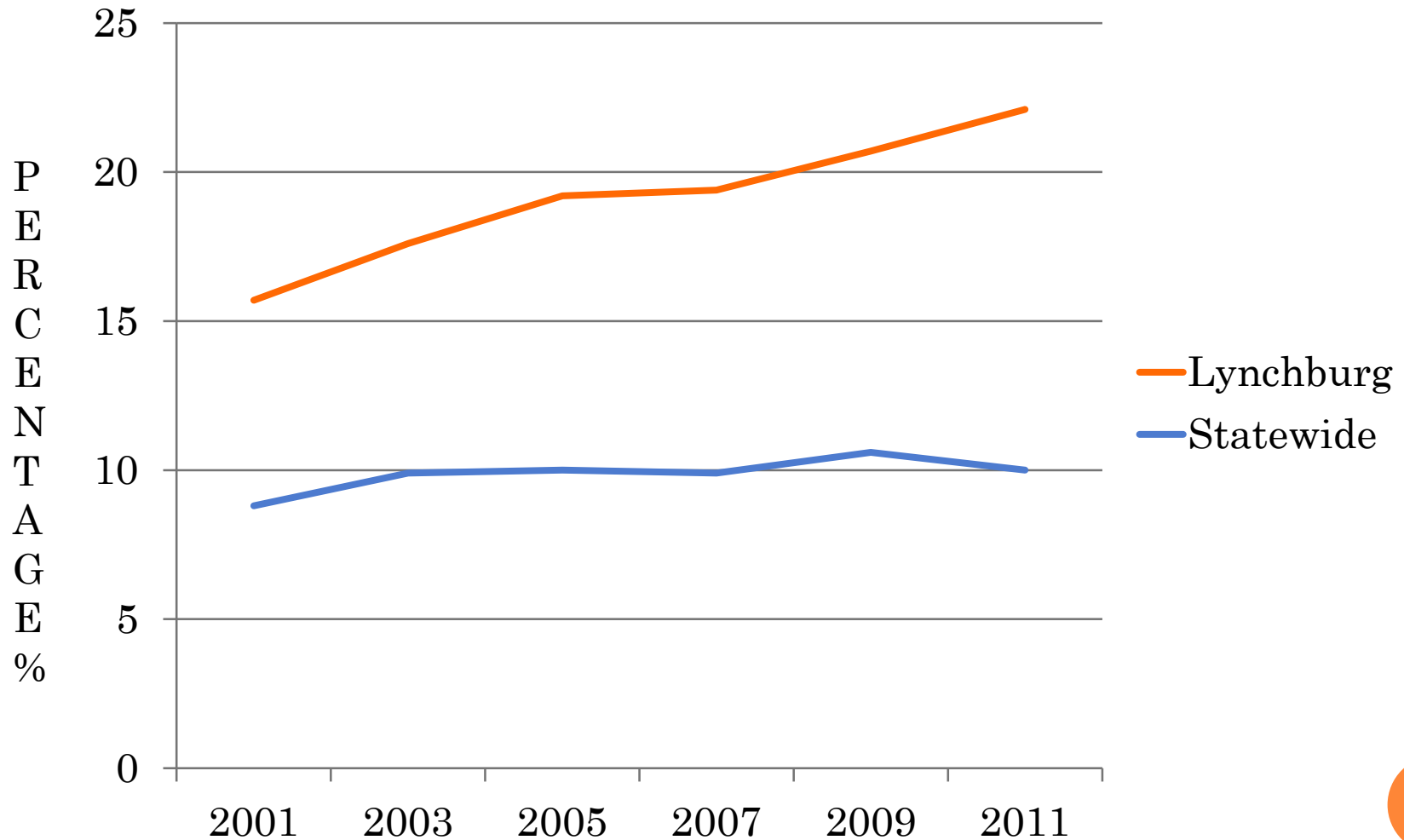
Persons in family/household Poverty guideline

For families/households with more than 8 persons, add
\$4,020 for each additional person.

1	\$11,490
2	15,510
3	19,530
4	23,550
5	27,570
6	31,590
7	35,610
8	39,630



POVERTY TRENDS IN LYNCHBURG 2001-2011



Source: Virginia Employment Commission; US Census Bureau

LYNCHBURG'S POVERTY NUMBERS 2012

- 14,671 – Number of people (all ages) living in poverty
- 22% - Percent of people (all ages) living in poverty
- 3,687 – Number of children under the age of 18 living in poverty
- 25% - Percentage of children under the age of 18 living in poverty
- 9.1% - Percentage of all people age 65 and older living in poverty

○ QUESTIONS?



LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 11, 2013**

AGENDA ITEM NO.: **3**

CONSENT:

REGULAR:

WORK SESSION: **X**

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: **X**

ITEM TITLE: **Explanation of the Fiscal Stress Index**

RECOMMENDATION: No action required.

SUMMARY: From time to time it is noted that Lynchburg is the fourth most fiscally stressed locality in the Commonwealth. How the fiscal stress ranking is determined and what it might mean will be discussed during Council's work session.

PRIOR ACTION(S): None

FISCAL IMPACT: N/A

CONTACT(S): Kimball Payne, 455-3990

ATTACHMENT(S): Presentation slides

REVIEWED BY: lkp

O85V

Fiscal Stress Index

Presentation to City Council

June 11, 2013

Definition (CLG)

The fiscal stress index illustrates a locality's ability to generate additional local revenues from its current tax base relative to the rest of the commonwealth. The three components are:

- Revenue capacity per capita (the theoretical ability of a locality to raise revenue)
- Revenue effort (the amount of the theoretical revenue capacity that the locality actually collects through taxes and fees)
- Median household income

- During FY 2011, the average index value for Virginia's cities (104.95) was significantly greater than the average for its counties (97.97).
- of the 22 localities experiencing high stress, 20 are cities.
- These statistics indicate that Virginia's cities are experiencing more of a financial burden than its counties.

2011 Fiscal Stress Score

Lynchburg City	110.88	#4	High
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Revenue Capacity

Revenue capacity per capita measures how much tax revenue a locality could collect per person from its base if it used statewide average rates.

There are five primary factors that are involved in the computation: true value of real estate, true value of public service corporation real estate, registered vehicles, local option sales tax receipts, and adjusted gross income.

2011 Revenue Capacity per Capita

Lynchburg City	\$1,265.77	#21
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Revenue Effort

A locality's revenue effort is computed as its own-source revenue collections divided by its revenue capacity.

The components of own-source revenue used by the Commission on Local Government for this computation are real estate taxes, public service corporation real estate taxes, personal property taxes, local option sales taxes, and other local source revenue.

2011 Revenue Effort

Lynchburg City	1.5760	#4
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Median Household Income

A jurisdiction's median household income represents the point at which half of households earn a higher income and the other half earns a lower income.

It is important to note that this does not represent average household income in the locality.

Median Household Income

Lynchburg City	\$36,657	#33
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Five Year Change (FY05-09)

<http://www.dhcd.virginia.gov/index.php/commission-on-local-government/reports.html#Public-Finance>

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 11, 2013**

AGENDA ITEM NO.: **4**

CONSENT:

REGULAR:

WORK SESSION: **X**

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Continued Discussion Regarding the Tourism Program**

RECOMMENDATION: Determine the parameters and structure of the tourism program.

SUMMARY: Council's discussion of the future of the tourism program got off to a good start on May 28th. During that meeting it was acknowledged that a decision regarding the program's structure after January 1, 2014 needed to be made by November 1, 2013. Council will continue its discussion of the program during each future work session until a decision is reached.

The following points were made during the discussion on May 28th. They are provided to assist in further deliberations and, except where consensus is noted, reflect the comments of individual members who suggested changes to the program.

- *The consensus of Council was that the purpose of a tourism program is understood and that further discussion regarding this would not be productive.*
- *The tourism program should promote the whole City and not just a few venues.*
- *There is a need for better program metrics.*
- *There should be a cap on annual funding of the program.*
- *There should be a non-appropriations clause in any contract.*
- *There is a need to restore the customer/vendor relationship.*
- *There should be a verifiable return on investment (ROI).*
- *The value of the tourism program should be set and then expensed; there should not be a programmed revenue formula.*
- *There is a need for an independent organization with oversight authority.*
- *There should be flexibility regarding funding during tough economic times.*
- *There were differing opinions on whether a contract renewal, with modifications ("tweaks"), was the right approach or if the contract expectations needed to be "re-tooled" and possibly subject to the procurement process.*
- *A desire for a greater regional approach was expressed.*
- *There should be a better link between the tourism program and City marketing programs.*
- *There should be better information regarding group sales.*

Subsequent to the May 28th meeting Council Member Perrow articulated five specific points that he has agreed could be shared with Council:

- Develop appropriate metrics for accountability
- Promote Lynchburg attractions (perhaps through some minimum standard)
- Reformulate the board for better oversight; Council appoint the members; include City staff; reduce the size to five or less (perhaps have an oversight board such as described here with the rest of the current board in an advisory role)
- Eliminate the 73% of lodging tax funding standard; set the budget at a fixed baseline amount and revisit annually
- Establish a contract of five or more years

During the May 28th meeting the question was asked if major changes to the contract specifications would trigger a requirement to go through a formal procurement process. I have consulted with the City Attorney and we agree that there is a technical requirement to procure this service. In the past, however, the City has determined that there is no private entity other than the Chamber of Commerce that would be capable of providing the service. Accordingly, the service has never been formally procured. Proceeding to renew the contract with the Chamber would merely involve posting notice, for the requisite time period, of the determination to proceed with sole source procurement. Of course there are still two other alternatives for the tourism program: a City department or an authority.

As this discussion continues, it might be appropriate to focus on what seem to be the three most important issue areas: relationships, financing, and performance measurement.

Note: The Tourism Advisory Board has once again asked to participate in Council's deliberations.

PRIOR ACTION(S): May 28, 2013 discussion

FISCAL IMPACT: \$1.0-1.3 million

CONTACT(S): Kimball Payne, 455-3990

ATTACHMENT(S): May 28, 2013 Agenda Item documents

REVIEWED BY: lkp

087V

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **May 28, 2013**

AGENDA ITEM NO.:

CONSENT:

REGULAR:

WORK SESSION: **X**

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Review of the Tourism Program**

RECOMMENDATION: Identify issues, goals, expectations, and performance measures related to the City's tourism program, including guidance on the development of a new contract, if desirable.

SUMMARY: The current contract between the City and the Lynchburg Regional Chamber of Commerce (LRCC) for the management and operation of the Lynchburg Visitors Center and the Lynchburg Regional Convention and Visitors Bureau (LRCVB) expires on December 31, 2013. During budget deliberations City Council expressed a desire to discuss the future of the City's tourism program in a broader context rather than simply negotiating the renewal of the existing contract, which, of course, remains an option.

The purpose of the work session is to provide Council an opportunity to discuss the tourism program and provide a policy context for its future. In having that discussion, there are three questions that seem most relevant. They are:

- What are our goals?
- How will we know if we have achieved them?
- How will we go about it?

The attached document, "Considerations for the Tourism Program," is intended to facilitate Council's discussion. It includes thoughts and comments from various sources, including Council members and City staff, in five categories, Goals & Expectations, Performance Measures, Structure/Approach, Financing, and Relationships.

This work session discussion is intended to be among Council members and staff to form the basis for further deliberations regarding the goals and structure of tourism program from January 1, 2014 forward. There is no expectation that Council will engage with other stakeholders at this time.

The Tourism Advisory Board (TAB) has asked for one hour on a future work session agenda to make a presentation and answer questions regarding the current arrangement with the Chamber of Commerce. Dates of June 11th or June 25th have been suggested, with the TAB expressing a preference for June 11th. The TAB has been advised that the decision whether or not to have such a discussion rests with City Council.

PRIOR ACTION(S): The current contract with the Lynchburg Regional Chamber of Commerce was signed in 2008 for a term of five years.

FISCAL IMPACT: Current year funding is approximately \$1.3 million.

CONTACT(S): Kimball Payne, 455-3990

ATTACHMENT(S): Considerations for the Tourism Program; Current contract; Performance Measures

REVIEWED BY: lkp

Considerations for the Tourism Program

GOALS & EXPECTATIONS

- What is the purpose of a tourism program?
- Council should adopt clear goals for the tourism program and develop associated metrics.
- Beyond broad program goals, what are the expectations regarding the day to day operations of the tourism program?

PERFORMANCE MEASURES

- Reaffirm the current LRCVB performance measures (attached).
- Develop additional metrics that measure tourism investment against actual return for the City, i.e., hotel room sales, meals and lodging taxes, visitation to attractions, and other direct performance measures.

STRUCTURE/APPROACH

- Consider bringing the management of the tourism program in-house or issue a new RFP with different terms.
- Renewal of the contract with the Lynchburg Regional Chamber of Commerce, with necessary and appropriate revisions.
- Set up the CVB as a separate entity, such as an authority, as was proposed by the Tourism Task Force in 2007. (Section 15.2-5516 of the Code of Virginia.) If the Civic Center initiative is successful, consider placing the CVB under its governing body.
- There are other successful models for tourism programs that incorporate funding from multiple jurisdictions/sources. If the tourism program must have a regional approach, regional funding/governance should be explored. For example, two attractions that are prominently featured in LRCVB marketing materials, Poplar Forest and the D-Day Memorial, are in Bedford County. Explore a partnership with Bedford County.
- Explore the possibility of the creation of an LLC to serve as the vendor
- Consider providing memberships in the CVB, with a fee, for attractions, lodging establishments, restaurants, etc.
- Is the “Hub and Spoke” model the best for the City or should it be revisited and refocused to better drive activity within the City limits? Should not the CVB look for ways to market what is here to advance and enhance these Lynchburg assets by focusing on the structure and

character of the City? Consider specific terms of service regarding the marketing of City attractions, amenities and events.

FINANCING

- Confirm that Lodging Tax revenue will be the source of program funding. Maintain or adjust the use of 73% of this revenue for program funding.
- Cap the annual amount provided for tourism program funding. After funding a certain baseline amount, have the annual budget process determine the amount of funding provided for marketing.
- Establish any new contract on a July 1-June 30 fiscal year basis.
- Include a non-appropriations clause.
- Designate funds to be used for local marketing initiatives.
- Create a mechanism to memorialize and honor multi-year commitments.
- If lack of infrastructure (fields, maintenance, etc.) makes attracting certain events to the city difficult, consider apportioning some of the funding that now goes to the tourism program into improving the infrastructure.

RELATIONSHIPS

- Strengthen the relationship of vendor to customer between the CVB and the City.
- There should be more transparency and better communications between the tourism program and the City. The City should have more direct input into the program. For example: input on promotions and marketing, sharing of information and marketing materials in advance of publication for accuracy checks.
- Create a conduit for accurate information flow from City entities to the CVB with some form of proofing or fact checking. (Richmond allows its partners to sign in online to make changes. They are able to update the information for their attractions; schedules, events, addresses, etc. This ensures that information is accurate.)
- Examine the make-up, appointment process, and responsibilities of the Tourism Advisory Board. Is it the board's role to represent the interests of the City, the Chamber of Commerce or tourism stakeholders? Place a "City" representative on the TAB.
- Clarify the role of the Marketing Partnership.
- Require compliance with the Public Procurement Act, the Freedom of Information Act and the Conflict of Interest Act.

MANAGEMENT AND OPERATING AGREEMENT
FOR THE LYNCHBURG VISITORS CENTER
AND THE LYNCHBURG REGIONAL CONVENTION AND VISITORS BUREAU

This MANAGEMENT AND OPERATING AGREEMENT ("Agreement") is made and entered into effective as of the 1st day of July, 2008, by and between the CITY OF LYNCHBURG, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as the "CITY", and the LYNCHBURG REGIONAL CHAMBER OF COMMERCE, a Virginia Corporation, hereinafter referred to as the "LRCC".

WITNESSETH:

WHEREAS, the CITY and the LRCC have had an agreement since 1993 for the management of the Lynchburg Regional Convention & Visitors Bureau (the "LRCVB") by the LRCC including, without limitation and as a part of the operations of the LRCVB, the lease and operation of the VISITORS INFORMATION CENTER ("VISITORS CENTER") located at 216 12th Street, Lynchburg, Virginia; and

WHEREAS, the CITY and the LRCC have agreed that a changing environment, with new challenges and opportunities, requires the revision of the current structure of the CITY's tourism program with the ultimate goal of establishing an even more effective program and structure that will maximize tourism opportunities for the community; and

WHEREAS, the CITY and the LRCC have agreed that the LYNCHBURG REGIONAL TOURISM BOARD (the "BOARD") will be established as set forth in this Agreement. The BOARD will be responsible for the development and setting of the tourism program policies and strategy including those for the operation of the LRCVB (including the VISITORS CENTER) as well as the review of the annual tourism plans as set forth in this Agreement; and

WHEREAS, the CITY and the LRCC desire that the LRCC continue the operation and the management of the LRCVB (including the VISITORS CENTER) for an additional five-year period.

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants and agreements herein contained, the parties do hereby mutually covenant and agree as follows:

I. PREMISES

The CITY hereby demises, leases and rents unto the LRCC, and the LRCC hereby takes, accepts and rents from the CITY, the VISITORS CENTER building located at 216 12th Street, Lynchburg, Virginia (hereinafter referred to as the "Premises"), and the surrounding grounds. Title to the Premises during the term of this Agreement shall remain in the CITY. The VISITORS CENTER shall continue to be operated by the LRCC as a part of the LRCVB at the existing location or such other location as may be agreed upon by the CITY and the LRCC.

II. TERM

This Agreement shall be for a term of sixty six (66) months beginning on the 1st day of July, 2008 and ending on the 31st day of December, 2013. Thereafter, this Agreement may be renewed by mutual written agreement of the CITY and the LRCC. In the event the LRCC shall continue to provide services under this Agreement after the end of the term of this Agreement and the CITY shall continue to accept services from the LRCC after the end of the term of this Agreement, this Agreement shall continue in full force and effect until thereafter terminated by either party upon one hundred eighty (180) days written notice to the other party. Upon termination of this Agreement, the LRCC shall promptly and in good condition

surrender the Premises to the CITY, ordinary wear and tear excepted.

III. RENTAL

The LRCC agrees to pay the CITY the sum of one dollar (\$1.00) per year payable upon the first day of each calendar year as rental for the Premises.

IV. LRCC RESPONSIBILITIES AND REPORTING

A. Tourism Program Responsibilities. Subject to the terms of this Agreement, the LRCC will maintain authority over and responsibility for the tourism program operation. The LRCC will be responsible for: (1) the development of the annual Budget, Program Plan and Marketing Plan of the LRCVB subject to the approval of the BOARD; (2) the establishment of appropriate benchmark standards and performance measures to monitor program effectiveness which shall be approved by the BOARD; (3) the hiring and supervision of a Director of Tourism who shall serve as the primary interface between the LRCC and the CITY and the BOARD and who will be hired by the CITY MANAGER and the President of the LRCC following a process mutually agreed upon by the CITY MANAGER'S OFFICE ("CMO") and the LRCC. The initial Director of Tourism job description, salary and benefits and hiring process to be followed in 2008 as well as the hiring of any replacement Director shall be subject to the mutual approval of the LRCC and the CMO; (4) the hiring and supervision of all other LRCVB employees (including the LRCVB employees that work at the VISITORS CENTER) and the termination of all LRCVB employees; and (5) the day-to-day operation of the LRCVB (including the VISITORS CENTER).

B. Reporting. Within 45 days after the end of each calendar quarter, the LRCC shall file quarterly reports with the BOARD and the CMO which shall include information and statistics from the LRCVB (including the VISITORS CENTER), the activities of the LRCVB staff, information on relevant performance measures and any other relevant information reasonably requested by either the BOARD and/or the CMO. By May 1st of each year, the LRCC will file an annual report with the BOARD and the CMO for the preceding calendar year updating and summarizing the information contained in the preceding calendar year's quarterly reports including, without limitation, financial and marketing information. Expenses, anticipated revenues, budget analysis, the work program/action plans and accomplishments, marketing expenditures and any other relevant information reasonably requested by either the BOARD and/or the CMO will be reviewed and discussed at such other times as the LRCC, CMO and the BOARD deem appropriate.

C. For purposes of collaboration, coordination and information the CITY MANAGER shall have unfettered access to the Director of Tourism. When requested, the Director of Tourism shall provide unfiltered information to the CITY MANAGER. The LRCC shall be kept fully informed of any contact between the CITY MANAGER and the Director of Tourism and the CITY MANAGER shall not attempt to direct the work of the Director of Tourism.

V. LYNCHBURG REGIONAL TOURISM BOARD

A. Formation and Membership. As part of this Agreement, the parties hereto agree to establish the BOARD as follows following a process jointly agreed upon by the CMO and the LRCC. The size of the BOARD shall be seven (7), nine (9) or eleven (11) members. Persons interested in serving as a member of the BOARD shall fill out and submit an application to the Clerk of Council for initial processing. The form of the application shall be mutually agreed upon by the CMO and the LRCC. The criteria for BOARD membership may include without limitation: (1) knowledge of the tourism industry and economic development issues; (2) relevant business experience; and (3) interest in and support of the LRCVB and regional tourism. Membership applications shall be submitted to and reviewed by the CMO and the LRCC and, if necessary, interviews held by one or both groups following a process jointly agreed

upon by the CMO and the LRCC. BOARD member appointments and re-appointments shall be made by CITY Council after consultation with the LRCC Board of Directors. The CMO and the LRCC shall mutually agree on the appointment of the first Chair of the BOARD. Thereafter, the BOARD shall elect its Chair. BOARD members shall serve staggered three (3) year terms. BOARD meetings shall be held as often as determined by the Chair of the BOARD or a majority of the members of the BOARD but not less than quarterly. BOARD members shall attend a minimum of seventy-five percent (75%) of full BOARD and their designated Committee meetings during their term.

B. Committees. The BOARD will have three committees: (1) the Program Committee; (2) the Marketing Committee; and (3) the Finance Committee. The Committees will each have a minimum of three (3) BOARD members who will be appointed by the Chair of the BOARD. The Chair of each Committee will also be appointed by the Chair of the BOARD.

C. BOARD Functions. The function of the BOARD is to establish tourism policies and strategies including the policies and strategies for operation of the LRCVB (including the VISITORS CENTER). BOARD functions include the following:

1. Mission Statement. Using input provided by the LRCC, to review and to recommend to CITY Council and the LRCC Board of Directors proposed revisions, if any, to the mission statement of the LRCVB within six (6) months after the date the first meeting of the members of the new BOARD is held (the "First BOARD Meeting").

2. Tourism Policies and Strategies. Using input provided by the LRCC, to recommend to CITY Council and the LRCC Board of Directors long term tourism policies and strategies including long term policies and strategies for the management and operation of the LRCVB (including the VISITORS CENTER) within six (6) months after the date of the First BOARD Meeting.

3. Benchmark Standards and Performance Measures. Using input and recommendations from the LRCC, to review and approve, within six (6) months after the date of the First BOARD Meeting, benchmark standards and performance measures to help demonstrate and evaluate the performance by LRCC toward meeting its obligations under the terms of this Agreement. The benchmark standards and performance measures shall be selected from best practices for the tourism industry which are applicable to tourism opportunities in the Lynchburg, VA regional area. Sources of possible benchmark standards/performance measures include, without limitation, the following sources:

- a. Recommendations of the 2006-07 Lynchburg Tourism Task Force
- b. Standards of the Destination Marketing Association International (DMAI)
- c. Standards of the International City/County Management Association (ICMA)
- d. Standards of the Virginia Tourism Corporation (VTC)
- e. Recommendations from the research of Professor Paul Young at Liberty University.

D. Oversight Committee. The need and requirement to maintain the Oversight Committee described in the January 1, 2006 Management and Operating Agreement between the CITY and the LRCC is deleted since the work of the 2006-07 Lynchburg Tourism Task Force has been completed and the BOARD is being formed.

VI. FUNDING AND BUDGETARY ACCOUNTABILITY

A. Annual Budget. The budget for each upcoming calendar year shall be prepared by the LRCC and submitted on or before November 1st of the preceding calendar year to the BOARD for review and approval. The final version of the budget, with all agreed upon revisions, shall be approved in writing by

the BOARD and the LRCC on or before the immediately following December 15th and provided to the CITY. Any revisions to the budget during the year also shall be approved in writing by the BOARD and the LRCC and provided to the CITY.

B. Operating Funds. The CITY will advance to the LRCC operating funds to be used by the LRCC for the administration and operation of the LRCVB in accordance with the terms of the budget ("Operating Funds").

1. Beginning on June 15, 2008 and continuing quarterly thereafter, the Operating Funds will be paid by the CITY to the LRCC in four equal quarterly payments ("Operating Fund Payments") in advance of the first day of each quarter and on or before, as applicable, each December 15th, March 15th, June 15th and September 15th. Subject to the stipulations below, Operating Funds for each year shall be provided by the CITY to the LRCC in the following amounts:

<u>Fiscal Year Ending</u>	<u>Annual Amount</u>	<u>Quarterly Operating Fund Payments</u>
June 30, 2009	\$670,000	\$167,500
June 30, 2010	\$890,000	\$222,500
June 30, 2011	\$1,100,000	\$275,000

2. For the fiscal years beginning July 1, 2011 and ending June 30, 2012 (Fiscal Year 2012) and thereafter, Operating Funds shall be provided by the CITY to the LRCC in amounts equal to seventy-three percent (73%) of the lodging tax revenues received by the CITY (from both the 5.5% Transient Occupancy Tax and the \$1.00 per-night-per-rented room use fee, combined, as well as any other lodging tax revenues or similar type tax revenues assessed by the CITY) during the time period running from April 1st to March 31st immediately prior to the start of the current fiscal year.

3. The increase in annual funding outlined above is subject to: (i) the development by the BOARD of the benchmark standards and performance measures called for in Section V. C. (3) of this Agreement using input and recommendations provided by the LRCC; and (ii) the CITY's receipt of the annual report, the Program Plan and the proposed budget showing how the additional funding will be utilized as called for in Sections VII.B, VII.A and VI.A, respectively, of this Agreement.

4. The method and schedule for reimbursement of tourism costs expended by the LRCC including the specific costs, methods and amounts to be reimbursed shall be mutually agreed upon each year by the BOARD and the LRCC as part of the LRCVB annual budget process. The reimbursement method and schedule for the fiscal year ending June 30, 2009 is set forth in Exhibit A attached hereto and incorporated herein by reference.

C. Accounting. To ensure budgetary accountability and transparency the tourism program budget shall be separated from the overall LRCC budget. The LRCC shall provide a full breakout of the costs of shared facilities and personnel in a manner reasonably and mutually acceptable to the CMO, the BOARD Finance Committee and the LRCC. This could be shown as a transfer between the tourism program and overall LRCC budgets. Financial reports showing expenditures and revenues to date and a comparison to budget estimates shall be provided to the BOARD Finance Committee and the CMO within 45 days after the end of each quarter. An annual financial report showing all of the expenditure and revenues during the prior calendar year shall be provided by LRCC to the BOARD Finance Committee and the CMO by May 1st of the following year. The LRCC shall conduct an audit of the tourism program paid for with tourism program revenues.

VII. ANNUAL PROGRAM

A. Program Plan. On or before each November 1st, the LRCC shall prepare and submit to the BOARD Program Committee the annual Tourism Program plan for the upcoming calendar year. The annual Tourism Program plan shall provide the Program goals and objectives for the upcoming calendar year including the plan for achievement of the mutually agreed upon performance measures. The final version of the Program Plan shall be mutually agreed upon by the BOARD and the LRCC on or before the immediately following December 15th and provided to the CITY.

B. Prior Year Annual Reporting. On or before each May 1st, the LRCC shall prepare and submit to the BOARD Program Committee and the CMO annual Tourism Program reports with the information set forth in Section IV.B of this Agreement and describing the tourism activities in the prior calendar year. The annual report shall indicate how the agreed upon performance measures described in Section V.C of this Agreement have been achieved. The annual Tourism Program report shall be presented by the BOARD at a joint meeting of the CITY Council, the BOARD and the LRCC for a discussion of prior year achievements and current year plans.

C. Regional Meetings. The CITY and LRCC agree that the LRCVB shall continue to promote regional tourism activities in partnership with other localities in our region to the greatest extent possible for the mutual benefit of all groups. The LRCVB will cooperate and collaborate with other regional tourism entities to plan for, market, advertise, and support events of regional interest and will seek opportunities for greater regional tourism programming. The BOARD will annually meet with adjoining municipalities and major regional tourism stakeholders to discuss regional tourism opportunities.

D. Destination Marketing Association International Accreditation. LRCC will continually seek to maintain the DMAI accreditation of the LRCVB obtained by the LRCC in 2007.

E. Program Oversight. The BOARD Program Committee and the BOARD will be continually involved in the oversight of the tourism program and LRCVB operations (including the VISITORS CENTER).

F. Marketing Partnership. The Director of Tourism will continue to participate in the CITY's Marketing Partnership as a full member.

VIII. ANNUAL MARKETING PLANS

A. Marketing Plans. The LRCC shall prepare and submit, on or before each November 1st, the Marketing Plan for the upcoming calendar year to the BOARD Marketing Committee. The annual Marketing Plan shall provide the marketing goals and objectives for the upcoming calendar year including the specific planned print advertising and other advertising expenditures. The final version of the Marketing Plan shall be mutually agreed upon by the BOARD and the LRCC on or before the immediately following December 15th and provided to the CITY.

B. Cooperative Marketing Efforts. When advantageous to the tourism program, both financially and from a marketing standpoint, the LRCVB shall seek opportunities to market and advertise local tourism opportunities with other regional and Virginia groups.

IX. LRCVB EMPLOYEES

The LRCC shall operate the VISITORS CENTER at a sufficient staffing level that will enable it to adequately fulfill its responsibilities under this Agreement and to maintain its status as a State Certified Visitors Information Center. The LRCC agrees that all full-time LRCC employees staffing the VISITORS

CENTER and working with the LRCVB, if otherwise eligible, shall be provided with the insurance and retirement benefits which are provided to other LRCC employees.

X. VISITORS CENTER FURNITURE AND EQUIPMENT

The CITY originally furnished the VISITORS CENTER with certain furniture and equipment in 1993 to be used for the tourism program, as was described in an attachment to the original and subsequent management and operating agreements between the CITY and the LRCC. Since then, certain changes have been made to the furniture and equipment. The intent is that title to any remaining or replacement furniture and equipment provided by the CITY and still on the Premises at the expiration of this Agreement shall remain with the CITY. Subsequent to the commencement of this Agreement the LRCC shall prepare and submit to the CMO an updated inventory of furniture and equipment identifying all furniture and equipment on the Premises and the ownership of the furniture and equipment. The updated VISITORS CENTER furniture and equipment 2008 inventory shall be finalized and presented by the LRCC to the CMO on or before November 1, 2008. The inventory shall be updated on or before November 1st of each year of this Agreement. The CITY is under no obligation to provide additional furniture or equipment or to replace existing furniture or equipment to be used by the LRCVB for the tourism program. Any furniture or equipment acquired or replaced by the LRCC for use by the LRCVB on the Premises during the term of this Agreement shall belong to the LRCC.

XI. MAINTENANCE, REPAIRS AND IMPROVEMENTS AT THE VISITORS CENTER

The following terms and provisions shall apply to the occupancy and use by the LRCC of the VISTORS CENTER currently located at 216 12th Street, Lynchburg, Virginia. The terms and provisions of this Section XI of the Agreement shall be reviewed and, if necessary, amended if the VISTORS CENTER is moved to a new location mutually agreed upon by the CITY and the LRCC.

A. Acceptance. The LRCC has inspected the current Premises and agrees to accept the same in the condition in which the Premises now are.

B. Improvements. While the CITY shall have the right to improve the Premises during the term of this Agreement, the CITY shall be under no duty or obligation to do so. The LRCC shall not make any permanent improvements or alterations to the Premises without the prior written approval of the CMO. Said permanent improvements or alterations, if approved by the CMO, are to be made at the expense of the LRCC and reimbursed by the CITY as agreed to by the CMO. Any permanent improvements or alterations made to the Premises by the LRCC during the term of this Agreement must first be approved by the CMO, shall become the property of the CITY and may not be removed from the Premises without the prior written approval of the CMO.

C. Maintenance. During the term of this Agreement, the CITY will provide routine day-to-day janitorial services, repairs and maintenance of the Premises and surrounding grounds (including without limitation the control of any environmental contamination and all repairs to the HVAC equipment). All repairs and maintenance shall be performed by the CITY diligently and expeditiously. The LRCC will be responsible for all necessary maintenance, repair or replacement of furniture and equipment used by the LRCVB in the tourism program.

D. Access. For the purpose of performing its responsibilities hereunder, the CITY shall have the right to enter upon the Premises, at such times as the CITY, in its sole discretion, deems necessary and such right shall include the right to store on the Premises in a mutually agreed upon location, the parts, equipment, and materials necessary to perform such responsibilities.

E. Security. The LRCC shall secure the Premises during and after each daily use including, without limitation, locking all windows and doors and taking all appropriate security measures both during and after the VISITORS CENTER's hours of operation.

XII. VISITORS CENTER UTILITIES

The electric meter for the Premises will remain in the CITY's name and the CITY will pay for all reasonable electric usage. The LRCC shall pay for all telephone and all other utility charges arising from and needed for its use of the Premises and such charges will be reimbursed through the annual Budget.

XIII. ASSIGNMENT OR TRANSFER OF AGREEMENT

This Agreement shall not be transferred or assigned to any third party without the mutual consent of both the CITY and the LRCC.

XIV. DAMAGE TO THE PREMISES OR OTHER PROPERTY

A. Premises Damage. If the Premises shall be materially damaged or destroyed by fire, the elements, the public enemy or other casualty to the extent that the Premises becomes untenable, the CITY shall have the option, at its sole discretion, of repairing the Premises, acquiring a new property for the VISITORS CENTER or canceling this Agreement without further obligation to the LRCC.

B. LRCC Property Damage. The CITY shall not be liable for any damage to or loss of any property owned by the LRCC or the property of any of its agents or employees which is brought onto the Premises regardless of how such damage or loss may occur. It is expressly agreed and understood that the LRCC, its agents and employees, in placing their property in and on the Premises, do so at their own risk.

XV. INSURANCE AND INDEMNIFICATION FOR VISITORS CENTER

A. CITY Insurance. The CITY shall provide for all risk fire and casualty insurance coverage on the improvements, additions, alterations and fixtures made to the VISITORS CENTER Premises in the amount of their full insurable replacement value.

B. LRCC Property. If the LRCC desires insurance against loss or damage by fire (multi-peril coverage) to cover its property located on the Premises including without limitation merchandise, inventory, equipment and business property used by the LRCC, it shall be the LRCC's obligation to obtain and maintain such insurance.

C. Waiver of Subrogation. Any provision in this Agreement to the contrary notwithstanding, the CITY and the LRCC hereby waive any and all rights to recover from the other party and from their agents, servants and employees, for any, loss or damage from risks ordinarily insured against under a standard fire insurance policy with extended coverage, but each party's waiver only applies to the extent that such loss or damage is covered by an insurance policy or policies in force and is collected by the CITY and the LRCC, as the case may be. The CITY and the LRCC each covenant and agree that they will, if a waiver of subrogation clause is not already part of their respective fire insurance policies, on or before the effective date of this Agreement request their respective insurance companies to issue and attach to such policies a waiver of subrogation clause with respect to the other party, their agents, servants and employees.

D. LRCC Indemnification. The LRCC shall indemnify and hold harmless and assume the defense of the CITY, its agents, employees, and officials, from any and all liability, expenses, or claims which may be recovered from, or sought to be recovered from the CITY, its employees, officials, and agents by third parties by reason of or on account of any third party's property damage or any personal injury, sickness or

death of any third party, which property damage, personal injury, sickness or death directly arises from the LRCVB's use and operation of the Premises but is not a result of the negligence or willful misconduct of the CITY or its agents, employees or officials. The CITY shall promptly submit all claims received from third parties to the LRCC for resolution and the LRCC shall assume the complete defense and, if elected by the LRCC, settlement of all such third party claims. The CITY shall provide reasonable cooperation and assistance to the LRCC in the defense of all such third party claims. To effect the same, the LRCC agrees, at its expense, to obtain and keep in full force and effect at all times during its use and occupancy of the Premises, comprehensive liability insurance naming the CITY, its agents, employees and officials, as an additional insured, in the amount of \$1,000,000.00 per accident insuring the CITY from the LRCVB's use and operation of the Premises. The LRCC further agrees to deliver to the CITY a copy of said insurance policy and a certificate of insurance showing the same to be in full force and effect. The insurance policy shall contain provisions requiring in the case of cancellation that the CITY be given thirty (30) days prior written notice of such cancellation. The insurance required hereunder shall be primary and any insurance or self insurance maintained by the CITY shall be in excess of and shall not contribute with any insurance provided by the LRCC under this Agreement. Any deductibles or self-insured retentions applicable to required coverage shall be paid by the LRCC and the CITY shall not be required to participate therewith. The LRCC waives all rights of subrogation against the CITY to the extent that such loss or damage is covered by an insurance policy or policies in force and is collected by the LRCC. In order to comply with this paragraph, the LRCC may add the CITY to its current insurance coverage rather than obtaining new insurance coverage, if that coverage meets the above requirements in all other respects.

XVI. DISPUTE RESOLUTION.

In addition to the claims resolution procedure set forth in Section XV.D of this Agreement, the CITY and the BOARD agree to promptly submit all other complaints and disputes about the tourism program received by the CITY and/or the BOARD from tourists, visitors, citizens, stakeholders and other parties in writing, to the Director of Tourism for resolution. The Director of Tourism shall provide a written acknowledgement (by mail, fax or electronic mail) of receipt of the tourism program complaint. In addition, the Director of Tourism shall keep a written log of all such complaints and disputes received by the LRCC including the date of receipt, a brief description of the complaint and the status or resolution of the complaint. The Director of Tourism shall seek to promptly communicate with the complaining person and seek to informally resolve all disputes and complaints. If the Director of Tourism is unable to resolve the dispute or complaint, they shall forward the dispute or complaint: (a) to the BOARD for resolution if the dispute or complaint is related to the financing, programming or marketing of the tourist program; or (b) to the CMO and the LRCC for resolution if the dispute or complaint is related to tourism program legal, contractual or personnel issues.

XVII. NONDISCRIMINATION

The LRCC agrees that in the operation of the LRCVB (including the use and operation of the VISITORS CENTER Premises), it will not, on the grounds of race, color, sex, disability or national origin, discriminate or permit discrimination against any person or groups of persons.

XVIII. NOTICE

Formal notices to the LRCC under this Agreement shall be sufficient if sent, by certified mail, postage prepaid, return receipt requested and addressed to President, Lynchburg Regional Chamber of Commerce, 2015 Memorial Ave., Lynchburg, Virginia 24501, or to such other persons as the LRCC may designate in writing from time to time. Formal notices to the CITY shall be sufficient if mailed, by certified, postage prepaid, return receipt requested and addressed to the City Manager, 900 Church Street, Lynchburg, Virginia 24504, or to such other persons as the CITY may designate in writing from time to time.

XIX. GENERAL PROVISIONS

A. Headings. Marginal headings contained in this Agreement are for convenience only and shall not be considered to amplify, relate, modify or otherwise affect any of the terms, provisions or conditions of this Agreement.

B. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia.

C. Entire Agreement. All terms and conditions with respect to this Agreement are expressly contained herein, and both parties agree that no representative or agent of the CITY or the LRCC has made any representation or promise with respect to this Agreement not expressly contained herein.

D. Severability. In the event that any provision of this Agreement shall be construed to be invalid or unenforceable, then the remaining portions shall remain in full force and effect.

E. Compliance. The LRCC agrees to observe and obey during the term of this Agreement all federal, state and local laws, ordinances, rules and regulations currently in force or subsequently adopted for the operation of the LRCVB and the VISITORS CENTER.

F. Public Records and Meetings. The LRCC and the LRCVB agree to comply with the provisions of the Virginia Freedom of Information Act dealing with public records and meetings in the development, management and operation of the tourism program.

G. Default. In the event that either party fails to perform any of the terms and conditions required by this Agreement and fails to remedy such default within a period of thirty (30) days after the receipt from the non-defaulting party of a written notice to remedy the same, the non-defaulting party shall have the right to cancel this Agreement without additional notice to the defaulting party. No waiver of default by either party of any of the terms or conditions of this Agreement to be kept or performed by the other party shall be considered to be or act as a waiver in the event of any subsequent default of such terms and conditions by the other party.

[END OF TEXT]

IN TESTIMONY WHEREOF, the CITY has caused its name to be hereunto subscribed by L. Kimball Payne, III, its City Manager, and attested by Patricia W. Kost, its Clerk of Council; and the LRCC has caused its name to be hereunder subscribed by Rex Hammond, its President & CEO, all effective as of the day and year first above written.

CITY OF LYNCHBURG

By:

L. Kimball Payne

L. Kimball Payne, III
City Manager

Attest:

Patricia W. Kost

Patricia W. Kost
Clerk of Council

LYNCHBURG REGIONAL
CHAMBER OF COMMERCE

By:

Rex Hammond

Rex Hammond
President and Chief Executive Officer

COMMONWEALTH OF VIRGINIA:
CITY OF LYNCHBURG, to-wit:

The foregoing document was acknowledged before me this 15 day of May, 2008, by L. KIMBALL PAYNE, III and PATRICIA W. KOST, City Manager and Clerk of Council, respectively, for the CITY OF LYNCHBURG.

Valerie P. Cobb

Notary Public 50 # 205 480

My commission expires: April 30, 2010

COMMONWEALTH OF VIRGINIA:
CITY OF LYNCHBURG, to-wit:

The foregoing document was acknowledged before me this 15 day of May, 2008, by Rex Hammond, President and Chief Executive Officer, of the LYNCHBURG REGIONAL CHAMBER OF COMMERCE.

Brooke James

Notary Public

My commission expires: August 31, 2011

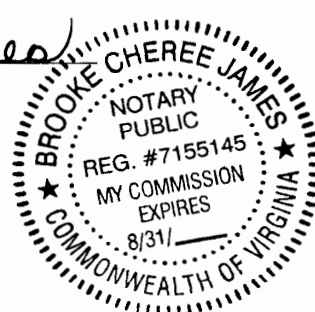


Exhibit A

Fiscal Year 2009 Reimbursement Method and Schedule

Salaries and Benefits

Salary and benefit expenses for the Tourism and Visitors Center staff are based on direct allocation. Benefit expenses include all benefits detailed in the LRCC policy manual.

Support Services

The expense for support services is allocated based on the percentage of time Chamber staff spends on Tourism related projects and activities. On a monthly basis the LRCC Director of Finance surveys staff to determine time devoted to Tourism related projects and activities. The expense allocated is based on the employee's cost (salary + benefits). The expense allocations may change as additional staff are hired for the Tourism program including, but not limited to, the new Director of Tourism.

Building and Grounds

Building and grounds expenses consist of the following: utilities, custodial, building insurance and rent. Utilities, custodial and building insurance expenses are allocated based on the percentage of Chamber office space utilized by Tourism staff. Rent is billed to the Tourism division at a rate of \$400 per month. This is based on the market value of the space occupied or shared by Tourism staff.

General Expenses

General expenses consist of the following: office supplies, printing, D&O insurance, dues, subscriptions and telephone expenses. These expenses are allocated based on the number of full-time Tourism staff.

Equipment

Equipment expenses consist of the following: depreciation, repairs, taxes and licenses. These expenses are allocated based on the number of full-time Tourism staff

Direct Expenses

The following expenses are based on direct allocation:

postage	production
marketing and advertising	convention services
meetings, meals, lodging & travel	trade show graphics
brochure distribution	small equipment purchases
long distance service	temporary services
equipment lease and rental	staff training
website design	depreciation (VC)
promotional items	telephone (VC & long distance)
registration fees	building repairs & maintenance (VC)

discoverLynchburg - Lynchburg Regional Convention and Visitors Bureau**Performance Measures****Date:** March 20, 2013**Submitted by:** Beckie Nix

Goal 1: Strengthen Lynchburg's economy through increased Meals & Lodging Tax revenue.				
Performance Measure:	Actual 2010	Actual 2011	Actual 2012	
Meals & Lodging Tax* ₁	\$ 12,089,113	\$ 12,614,077	\$ 13,372,802	
<i>Analysis of data: 2012 Lodging tax revenue increased by 3% while hotel inventory dropped another 6%...a total loss of 18% of Lynchburg's sellable rooms in 3 years. Meals tax revenue increased 6.5%. This is good news for Lynchburg as many localities are struggling with losses or barely maintaining.</i>				

Goal 2: Strengthen Lynchburg's economy by increased visitor expenditures in the city.				
Performance Measure:	Actual 2010	Actual 2011	Actual 2012	
Annual Visitor Expenditures* ₂	\$ 136,171,088	\$ 143,132,756	\$ 155,758,589	
<i>Analysis of data: Visitor spending in the city of Lynchburg increased \$13 million dollars over the previous year, an increase of 9% during a down economy.</i>				
<i>*Note: Current report from the US Travel Association, supplied by Virginia Tourism Corporation.</i>				

Goal 3: Maintain highest professional standards as a DMO (Destination Marketing Organization) via accreditation by the Destination Marketing Association International (DMAI).				
Performance Measure:	Yes/no 2010	Yes/no 2011	Yes/no 2012	
Maintain DMAI accreditation	Yes	Yes	Yes	
		Note: discoverLynchburg now has Bureau accreditation from DMAI, along with 3 individually DMAI accredited staff members.	Note: discoverLynchburg staff member first in state to receive latest industry certification of VDP.	

Goal 4: Increase Lynchburg visibility in the internet marketplace.				
Performance Measure:	Actual 2010	Actual 2011	Actual 2012	
Website hits* ₃	54, 121	69,195	105,646	
<i>Analysis of data: Webhits to the discoverlynchburg.org website, along with both mobile hits and cell phone application downloads continue to increase significantly as more and more people use internet and today's technologies in travel planning.</i>				

Goal 5: Strengthen Lynchburg as a destination for group travel.				
Performance Measure:	Actual 2010	Actual 2011	Actual 2012	
Group, Business, Sports Shows attended	16	20	23	
Closed sales* ₄	\$ 1,385,650	\$ 1,736,253	\$ 1,912,883	

1. Meals and Lodging Tax data from City of Lynchburg

2. Annual visitor spending data prepared by the U.S. Travel Association, and supplied by the Virginia Tourism Corporation

3. Web hit data from Google Analytics

4. Group sales data from discoverLynchburg contracts

// A regular meeting of the Council of the City of Lynchburg was held on the 14th day of May, 2013, at 4:00 P.M. in the Council Chamber, City Hall, Michael Gillette, President, presiding. The following Members were present:

Present: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette

7

Absent:

0

// Mr. Ben Copeland, Assistant Superintendent for Operations and Administration, presented the School Board conceptual plan for the replacement of the current Heritage High School (HHS) with a new building on the existing site. Mr. James McCalla with Mosley Architects spoke first to deliver a short presentation explaining how the group used a workshop to create potential designs for Heritage High School. Mr. Copeland explained the concept, cost estimate, schedule and third party services.

After the presentation of the proposed design concept for HHS there were many questions, compliments and continuing concerns about the cost of the school. Council proposed the following questions and concerns:

- Is the Field House still on the table for the project?
- Concerns were raised because so much investment has been put into this building over the last few years.
- What plans are being made to fund the Governor's School building?
- Have plans been made for the existing green space?
- Does the atrium have a functional capacity or serve as an ornamental space?
- Which state educational consultants were consulted about the building space and the price of the new school (HHS)?
- Do other regional high schools have indoor tracks?
- Expressed concerns over the three-story model for HHS and whether it is energy efficient.

Mayor Gillette thanked the Council Members for the feedback and comments. He also stated this school will be technology capable for the future. He also believes the current finish date of 2018 would be great, but the City should work to be as frugal as possible while also providing a quality educational facility.

// Council Member Perrow made a statement that his firm has an interest in the Lynchburg Civic Center project. He stated, "In that regard, I have a conflict of interest, though no action will be taken, I will not participate in this item."

Bryan David, Executive Director of the Region 2000 Economic Development Council, provided an update on the activities of the Civic Center Working Group which has been exploring the feasibility of building such a facility in the community. Mr. David provided an update on the ongoing civic center discussion with Region 2000, Liberty University, and other partner agencies who are studying the viability of building a civic center. Mr. David further stated that the Sears store at River Ridge Mall has been purchased by Liberty University, which offered the store as a future civic center location.

// During roll call Council Member Cary stated he had received a letter from a resident on Princeton Circle complaining that some residents on Princeton Circle had not renewed their permit parking sticker and would like the police department to look into this matter.

// Council Member Foster commented that it was now a smooth ride on Rivermont Avenue and also she was very appreciative of the bike lanes that had been added.

// Vice Mayor Johnson stated a concern of a possible traffic problem on Pierce Street regarding the bus route for students.

// Mayor Gillette made the following announcements:

Recognized the City of Lynchburg for winning 3 of 6 awards (Best Meal, People's Choice and Judges Choice) for the Canstruction project which helped to raise food for the Blue Ridge Area Food Bank.

Recognition of Lynch's Landing Awards:

Lynch's Landing Foundation and the City of Lynchburg were presented with Virginia Main Street Milestone Achievement Awards.

Cliff's Edge Lofts received Award of Excellence from Virginia Downtown Development Association.

The Comprehensive Plan Public Meeting Schedule:

TUESDAY, JUNE 4

6:00 p.m. – 8:30 p.m.

E.C. Glass High School Cafeteria

2111 Memorial Avenue

WEDNESDAY, JUNE 5

11:00 a.m. – 1:30 p.m.

Paul Munro Elementary School Cafeteria

4641 Locksview Road

6:00 p.m. – 8:30 p.m.

Sandusky Middle School

805 Chinook Place

Council Retreat is scheduled for September 3, 2013.

Joint Council and School Board Meeting is scheduled for October 1, 2013.

// On motion of Council Member Foster, seconded by Council Member Cary, Council by the following recorded vote elected to hold a closed meeting for consultation with legal counsel and briefings by staff members about a specific legal matter, the extension of Virginia Aviation's lease at the Lynchburg Regional Airport and for consultation with legal counsel and briefings by staff members concerning the case of River Ridge Mall v. City of Lynchburg, pursuant to Section 2.2-3711(A.) (7) of the Code of Virginia, 1950, as amended.:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette

7

Noes:

0

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

// Council Member Helgeson made the following motion:

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

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

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

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

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// City Council recessed the meeting at 6:43 p.m.

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

The following Members were present:

Present: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Absent: 0

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

// Copies of the minutes of the April 9, 2013 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Foster, seconded by Vice Mayor Johnson, Council by the following recorded vote approved the minutes as presented:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// Copies of the minutes of the April 23, 2013 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Foster, seconded by Vice Mayor Johnson, Council by the following recorded vote approved the minutes as presented:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// In the matter of Police – Emergency Services, Resolution #R-13-049, laid over from the April 23, 2013 meeting, was again presented and read, and on motion of Council Member Foster, seconded by Vice Mayor Johnson, Council by the following recorded vote adopted the Resolution:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// In the matter of School – Board, a public hearing was held on City Council Report #8 regarding receiving input from citizens on appointments (or reappointments) to vacancies that will exist June 30 in each of the three (3) School Board representational districts. Mayor Gillette read into the record the names of the current School Board members whose terms will expire on June 30th: District 1, Mary Ann Barker, who is willing to serve again; District 2, Jettie Marie Waller, who is willing to serve again; and District 3, Albert L. Billingsly, who is not eligible to serve again. Mayor Gillette then read into the record the names of

volunteers who have applied to-date to serve on the School Board: District 1 – Michael A. Bodnar, Thomas Butler, and Christopher Shearer; District 2 – Eyvonne H. Green, and Lewis Lee, Jr.; District 3 – no volunteers. The following candidates spoke before City Council to communicate their interest and present their credentials and qualifications to serve on the School Board – Mary Ann Barker, Eyvonne H. Green, Lewis Lee, Jr., and Jettie Marie Waller. Two individuals spoke in support of Eyvonne H. Green. There was no one else present who wished to speak to this item. Council Members discussed and reached consensus to continue the public hearing until the May 28 meeting to allow more time for citizens to apply for the positions on the School Board. On motion of Council Member Perrow, seconded by Council Member Foster, Council by the following recorded vote continued the public hearing until May 28 to allow more time to receive names of volunteers:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette

7

Noes:

0

// In the matter of Community Development – CDBG, a public hearing was held on City Council Report #9 regarding receiving comments on the Community Development Block Grant (CDBG) and HOME Program FY 2014 Annual Action Plan and adopting a Resolution approving the FY 2014 Annual Action Plan. Grants Manager Melva Walker gave an outline of the Community Development Block Grant (CDBG) and HOME Program FY 2014 Annual Action Plan. 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, Chair of the Community Development Advisory Committee (CDAC), seconded by Council Member Cary, Council by the following recorded vote adopted Resolution #R-13-050, as presented, approving the FY 2014 Annual Action Plan:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette

7

Noes:

0

// In the matter of Community Development – General, a public hearing was held on City Council Report #10 regarding the adoption of a Resolution to approve a lease agreement between the City of Lynchburg and Ramp Church International for city-owned property located at 3813 Old Forest Road. Real Estate Manager Steve Lawson gave a summary of the request. One individual from Ramp Church International spoke in favor of the request. 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 this matter came before the PDC which recommended approval of the request. This motion does not require a second and Council by the following recorded vote adopted Resolution #R-13-051, as presented, approving a lease agreement between the City of Lynchburg and Ramp Church International for city-owned property located at 3813 Old Forest Road:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette

7

Noes:

0

// In the matter of City Council, Ms. Consuela Mosley spoke before Council regarding the Parental Alienation Awareness Organization. The organization helps to address parental alienation which impacts the quality of children's lives.

// In the matter of City Council, Mr. Michael Largen spoke before Council representing Cornerstone homeowners. Mr. Largen stated homes were purchased in Cornerstone, in part based upon the conditions placed on the Cornerstone Development by City Council and there are buildings now under construction that they believe are violating these conditions.

// Council Member Nelson read into the record a statement that he previously prepared work on the parcel of land by Lynchburg College and would abstain from discussion and voting on this item.

In the matter of Economic Development Authority (EDA), City Council Report #13 regarding approving the issuance of bonds not to exceed \$7,700,000 through the Economic Development Authority of Amherst County, Virginia (EDA), for Lynchburg College was considered. Mr. Ted Craddock, Lynchburg Economic Development Authority legal counsel, provided a brief summary regarding the request. On motion of Council Member Perrow, seconded by Council Member Foster, Council by the following recorded vote adopted Resolution #R-13-052, as presented, approving the issuance of bonds not to exceed \$7,700,000 through the Economic Development Authority of Amherst County, Virginia, for Lynchburg College:

Ayes: Cary, Foster, Helgeson, Johnson, Perrow, Gillette	6
Noes:	0
Abstention: Nelson	1

// In the matter of Lynchburg Economic Development Authority (LEDA), City Council Report #14 approving the issuance of bonds not to exceed \$25,000,000 through the Lynchburg Economic Development Authority (LEDA) was considered. Mr. Ted Craddock, Lynchburg Economic Development Authority legal counsel, provided a brief summary regarding the request. On motion of Vice Mayor Johnson, seconded by Council Member Cary, Council by the following recorded vote adopted Resolution #R-13-053, as presented, approving the issuance of bonds not to exceed \$25,000,000 through the Lynchburg Economic Development Authority (LEDA), for the benefit of Lynchburg College:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette	7
Noes:	0

// In the matter of Registrar, City Council Report #15 was considered. Council Member Nelson, Chair of the Finance Committee (FC), stated that this matter came before the FC which recommended approval of the request. This motion does not require a second and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-13-054, as presented, amending the FY 2013 General Fund budget and appropriating \$17,441, to provide funding to the Electoral Board/Registrar's Office for estimated costs for the June 11, 2013, Democratic Primary Election:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette	7
Noes:	0

// In the matter of Sheriff, City Council Report #16 was considered. On motion of Council Member Perrow, seconded by Council Member Cary, Council by the following recorded vote adopted Resolution

#R-13-055, as presented, agreeing to allow the City of Bedford to withdraw from membership in the Blue Ridge Regional Jail Authority:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette

7

Noes:

0

// In the matter of City Council, City Council Report #17 was considered. On motion of Council Member Nelson, seconded by Vice Mayor Johnson, Council by the following recorded vote adopted Resolution #R-13-056, as presented, approving proposed amendments to City Council's Rules of Procedure:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette

7

Noes:

0

// In the matter of FY 2014 Budget, City Council Report #18 regarding adoption of the FY 2014 Budget was considered. City Manager Kimball Payne provided a brief summary regarding the budget. Council Members stated they would be supporting the budget because it is a balanced budget with no increases; there are no apparent tax increases and employees are receiving a 3% raise. Council Members decided to vote on each budget resolution separately. Council Member Helgeson stated he would not support this budget, that the total City budget is a \$23 million increase this year that benefits everyone but taxpayers. He suggested that Council develop a plan to become more fiscally conservative to reduce spending and to reduce the tax burden on our citizens. On motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-13-057, as presented, adopting the FY 2014 General Fund Operating Budget (excluding External Service Providers and Component Units expenditures) and appropriating \$189,444,488 for this budget:

Ayes: Cary, Foster, Johnson, Nelson, Perrow, Gillette

6

Noes: Helgeson

1

On motion of Council Member Foster, seconded by Council Member Perrow, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-13-058, as presented, adopting the FY 2014 Mandated and Contractual External Service Providers Budget and appropriating \$9,714,712 for this budget:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette

7

Noes:

0

On motion of Vice Mayor Johnson, seconded by Council Member Cary, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-13-059, as presented, adopting the FY 2014 Central Virginia Area Agency on Aging Budget and appropriating \$15,000 for this budget:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette

7

Noes:

0

On motion of Council Member Cary, seconded by Vice Mayor Johnson, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-13-060, as

presented, adopting the FY 2014 Central Virginia Community College Board and Related Operations Budget and appropriating \$1,909 for this budget:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

On motion of Council Member Helgeson, seconded by Vice Mayor Johnson, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-13-061, as presented, adopting the FY 2014 Tourism Budget and appropriating \$500,000 for this budget:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

On motion of Council Member Foster, seconded by Council Member Perrow, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-13-062, as presented, adopting the FY 2014 Region 2000 Economic Development Partnership Budget and appropriating \$81,586 for this budget:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

On motion of Vice Mayor Johnson, seconded by Council Member Perrow, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-13-063, as presented, adopting the FY 2014 Robert E. Lee Soil & Water Conservation District Budget and appropriating \$10,000 for this budget:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

On motion of Council Member Foster, seconded by Vice Major Johnson, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-13-064, as presented, adopting the FY 2014 Virginia Legal Aid Society Budget and appropriating \$10,400 for this budget:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

On motion of Council Member Foster, seconded by Council Member Perrow, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-13-065, as presented, adopting the FY 2014 Amazement Square Real Estate Tax Refund Budget and appropriating \$5,302 for this budget:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

Mayor Gillette read the motion regarding the FY 2014 School Operating Budget and appropriating \$92,964,218 for this budget. Council Member Nelson stated that his wife is a School Division employee but that fact would not impair his unbiased judgment in consideration of this item. Vice Mayor Johnson read a statement that he is employed in a part time position with the Lynchburg School System. He stated, "As a part time member of the Lynchburg School System I may earn less than \$10,000 in annual income.

If I earn less than \$10,000 in annual income I do not have a conflict of interest under the Virginia Conflict of Interest Act. Even if the income from my part time position with the Lynchburg School System exceeds \$10,000 annually, I am a member of a larger group, employees of the Lynchburg School System, and I am able to participate in discussion and adopting of the budget, including the allocation of funds for the Lynchburg City Public Schools fairly, objectively, and in the public interest. Therefore, I will participate in and vote on this matter.”

Council Member Cary stated several concerns regarding the Schools budget. After reviewing the data of absences in the 11 elementary schools, he suggested providing 4 truancy/security officers instead of 11 officers. This would reduce the cost from \$363,020 to \$231,000. Council Member Cary made a motion, seconded by Council Member Perrow to adjust the Schools Operating Budget from \$92,964,018 to \$92,733,218. Several Council Members stated they would not support this motion in reducing the Schools budget, but rather would support giving the children the best education possible. After further discussion Council Member Nelson stated that the schools need more administrative employees to monitor attendance records, not necessarily truancy/security officers. Mayor Gillette called for a vote on the motion made by Council Member Cary, seconded by Council Member Perrow to adjust the Schools Operating Budget from \$92,964,018 to \$92,733,218. Council by the following recorded vote defeated the motion:

Ayes: Cary, Perrow	2
Noes: Foster, Helgeson, Johnson, Nelson, Gillette	5

Council Member Nelson made a substitute motion to reduce the Schools Operating Budget to \$92,904,000 seconded by Council Member Perrow. Council Member Nelson stated based on the school pay scale and reviewing the job description of the truancy/security officers these positions were more in line with a secretary. He also noted the job description for the positions specified little security responsibilities and required no specialized training in security or truancy case management. Mayor Gillette called for a vote on the substitute motion made by Council Member Nelson, seconded by Council Member Perrow to reduce the Schools Operating Budget to \$92,904,000. Council by the following recorded vote defeated the motion:

Ayes: Cary, Nelson, Perrow	3
Noes: Foster, Helgeson, Johnson, Gillette	4

On motion of Council Member Foster, seconded by Vice Mayor Johnson, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-13-066, as presented, adopting the FY 2014 School Operating Budget and appropriating \$92,964,218 for this budget:

Ayes: Foster, Johnson, Nelson, Perrow, Gillette	5
Noes: Cary, Helgeson,	2

On motion of Council Member Foster, seconded by Council Member Perrow, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-13-067,

as presented, adopting the FY 2014 Greater Lynchburg Transit Company Budget and appropriating \$6,777,936 for this budget:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

On motion of Council Member Perrow, seconded by Council Member Cary Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-13-068, as presented, adopting the FY 2014 Operating Fund Budgets for other funds and appropriating the sums of each fund:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

On motion of Council Member Perrow, seconded by Council Member Foster, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-13-069, as presented, adopting the FY 2014 Capital Budget and appropriating \$20,300,606 for the City Capital Projects Fund; \$4,358,460 for the School Capital Projects Fund; \$2,200,000 for the Airport Capital Projects Fund; \$3,471,254 for the Water Capital Projects Fund; \$4,800,000 for the Sewer Capital Projects Fund; and \$550,000 for the Stormwater Capital Projects Fund:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

On motion of Vice Mayor Johnson, seconded by Council Member Foster, Council by the following recorded vote adopted Resolution #R-13-070, as presented, approving the payment of monetary incentives, awards and bonuses to City employees under certain circumstances:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

On motion of Vice Mayor Johnson, seconded by Council Member Foster, Council by the following recorded vote adopted Resolution #R-13-071, as presented, to set the personal property tax relief rate for the fiscal year beginning July 1, 2013 through June 30, 2014 at 46.65%:

Ayes: Cary, Foster, Helgeson, Johnson, Nelson, Perrow, Gillette 7

Noes: 0

// The meeting was adjourned at 9:37 P.M.

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 11, 2013**

AGENDA ITEM NO.: **9**

CONSENT: **X**

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Reappointment of City Manager L. Kimball Payne, III, and Police Chief Parks Snead to the Blue Ridge Regional Jail Authority Board.**

RECOMMENDATION: Approve the above re-appointments to the Blue Ridge Regional Jail Authority Board.

SUMMARY: The current terms of City Manager Kimball Payne and Police Chief Parks Snead on the Blue Ridge Regional Jail Authority Board will expire on June 30, 2013. Both individuals are eligible for reappointment to the Board and City Council is being asked to reappoint Mr. Payne as a member of the Board and Chief Snead as the alternate for such member, each for a term commencing July 1, 2013 and ending June 30, 2016.

PRIOR ACTION(S): N/A

FISCAL IMPACT: None

CONTACT(S): Kimball Payne, 455-3990

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

Resolution:

WHEREAS, the Blue Ridge Regional Jail Authority Service Agreement dated November 10, 1994, as amended, states that members of the Authority Board (other than sheriff's) shall be elected by their respective governing bodies; and

WHEREAS, the governing body of each participating jurisdiction has appointed a member and an alternate whose terms expire June 30, 2013; and

WHEREAS, the governing body of each jurisdiction has been requested by the Authority to appoint a member and an alternate for a term commencing July 1, 2013, and ending June 30, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Lynchburg City Council that L. Kimball Payne, III, City Manager, is hereby appointed as a member of the Blue Ridge Regional Jail Authority and Parks Shead, Police Chief, or his successor, is appointed as the alternate for such member, each for a term commencing July 1, 2013 and ending June 30, 2016.

Adopted:

Certified:

Clerk of Council

080V

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 11, 2013**

AGENDA ITEM NO.: **10**

CONSENT: **X**

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Budget Amendment and Appropriation of a \$9,500 Grant Award from the Department of Conservation and Recreation**

RECOMMENDATION: Adopt a resolution to amend the FY 2013 Water Capital Projects Fund budget and appropriate \$9,500 with resources from a 2012 Dam Safety, Flood Prevention and Protection Assistance Fund grant to reimburse costs associated with bringing Pedlar Dam into compliance with minimum standards for dam safety.

SUMMARY: The City of Lynchburg has been awarded a grant totaling \$9,500 from the Virginia Department of Conservation and Recreation (DCR). This is the second year such assistance has been awarded for Pedlar Dam. This grant reimburses the City for dam break inundation zone analysis, mapping and digitization, emergency action plan development, incremental damage assessment, and engineering for dam repairs. This recent effort was required to bring the Pedlar Dam into compliance with dam safety regulations approved by the General Assembly in 2008. All of the engineering, construction, and emergency action plans are complete. The Pedlar Dam is in full compliance with current regulations.

No local match is required with this grant award. Grant funds will be used to reimburse costs incurred by the Water Capital Projects Fund for these projects.

PRIOR ACTION(S): None

FISCAL IMPACT: None, no local match is required.

CONTACT(S): Tim Mitchell, Director of Water Resources, 455-4252
Steve Shenk, Program Manager, 455-4260

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the FY 2013 Water Capital Projects Fund budget is amended and \$9,500 is appropriated with resources from a Virginia Department of Conservation and Recreation grant to reimburse costs associated with bringing Pedlar Dam into compliance with minimum standards for dam safety.

Introduced:

Adopted:

Certified:

Clerk of Council

079V

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 11, 2013**

AGENDA ITEM NO.: **11**

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Right of Way Vacation – Unnamed alley between Huron Avenue and Irvington Street**

RECOMMENDATION: Hold a public hearing and consider approving the right-of-way vacation.

SUMMARY: Mr. and Mrs. Michael McLeroy are petitioning to vacate an unnamed alley between Huron Avenue and Irvington Street, between the properties of 2018, 2024 Rivermont Avenue, 115 Huron Avenue and 121 Irvington Street, to limit pedestrian through traffic. The proposed portion of the right-of-way that would be vacated is two hundred sixty six (266) feet in length and fifteen (15) feet wide. Each of the parcels would extend their current boundary with the right-of-way to the center-line of the alley.

The four (4) parcels that adjoin the alley are the only properties served by the alley. There is no impact by the proposed vacation since all properties currently front existing City-maintained streets.

PRIOR ACTION(S):

April 30, 2013: The Technical Review Committee (TRC) reviewed the petition. The TRC comments have been incorporated into the proposed ordinance.

May 14, 2013: The Physical Development Committee (PDC) reviewed the petition and unanimously recommended the request be taken before full Council.

FISCAL IMPACT: None

CONTACT(S):

Kevin Henry, Planner II – 455-3900
Tom Martin, City Planner - 455-3900
Kent White, Director of Community Development – 455-3900

ATTACHMENT(S):

- Ordinance
- Vicinity Maps
- Application
- Photos

REVIEWED BY: lkp

AN ORDINANCE VACATING AN UNNAMED ALLEY BETWEEN 2018, 2024 RIVERMONT AVENUE, 115 HURON AVENUE, AND 121 IRVINGTON STREET.

WHEREAS, Mr. and Mrs. Michael McLeroy are petitioning to vacate an unnamed alley located between the properties of 2018, 2024 Rivermont Avenue, 115 Huron Avenue, and 121 Irvington Street, which extends two hundred sixty six (266) feet; and

WHEREAS, City Council finds that no public inconvenience will result from vacating a portion of the unnamed Alley

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Lynchburg, on its own motion, and in accordance with the provisions of Section 15.2-2006 of the Code of Virginia, 1950, as amended, and Section 35-71 through Section 35-77 of the City Code, 1981, as amended, that the following described right of way be, and the same hereby is, discontinued and vacated, namely:

The unnamed alley located between 2018, 2024 Rivermont Avenue, 115 Huron Avenue and 121 Irvington Street, which extends two hundred sixty six (266) feet.

Said vacation is contingent upon the following: that an easement to locate, relocate, repair, replace, maintain and perpetually operate all utilities currently located therein or needed by the City in the future is hereby reserved unto the City of Lynchburg, and the construction of any building or structure or the use of the vacated property in any manner that could interfere with the City's right to locate, relocate repair, replace, maintain and perpetually operate utilities is prohibited without the prior written approval of the City Manager's Office, City Utilities Division and the City Engineering Division.

BE IT FURTHER ORDAINED that the Clerk of the Council is hereby authorized and directed to deliver a duly-certified copy of this ordinance to the Clerk of the Circuit Court for the City of Lynchburg so that said certified copy of this ordinance may be recorded as deeds are recorded and indexed in the name of the City of Lynchburg.

Adopted:

Certified:

Clerk of Council

084V

2018 & 2024 Rivermont Avenue
121 Irvington Street
115 Huron Avenue

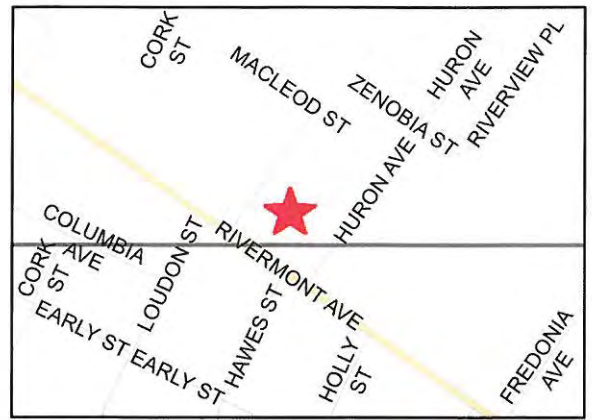
Right-of-Way Vacation



Property



Property adjoining right of way

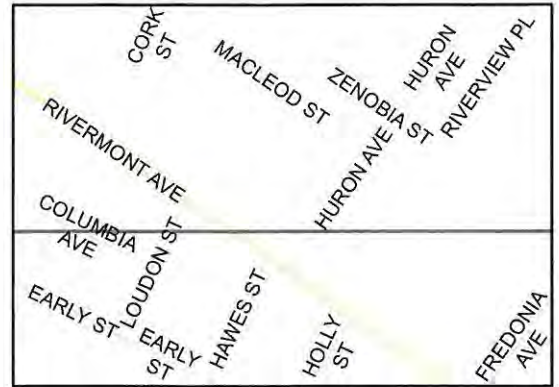


2018 & 2024 Rivermont Avenue
121 Irvington Street
115 Huron Avenue

Right-of-Way Vacation



Area to be vacated



APPLICATION FOR THE VACATION OF A

Alley
(Street/Alley)

LOCATED BETWEEN

Huron Ave. and Irvington Ave.

The undersigned applicant, Michael and Jennifer McLeroy, pursuant to the provisions of Section 15.2-2006 of the Code of Virginia, 1950, as amended, and Section 35-71 through Section 35-77 of the City Code, 1981, as amended, respectfully makes application to the Lynchburg City Council for the vacation of that certain Alley described as follows:

Alley extends from Huron Ave. (Lat: 37°26'06.47"N Lon: 79°09'34.95"W) to Irvington Ave. (Lat: 37°26'07.92"N Lon: 79°09'37.40"W) in Lynchburg, VA. Alley is approx. 15 x 266 feet.

The applicant further requests the Lynchburg City Council to hold a public hearing on this application at its meeting to be held in the Council Chambers, City Hall, 900 Church Street, Lynchburg, Virginia, on May 7th, 2013, at 7:30 p.m., or as soon

thereafter as the matter may be heard, and at the conclusion of which hearing to consider whether or not to vacate the above described Alley.

Given under my hand this 7th day of April, 2013.

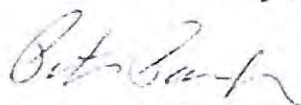

Michael and Jennifer McLeroy
Applicant

2018 Rivermont Ave., Lynchburg, VA 24503
Address

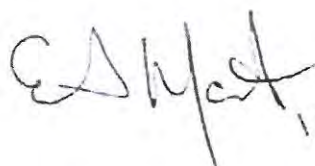
434-382-1818
Telephone Number

WE, THE ADJOINING PROPERTY OWNER(S), ARE IN AGREEMENT TO THE VACATION OF THE ABOVE DESCRIBED PROPERTY:

Robert & Noelle Parker are willing to allow the portion of the McLeroy property to revert to the McLeroys.

 Noelle Parker
115 Hudson Ave, Lynchburg VA 24502

April 7, 2013

 Elizabeth Martin 4/7/13
121 Irvington St. Lynchburg, VA 24503

I waive my portion of the back Alley which is used as Beth Martin's driveway to Beth Martin, 2024 Rivermont Ave. — Maureen Giehl 4/18/13









LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 11, 2013**

AGENDA ITEM NO.: **12**

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Conditional Use Permit (CUP): REDP, LLC – 2021, 2029, 2037 & 2045 Miller Drive and 316 Morgan Street**

RECOMMENDATION: Hold a public hearing and consider approval of the CUP petition.

SUMMARY: REDP, LLC is petitioning for a CUP at 2021, 2029, 2037 & 2045 Miller Drive and 316 Morgan Street to allow the construction of three (3) residential duplex buildings for a total of six (6) residential dwelling units. The property is zoned B-1, Limited Business District and contains approximately five hundred fifty seven thousandths (.557) of an acre. The Planning Commission recommended approval of the CUP because:

- The petition agrees with the *Comprehensive Plan 2002-2020's Future Land Use Map* which recommends an Office and Traditional Residential future land use split across the subject properties. The Planning Commission noted the *Future Land Use Map* is not intended to be parcel specific, and therefore felt this area is suitable as a transition to the Traditional Neighborhood land uses found nearby
- The petition agrees with the *Zoning Ordinance* which permits duplexes in B-1, Limited Business District upon approval of a CUP.

PRIOR ACTION(S):

May 8, 2013: The Planning Division recommended approval of the CUP petition.
 The Planning Commission recommended approval (6-0, with 1 vacancy)

FISCAL IMPACT: N/A

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

ATTACHMENT(S):

- Resolution
- Planning Commission Report – May 8, 2013
- Planning Commission Minutes – May 8, 2013
- Vicinity Zoning Pattern Map
- Vicinity Proposed Land Use Map
- Watershed Location Map
- Planimetric and Topographic Map
- Concept Plan
- CUP Project Narrative
- Property Photograph
- Speaker Signup Sheet

REVIEWED BY: lkp

RESOLUTION:

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO REDP, LLC TO ALLOW THREE (3) RESIDENTIAL DUPLEX BUILDINGS, TOTALING SIX (6) RESIDENTIAL DWELLING UNITS AT 2021, 2029, 2037 & 2045 MILLER DRIVE AND 316 MORGAN STREET IN A B-1, LIMITED BUSINESS DISTRICT.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the petition of REDP, LLC for a conditional use permit to allow the construction of three (3) residential duplex buildings is hereby approved subject to the following conditions:

1. The property shall be developed in substantial compliance with the conceptual plan submitted with the CUP petition.
2. An approved site plan is required prior to commencement of the use or any associated construction activities.
3. All lighting shall be glared shielded and non-directional to prevent illumination beyond the property line.

Adopted:

Certified:

Clerk of Council

082V

The Department of Community Development

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

To: Planning Commission

From: Planning Division

Date: May 8, 2013

Re: **Conditional Use Permit (CUP) – REDP, LLC – 2021, 2029, 2037, & 2045 Miller Drive and 316 Morgan Street**

I. PETITIONER

REDP, LLC, P.O. Box 10548, Lynchburg, VA 24506

Representative: Mr. Willard Sigler, Berkeley Howell & Associates, P.C., 306C Enterprise Drive, Forest, VA 24551

II. LOCATION

The subject properties are approximately five hundred fifty seven thousandths (.557) of an acre in total area located at 2021, 2029, 2037 & 2045 Miller Drive and 316 Morgan Street.

Property Owner: REDP, LLC, P.O. Box 10548, Lynchburg, VA 24506

III. PURPOSE

The purpose of the petition is to allow the construction of three (3) residential duplex buildings for a total of six (6) residential dwelling units.

IV. SUMMARY

- The *Comprehensive Plan 2002-2020's Future Land Use Map (FLUM)* recommends an Office use for the majority of the property and a Traditional Residential use for 2021 Miller Drive.
- Duplexes are permitted in B-1, Limited Business District upon approval of a CUP by Council.
- There is an existing dwelling located at 2045 Miller Drive that will be razed if the CUP petition is approved and the conceptual plan is carried out.

The Planning Division recommends approval of the CUP petition.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2002-2020* recommends an Office and Traditional Residential use for the subject properties. Office uses provide space for professional and service uses, such as medical, legal, insurance, real estate, engineering, architectural, software development and information management uses. Office uses are generally located in lower density areas of the City, often adjacent to low density residential areas and, therefore, are intended to be more compatible with single-family homes than the urban office uses of downtown or the office parks of the employment areas (*pg. 5.4*). Traditional Residential uses apply to the City's older neighborhoods, generally built before World War II. Infill residential development in these neighborhoods should be designed to complement the style and type of housing there and to utilize comparable setbacks, yards and building heights (*pg. 5.6*). Objective 2.A of the "Neighborhoods and Housing" chapter of the *Comprehensive Plan 2002-2020* states that the City should encourage the construction of new, sensitively designed housing that blends into mature neighborhoods (*pg. 10.12*).

2. **Zoning.** The subject properties were annexed into the City in 1908. The existing B-1, Limited Business District was established in 1978.
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 several items requiring City Council approval in the immediate area:
 - On August 11, 1981, Council approved the CUP petition of Euclid Christian Church to operate a child care facility at 2220 Memorial Avenue.
 - On August 8, 1983, Council approved the CUP petition of Television Development Corporation to operate a commercial television studio at 2416 Langhorne Road.
 - On June 9, 1987, Council approved the CUP petition of Lynchburg School Administration to construct a parking lot at 200 Smyth Street.
 - On November 11, 1987, Council approved the CUP petition of Euclid Christian Church to construct a building addition, play area and additional parking at 2220 Memorial Avenue.
 - On September 11, 1990, Council approved the CUP petition of Lynchburg School Administration to allow for the placement of modular units at 120 York Street.
 - On October 12, 1993, Council approved the rezoning petition of The Education and Research Foundation, Inc., to rezone 2041-2043 3rd Street from R-5, High Density, Multi-Family Residential District to B-1C, Limited Business District (Conditional).
 - On May 9, 1995, Council approved the CUP petition of the Lynchburg School Administration to allow additions to the existing Dearington Elementary School at 120 North York Street.
 - On January 9, 1996, Council approved the CUP petition of Bountiful Blessings Church for the construction of a church and parking area at 2805 and 2809 Langhorne Road.
 - On July 13, 2004, Council approved the CUP petition of Bountiful Blessings Church to operate a child care facility at 2805 Langhorne Road and 2107 Rose Lane.
 - On February 13, 2007, Council approved the CUP petition of Bountiful Blessings Church for the construction of a new sanctuary and use of an existing structure as a ministry house at 2805, 2811, 2815 Langhorne Road, 2100, 2106, 2108 Memorial Avenue, and 2107 Rose Lane.
5. **Site Description.** The subject property is a tract of approximately five hundred fifty seven thousandths (0.557) of an acre located at 2021, 2029, 2037 and 2045 Miller Drive and 316 Morgan Street. The property is flat and is bound to the east by commercial and residential uses, to the west by an office use, to the north by Appalachian Electric Power station and to the south by commercial uses. The property at 2045 Miller Drive contains a one thousand four hundred sixty (1,460)-square foot single-family dwelling, which is to be eventually razed to allow for the duplexes.

6. **Proposed Use of Property.** The purpose of the petition is to allow for the construction of three (3) duplex buildings, totaling six (6) residential units with associated parking in the rear yards.
7. **Traffic, Parking and Public Transit.** The City's Transportation Engineer had no comments of concern regarding the proposed addition. The petitioner will be locating the associated parking in the rear of the buildings. Sidewalks will be installed along the frontage of the duplexes (Miller Drive). This property is served by The Greater Lynchburg Transit Company (GLTC) Bus Route 1B approximately one hundred fifty (150) feet from the subject properties at the intersection of Langhorne Road and Miller Drive.
8. **Stormwater Management.** A complete stormwater management plan will be required at the time of site plan submission for the project. The petitioner has given early indication that stormwater will be handled through low impact design with multiple drainage points to mimic existing sheet flow conditions.
9. **Emergency Services:** The City Fire Marshal and Police Department had no comments of concern regarding the proposal.
10. **Impact.** Other than the dwelling at 2045 Miller Drive, the properties have been vacant for approximately forty (40) years at which time a couple of dwellings were demolished. This area of the Dearington neighborhood starts the transition of land uses. This area transitions the commercial uses found along Memorial Avenue and Langhorne Road to the traditional single-family dwellings found when moving deeper into the Dearington neighborhood. A medium density residential use is consistent with the *Future Land Use Map* as this area shifts from an Office future land use to Traditional Residential. The petitioner has decided not to propose semi-detached duplex units. Semi-detached duplexes would allow for separate sale of each unit, since a property line would run congruent with the party wall separating the two (2) units. Typically with the circumstance proposed, the units are suited better for the rental market, as opposed to owner occupied units.

This area lies on the periphery of the Plaza/Midtown Revitalization Area. The *Comprehensive Plan 2002-2020* proclaims that Traditional Neighborhood Design (TND) should be incorporated into the design of the area (*pg. 4.9*). The petitioner has situated the site layout to allow for parking in the rear with the residential units being brought as close to the front property line as possible, helping blend this residential development with the existing adjacent traditional residential neighborhood. The impact of the proposed use should be negligible given the existing infrastructure capable of handling the proposed use.
11. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the conditional use permit on April 2, 2013. Comments related to the proposed use have or will be addressed prior to final site plan approval.

VI. PLANNING DIVISION RECOMMENDATION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of the REDP, LLC to allow the construction of three (3) residential duplex buildings at 2021, 2029, 2037 & 2045 Miller Drive and 316 Morgan Street subject to the following conditions:

- 1. The property shall be developed in substantial compliance with the conceptual plan submitted with the CUP petition.**
- 2. An approved site plan is required prior to commencement of the use or any associated construction activities.**
- 3. All lighting shall be glare shielded and non-directional to prevent illumination beyond the property line.**

This matter is respectfully offered for your consideration.



William T. Martin, AICP
City Planner

pc: Mr. L. Kimball Payne, III, City Manager
Ms. Bonnie M. Svrcek, 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
Captain Thomas Mack, Acting Fire Marshal
Mr. Doug Saunders, Building Commissioner
Mr. Robert Fowler, Zoning Administrator
Mr. Jacob Dorman, Environmental Reviewer
Mr. Willard Sigler, Berkley Howell & Assoc.

VII. ATTACHMENTS

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

MINUTES FROM THE MAY 8, 2013 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

- b. Petition of REDP, LLC for a conditional use permit at 2021, 2029, 2037, 2045 Miller Drive and 316 Morgan Street to allow the construction of three (3) duplexes with associated parking on approximately five hundred forty-eight thousandths (0.548) acres in a B-1, Limited Business District.**

Mr. Martin summarized the petition. The conditional use permit is required in order to allow a residential use in a business district. Historically, there have been residential uses on these properties. The existing structure at 2045 Miller Drive will be demolished as part of this project. The *Future Land Use Map* recommends Office and Traditional Residential uses for these properties; however, Mr. Martin reminded them that the *FLUM* is not intended to be parcel specific.

The Traffic Engineer did not have any concerns with the project. Access to parking in the rear will be from Morgan Street. The structures will have a street presence on Miller Drive and will have sidewalks. The police and fire staff did not have any concerns with the project and the Planning Division recommends approval.

Mr. Kevin Schley of Watts Auction and Realty was present to represent the petition. He had some pictures of other duplexes they have built in the surrounding area. He assured them that when they are done with a project that it is fully complete including landscaping and sod. Mr. Schley commented that he hand delivered letters to property owners on Morgan Street, Miller Drive and Page Street. He heard no objections from any of the neighbors. As a matter of fact, he heard very favorable comments from the ones that he spoke with directly saying that they were glad to see something positive being done on the properties.

Chair Sale asked for anyone else 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 to or with questions. No one came forward. Chair Sale closed the public hearing portion of the petition.

Commissioner Barnes noted that the neighborhood is a mix of commercial and residential uses. Since three of the parcels have been vacant for forty years, it would appear that there has been no interest to develop these parcels commercially. It seems to him to be a good site for infill. Commissioners Barnes noted that there is an AEP substation behind these properties. There seemed to be some vegetative buffering between the properties but appeared to be on the petitioner's property. Commissioner Barnes asked Mr. Martin if AEP is required to screen their substations. Mr. Martin stated that they would be required to screen new substations but not existing ones. The petitioner may want to put up some additional screening.

Commissioner Hannon asked if the units will be for sale or for rent. Mr. Schley said they would be rental units. Commissioner Sale noted that the Lynchburg Chamber of Commerce building will be vacant soon and that there will be more activity in this area once the Midtown Connector is completed. Commissioner Hooper thinks it is a good addition to the area and a good use of the properties.

Commissioner Coleman made the following motion, which was seconded by Commissioner Hannon:

"That the Planning Commission recommends to City Council approval of the petition of the REDP, LLC to allow the construction of three (3) residential duplex buildings at 2021, 2029, 2037 & 2045 Miller Drive and 316 Morgan Street subject to the following conditions:

- 1. The property shall be developed in substantial compliance with the conceptual plan submitted with the CUP petition.**
- 2. An approved site plan is required prior to commencement of the use or any associated construction activities.**
- 3. All lighting shall be glare shielded and non-directional to prevent illumination beyond the property line.**

The motion passed by the following vote:

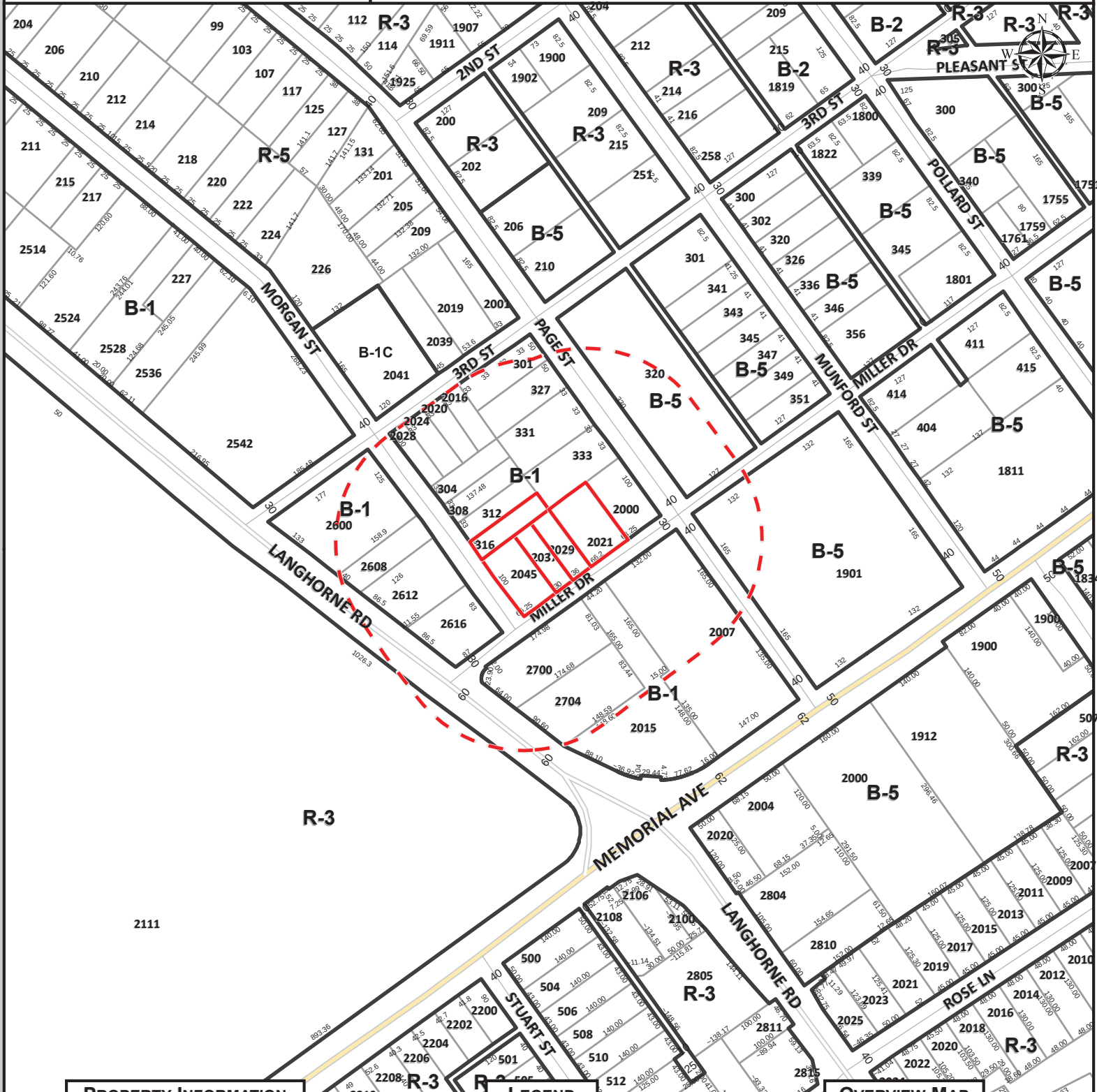
AYES:	Barnes, Coleman, Hannon, Hooper, Sale and Swienton	6
NOES:		0
ABSTENTIONS:		0
ABSENT:		0
VACANCIES:		1

Zoning Map

REDP RESIDENTIAL DUPLEXES

Conditional Use Permit

REDP, LLC



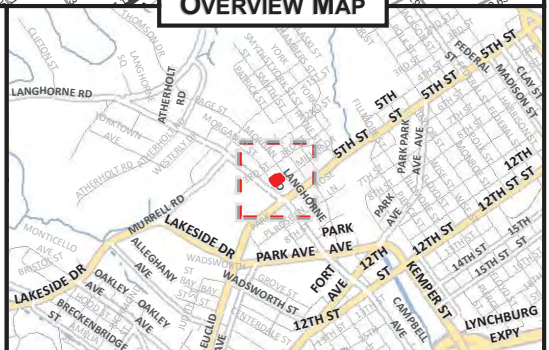
PROPERTY INFORMATION

PARCEL ID	ADDRESS
00316017	2045 MILLER DR
00316016	2037 MILLER DR
00316015	2029 MILLER DR
00316018	316 MORGAN ST
00316014	2021 MILLER DR

LEGEND

- Subject Property
- 200' Buffer
- Zoning Boundary

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 04/26/2013

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.

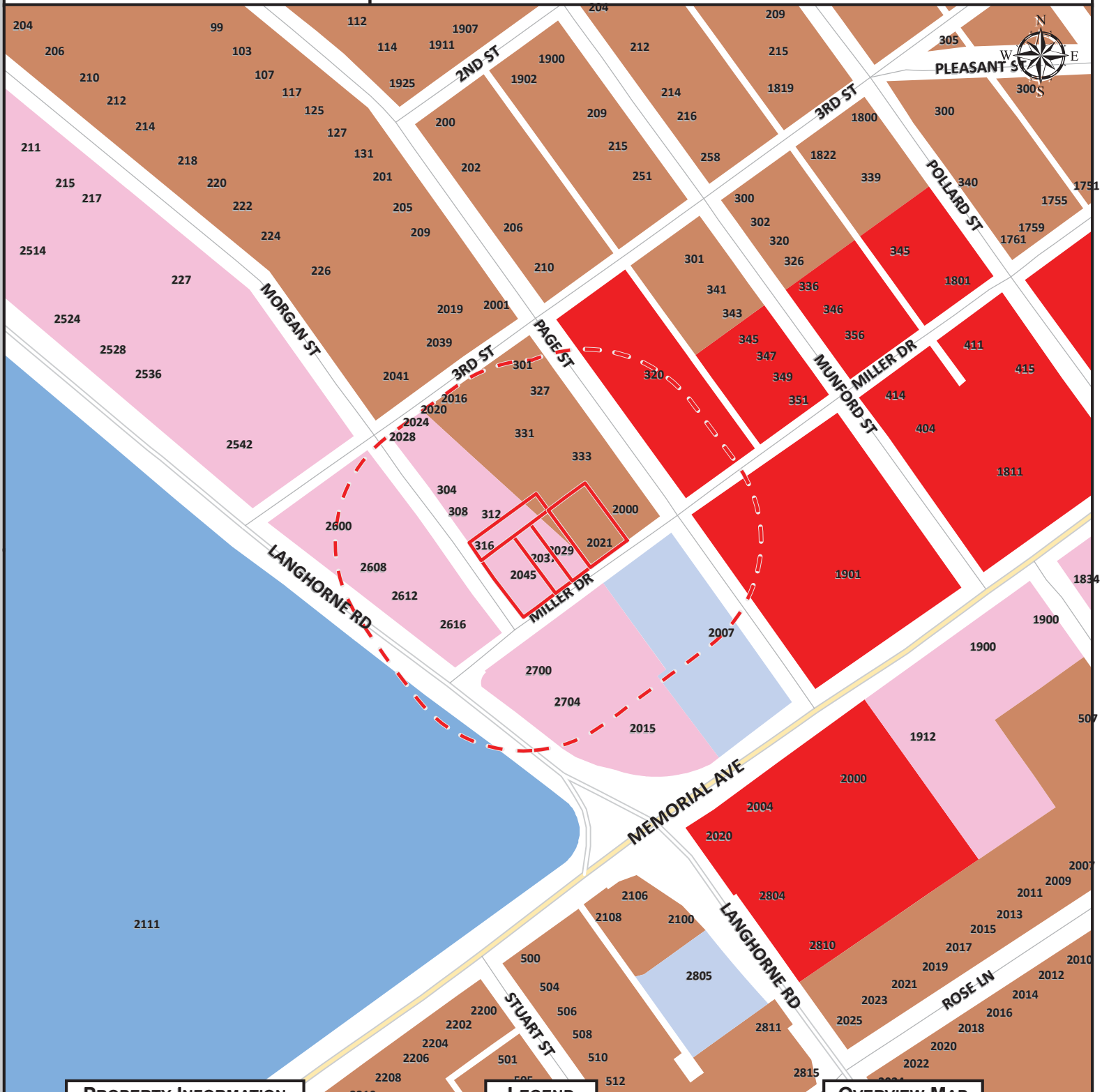
Parcel_ID	Local Address	Owner
00316003	2020 3RD ST	APPALACHIAN ELECTRIC POWER
00316004	2016 3RD ST	APPALACHIAN ELECTRIC POWER
00316019	312 MORGAN ST	APPALACHIAN ELECTRIC POWER
00316020	308 MORGAN ST	APPALACHIAN ELECTRIC POWER
00316021	304 MORGAN ST	APPALACHIAN ELECTRIC POWER
00316001	2028 3RD ST	APPALACHIAN ELECTRIC POWER
00316002	2024 3RD ST	APPALACHIAN ELECTRIC POWER
00402002	2111 MEMORIAL AVE	CITY OF LYNCHBURG
00315002	2608 LANGHORNE RD	HICKS REALTY DEVELOPMENT LLC
00315001	2600 LANGHORNE RD	HICKS REALTY DEVELOPMENT LLC
00331001	2700 LANGHORNE RD	HURT, CHARLES K & TERRY W
00316011	333 PAGE ST	KING, DEBORAH L
00331005	2015 MEMORIAL AVE	LYNCHBURG CHAMBER OF COMMERCE
00331003	2007 MEMORIAL AVE	LYNCHBURG LIFE SAVING CREW
00315004	2616 LANGHORNE RD	M & R PROPERTIES LLC
00315003	2612 LANGHORNE RD	M & R PROPERTIES LLC
00330001	1901 MEMORIAL AVE	MEMORIAL AVENUE LLC
00316009	331 PAGE ST	N & D LIMITED LIABILITY COMPANY
00317001	320 PAGE ST	N & D LIMITED LIABILITY COMPANY
00316017	2045 MILLER DR	REDP LLC
00316016	2037 MILLER DR	REDP LLC
00316015	2029 MILLER DR	REDP LLC
00316018	316 MORGAN ST	REDP LLC
00316014	2021 MILLER DR	REDP LLC
00316022	301 PAGE ST	REID, CARRIE L
00316013	2000 MILLER DR	TINSLEY, GARY
00316005	327 PAGE ST	TINSLEY, GARY L
00331006	2704 LANGHORNE RD	W & W CORP

FLUM Map

REDP RESIDENTIAL DUPLEXES

Conditional Use Permit

REDP, LLC



PROPERTY INFORMATION

PARCEL ID	ADDRESS
00316017	2045 MILLER DR
00316016	2037 MILLER DR
00316015	2029 MILLER DR
00316018	316 MORGAN ST
00316014	2021 MILLER DR

LEGEND

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

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 04/26/2013

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Watershed Map

REDP RESIDENTIAL DUPLEXES

Conditional Use Permit

REDP, LLC



PROPERTY INFORMATION

PARCEL ID	ADDRESS
00316017	2045 MILLER DR
00316016	2037 MILLER DR
00316015	2029 MILLER DR
00316018	316 MORGAN ST
00316014	2021 MILLER DR

LEGEND

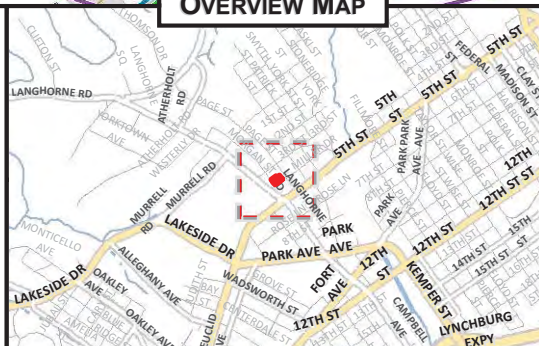
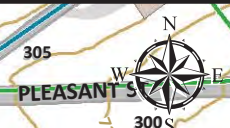
- Subject Property
- Base Flood Elevation
- Floodway
- Floodzone
- River / Lake / Stream

OVERVIEW MAP

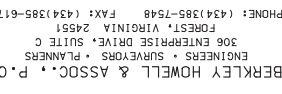
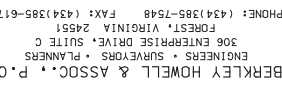


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[illegible]

			HORIZ : AS SHOWN
			VERT : AS SHOWN
			SCALES
			COMM. NO.
			130027
			SHEET NO.

C.U.P. NARRATIVE
FOR
REDP, LLC PROPERTY
ON MILLER DRIVE

LYNCHBURG, VIRGINIA

PREPARED FOR:

REDP, LLC
P.O. BOX 10548
LYNCHBURG, VIRGINIA 24506

BY

BERKLEY-HOWELL & ASSOCIATES, P.C.
ENGINEERS-SURVEYORS-PLANNERS

306 ENTERPRISE DRIVE, SUITE C.
FOREST, VIRGINIA 24551
(434) 385-7548

COMM. NO. 130027

March 15, 2013
Rev. April 23, 2013

PROJECT SCOPE

Request Conditional Use Permit to allow construction of residential duplexes in B-1 Zoning District. Below are narrative specifically requested by the City of Lynchburg for the C.U.P. application.

WATER/SEWER CAPACITY NARRATIVE:

Public water and sewer are available along Miller Drive in adequate capacity to serve the three (3) proposed residential duplexes.

STORMWATER NARRATIVE FOR ADEQUATE CHANNEL AND STORMWATER MEASURES

The majority of the duplex project site drains north easterly towards the AEP and King properties. Storm water runoff currently sheet flows across adjoining lawn and gravel parking area to existing curb at Page Street. Runoff is captured at the existing Lynchburg City inlet at the corner of Page Street and 3rd Street. The storm water flow across the adjoining property is via a broad sheet flow condition and does not have a defined channel. The sheet flow condition is stable and shows no signs of erosion.

Proposed storm water measures for the site should be designed such that there is no increase in runoff and that the release mimics the existing sheet flow condition with multiple discharge points. Measures shall include a hybrid bio-retention/extended detention garden and infiltration trench. Designs shall be in accordance with state and local requirements.



Berkley-Howell & Associates, P.C.

William O. Berkley, PE
Kevin A. Merkey, LS
Willard T. Sigler, LS

306 Enterprise Dr., Suite C
Forest, Virginia 24551
(434) 385-7548
Fax: (434) 385-6178

April 23, 2013

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

Attn: Tom Martin

Re: REDP, LLC 2021-2045 Miller Drive
CUP1303-0001
Comm. No. 130027

Dear Mr. Martin,

With regard to the above referenced project, we are submitting plans revised per TRC Comments dated April 16, 2013. Below are responses directly corresponding to your numbered comments.

E and S

1. We acknowledge.

Engineering Design

1. R/W information added; sidewalk determined to be within the R/W of Miller Drive by field survey; joint-use cross easements will be provided for drive to rear of properties.

Fire

1. As per discussion, the City Public Works Department has supplied you with available flows and pressure for the site, therefore no additional Fire Flow Calculations are required.
2. Since the drive is only slightly over the 150' limit and the duplexes directly adjoin two public streets, the site as shown meets the intent of the Fire Code. Therefore, no fire truck turn around is proposed.
3. The duplexes will not utilize a fire sprinkle system, therefore, no fire department connection is proposed.

Inspections

1. Comments not Site Plan Related

Planning

1. We acknowledge.
2. We acknowledge.
3. Petitioner has tried to contact adjoining owners and received no feedback.
4. Done.
5. Petitioner will address building style at Planning Commission meeting.
6. We acknowledge.
7. We acknowledge.
8. After careful consideration, Petitioner has decided against "semi-detached" dwellings.
9. We acknowledge.
10. We acknowledge.

Water Resource

1. We acknowledge.

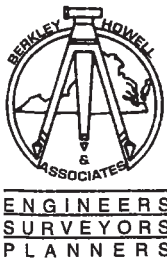
Thank you for your assistance on the project. Please call if you have any questions.

Sincerely,
Berkley-Howell & Associates, P.C.

A handwritten signature in black ink, appearing to read "Willard T Sigler", with a stylized flourish at the end.

Willard T Sigler, LS

WTS/pah



Berkley-Howell & Associates, P.C.

William O. Berkley, PE
Kevin A. Merkey, LS
Willard T. Sigler, LS

306 Enterprise Dr., Suite C
Forest, Virginia 24551
(434) 385-7548
Fax: (434) 385-6178

LETTER OF TRANSMITTAL

TO: City of Lynchburg
900 Church Street
Lynchburg, VA 24504

ATTENTION: Tom Martin

DATE: April 24, 2013

REGARDING: C.U.P. for REDP, LLC
Property on Miller Drive

COMM. NO.: 130027

WE ARE SENDING YOU:

Shop Drawings
Copy of Letter
Samples

✓ Specifications
Plans
As Noted

Prints
Change Order
Remarks Only

VIA:

✓ Attached
✓ Fax
✓ E-Mail

Under Separate Cover Via
No. of Pages to Follow This Sheet

COPIES	DATE	DESCRIPTION
5		Revised 11 x 17 Concept Plan
1		TRC Response Letter
1		Revised Narrative

THESE ARE TRANSMITTED AS CHECKED BELOW:

As Requested
For Your Use
Approved As Submitted
Not Approved
Return _____ Prints

For Information
For Action
Approved As Noted
Submit for Distribution

✓ For Review and Comment
For Approval
Resubmit For Approval
Returned for Corrections

REMARKS: For Planning Commission

COPY TO:

Signed: _____

Willard T Sigler, LS

If enclosures are not as noted, please notify us at once.



CUP - REDP, LLC

Print Date: 05/02/2013
Image Date: 03/11/2012
Level: Neighborhood

REDP, LLC
Conditional Use Permit
May 8, 2013

PLEASE PRINT

[illegible]

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 11, 2013**

AGENDA ITEM NO.: **13**

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Conditional Use Permit (CUP): Cellco Partnership (Verizon Wireless) – 5700 Pleasant Valley Road**

RECOMMENDATION: Hold a public hearing and consider approval of the CUP petition.

SUMMARY: Cellco Partnership (Verizon Wireless) is petitioning for a CUP at 5700 Pleasant Valley Road to allow the construction of a two hundred forty (240) square foot, twelve (12) foot high, base station shelter for transmitting equipment and a separate generator for emergency back-up power. The property is zoned R-2, Low-Medium Density, Single-Family Residential District and contains approximately seven hundred and ninety-eight thousandths (.798) of an acre. The Planning Commission recommended approval of the CUP because:

- The petition agrees with the *Zoning Ordinance* which permits telecommunications towers and associated facilities in R-2, Low-Medium Density, Single-Family Residential districts upon approval of a CUP by Council.
- The proposed facility will provide expanded capacity and upgraded coverage to residents, businesses, and travelers in the northeastern part of the city.
- The equipment cabinet should not be visible from U.S. Route 460/29.

PRIOR ACTION(S):

May 8, 2013: The Planning Division recommended approval of the CUP petition.

 The Planning Commission recommended approval unanimously (6-0 with one vacancy)

FISCAL IMPACT: N/A

CONTACT(S):

Tom Martin, City Planner - 455-3900

Kent White, Director of Community Development – 455-3900

ATTACHMENT(S):

- Resolution
- Planning Commission Report – May 8, 2013
- Planning Commission Minutes – May 8, 2013
- Vicinity Zoning Pattern Map
- Vicinity Proposed Land Use Map
- Watershed Location Map
- Planimetric and Topographic Map
- Concept Plan
- Project Narrative, Photos and Maps
- Property Photograph
- Speaker Signup Sheet

REVIEWED BY: lkp

RESOLUTION:

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO CELLCO PARTNERSHIP TO ALLOW A TWO HUNDRED FORTY (240) SQUARE FOOT BASE STATION SHELTER AND SEPARATE GENERATOR AT 5700 PLEASANT VALLEY ROAD IN AN R-2. LOW-MEDIUM DENSITY, SINGLE FAMILY RESIDENTIAL DISTRICT.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the petition of Cellco Partnership for a conditional use permit to allow the construction of a two hundred forty (240) square foot base station shelter and separate generator is hereby approved subject to the following conditions:

1. The property shall be developed in substantial compliance with the site plan.
2. All lighting shall be glared shielded and non-directional to prevent illumination beyond the property line.
3. Existing vegetation shall be supplemented with evergreen material to screen the equipment cabinet, if needed, after the area is cleared.

Adopted:

Certified: _____
Clerk of Council

081V

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

To: Planning Commission
From: Planning Division
Date: May 8, 2013
Re: **Conditional Use Permit (CUP) – Verizon Wireless, Concord Turnpike Cellular Site – 5700 Pleasant Valley Rd**

I. PETITIONER

Cellco Partnership (Verizon Wireless), 1831 Rady Ct, Richmond, VA 23222

Representative: Mr. Stephen Waller, AICP, GDN Sites, 536 Pantops Center – PMB#405, Charlottesville, VA 22911

II. LOCATION

The subject property is a tract of approximately seven hundred and ninety eight thousandths (0.798) of an acre in a R-2, Low-Medium Density Single-Family Residential District, at 5700 Pleasant Valley Road.

Property Owner: W.E. Clark, III & Geraldine W. Clark, 5432 Pleasant Valley Road, Lynchburg VA

III. PURPOSE

The purpose of the petition is to allow the construction of a two hundred forty (240)-square foot, twelve (12)-foot height, base station shelter housing, the transmitting equipment and a separate generator for emergency back-up power.

IV. SUMMARY

- The *Comprehensive Plan 2002-2020's Future Land Use Map (FLUM)* recommends low density residential uses for the subject property.
- Telecommunications towers and associated facilities are allowed in an R-2, Low-Medium Density Single-Family Residential District, upon approval of a CUP by Council.
- The subject property currently has a one hundred fifty-nine (159)-foot lattice tower owned by AEP. Verizon Wireless has entered into a long-term lease agreement with American Electric Power (AEP) for installing antennas to the existing tower and a ground lease with the underlying property owner, Geraldine W. Clark, for the placement of the supporting equipment at the base of the tower.

The Planning Division recommends approval of the CUP petition.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2002-2020* recommends low density residential uses for the subject property.

Low Density Residential (5.5) areas are dominated by single-family detached housing at densities of up to four (4) dwelling units per acre. These areas are colored light yellow on the *Future Land Use Map*. In addition to residential uses, they may include public and institutional uses compatible in scale with single-family residential homes. Private recreation uses, including

country clubs and swim and racquet clubs and private open space are also appropriate for Low Density Residential areas.

Given the proximity of the parcel to the U.S. 29 by-pass and existing AEP tower and telecommunication facility, it is unlikely to properly develop for single family uses.

2. **Zoning.** The subject property was annexed into the City in 1976. The existing R-2, Low-Medium Density, Single-Family Residential District was established in 1978 with the adoption of the Official *Zoning Map*.

A conditional use permit is required to allow the shelter and generator at this site because both of these items exceed the maximum standard for equipment sizes of seventy-two (72) cubic feet and six (6) feet in height (**Sec. 35.1-83. Development and Approval of Towers**).

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.** N/A
5. **Site Description.** The subject property is a tract of approximately seven hundred and ninety eight thousandths (0.798) of an acre at 5700 Pleasant Valley Road. The one hundred fifty-nine (159)-foot lattice tower exists near the center of the site and mature vegetation surrounds it. The property slopes to the southeast and is bound to the west by U.S. 29/460, to the north by Pleasant Valley Road and to the east by the Campbell County/City of Lynchburg line.
6. **Proposed Use of Property.** The purpose of the petition is to allow the construction of a two hundred forty (240)-square foot, twelve (12)-foot height base station shelter housing, the transmitting equipment and a separate generator for emergency back-up power.
7. **Traffic, Parking and Public Transit.** N/A
8. **Stormwater Management.** N/A
9. **Emergency Services:** The City's Fire Marshal and Police Department had no comments of concern with the proposal.
10. **Impact.** The City's Telecommunications Towers and Facilities Ordinance was adopted on December 9, 1997 and revised January 11, 2000.

The proposed shelter should have little to no impact on the surrounding area and will support the Verizon's network objectives of providing seamless and high quality in-building, in-car and on-street coverage and the full range of voice and data services to existing and future customers. The proposed facility will provide expanded capacity and upgraded coverage to residents, businesses and travelers in the northeastern part of the city.
11. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the conditional use permit on April 16, 2013. Comments related to the proposed use have or will be addressed prior to final site plan approval.

VI. PLANNING DIVISION RECOMMENDATION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of Cellco Partnership (Verizon Wireless) to allow a shelter and generator at 5700 Pleasant Valley Road subject to the following conditions:

- 1. The property shall be developed in substantial compliance with the site plan.**
- 2. All lighting shall be glared shielded and non-directional to prevent illumination beyond the property line.**
- 3. Existing vegetation shall be supplemented with evergreen material to screen the equipment cabinet, if needed, after the area is cleared.**

This matter is respectfully offered for your consideration.



William T. Martin, AICP

City Planner

pc: Mr. L. Kimball Payne, III, City Manager
Ms. Bonnie M. Svrcek, 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
Captain Thomas Mack, Acting Fire Marshal
Mr. Doug Saunders, Building Commissioner
Mr. Robert Fowler, Zoning Administrator
Mr. Jacob Dorman, Environmental Reviewer
Mr. Stephen Waller, AICP
Mrs. Geraldine W. Clark

VII. ATTACHMENTS

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

MINUTES FROM THE MAY 8, 2013, PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

- a. Petition of Cellco Partnership (Verizon Wireless) for a conditional use permit (CUP) at 5700 Pleasant Valley Road to allow the construction of a two hundred forty (240) square foot, twelve (12)-foot height base station housing and generator on approximately seven hundred ninety eight thousandths (0.798) acres in an R-2, Low-Medium Density Single-Family Residential District.**

Ms. Nygaard summarized the petition. The *Comprehensive Plan* recommends a Low Density Residential use for the property and the property is currently zoned R-2. However, the property is unlikely to develop as residential due to its close proximity to U.S. 29 bypass and the existing AEP tower on the property. The CUP is required because both the base station and generator exceed the maximum standard size for these uses. The Planning Division recommends approval of the petition.

Mr. Kevin Oddo, a lawyer for LeClairRyan in Roanoke came forward to represent the petition. Mr. Stephen Waller, the site development consultant for Cellco, was also present. Mr. Oddo said the equipment requested is all part of a project designed to enhance coverage in the area. Mr. Waller added that the site is fully wooded and when the equipment is in place, it is highly unlikely that it will be visible. Mr. Waller pointed out the condition in the report that additional vegetative screening will be required if it proves to be visible after installation and Verizon Wireless is in agreement with that condition.

Chair Sale asked for anyone else 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 to or with questions. No one came forward. Chair Sale closed the public hearing portion of the petition.

Commissioner Barnes asked Mr. Waller if he had contacted the surrounding neighbors or if there had been any feedback from them. Mr. Waller said they had not received any comments from the neighbors. The neighboring property is owned by the same person who owns this parcel. The neighboring property across the street to the north already has an existing AEP tower located on it. The property directly across from this property is the Volvo truck company. With that in mind, as well as the fact that they are not increasing the height of the existing tower and the equipment should not be visible, they did not see any need to directly contact the surrounding neighbors.

Commissioner Swienton made the following motion, which was seconded by Commissioner Barnes:

"That the Planning Commission recommends to City Council approval of the petition of Cellco Partnership (Verizon Wireless) to allow a shelter and generator at 5700 Pleasant Valley Road subject to the following conditions:

- 1. The property shall be developed in substantial compliance with the site plan.**
- 2. All lighting shall be glared shielded and non-directional to prevent illumination beyond the property line.**
- 3. Existing vegetation shall be supplemented with evergreen material to screen the equipment cabinet, if needed, after the area is cleared."**

Commissioner Swienton noted that he sees this equipment as having no adverse impact on the surrounding area because the height of the existing tower is not being increased. Also, the height of the shelter is less than what would be allowed for a residential home.

Chair Sale asked how large an area will be enhanced by this project. Mr. Waller said it depends on a lot of factors such as vegetation and topography but it should provide the best coverage for approximately a three to four miles radius. Mr. Waller explained that they can do modeling for coverage under perfect conditions, but they really do not know what else they need to do to enhance coverage until the site is operational. Chair Sale asked if it would be fair to say that it will enhance the technological capabilities for the City because that is a goal mentioned in the *Comprehensive Plan*. Mr. Waller confirmed that would be the case. Mr. Waller explained that sometimes sites are added where coverage seems to be adequate for the most part in order to increase the data network capabilities, particularly during peak use hours.

The motion passed by the following vote:

AYES:	Barnes, Coleman, Hannon, Hooper, Sale and Swienton	6
NOES:		0
ABSTENTIONS:		0
ABSENT:		0
VACANCIES:		1

Zoning Map
Conditional Use Permit

VERIZON WIRELESS
Verizon Wireless

PLAT MAP

5605
B-5C

151.34 74.28 165.77 756.14

160

5618
R-2

76 51.4 134.80 116 113.47 67.17 80

5628

RTE 29 BYP

PROPERTY INFORMATION



08

160

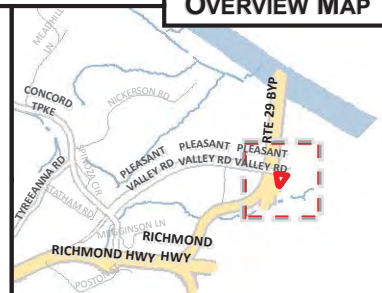
PROPERTY INFORMATION

27601004 5700 PLEASANT VALLEY RD

LEGEND

-  **Subject Property**
 **200' Buffer**
 **Zoning Boundary**

OVERVIEW MAP



MAP SCALE: 1" to 200' **DATE PRINTED:** 05/02/2013

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.

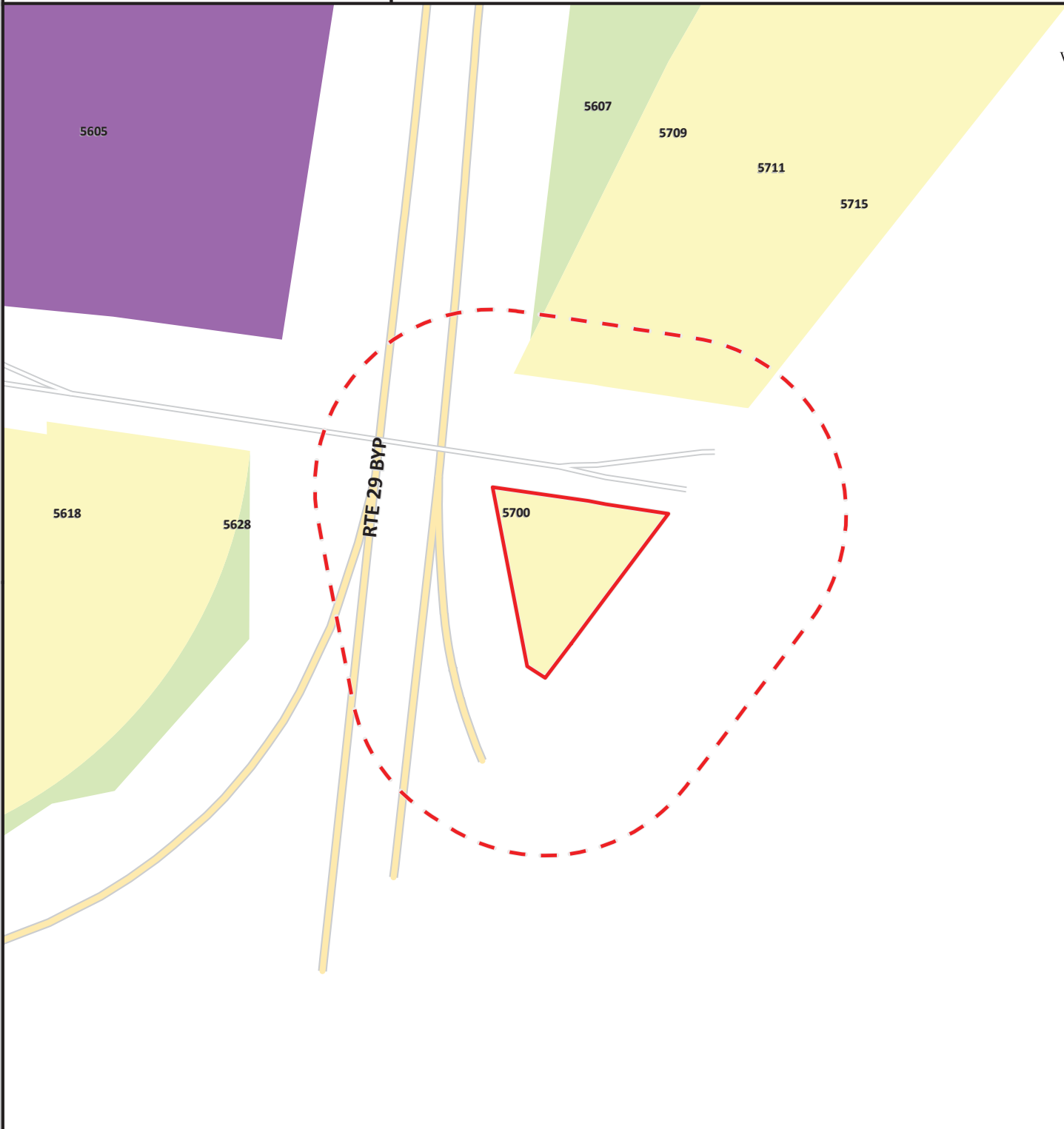
Parcel_ID	Local Address	Owner
27601004	5700 PLEASANT VALLEY RD	CLARK, W E III & GERALDINE W
28201002	5715 PLEASANT VALLEY RD	SMITH, RACHEL W
28201003	5711 PLEASANT VALLEY RD	TURNER, THERESSA M
28201004	5709 PLEASANT VALLEY RD	SMITH, RACHEL W TRS
28201006	5607 PLEASANT VALLEY RD	COMMONWEALTH OF VA VDOT

FLUM Map

VERIZON WIRELESS

Conditional Use Permit

Verizon Wireless



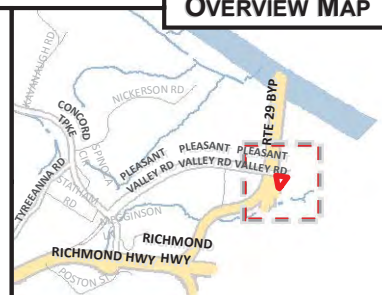
PROPERTY INFORMATION

PARCEL ID	ADDRESS
27601004	5700 PLEASANT VALLEY RD

LEGEND

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

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 05/02/2013

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Watershed Map

Conditional Use Permit

VERIZON WIRELESS

Verizon Wireless



PROPERTY INFORMATION

PARCEL ID

ADDRESS

27601004 5700 PLEASANT VALLEY RD

LEGEND

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

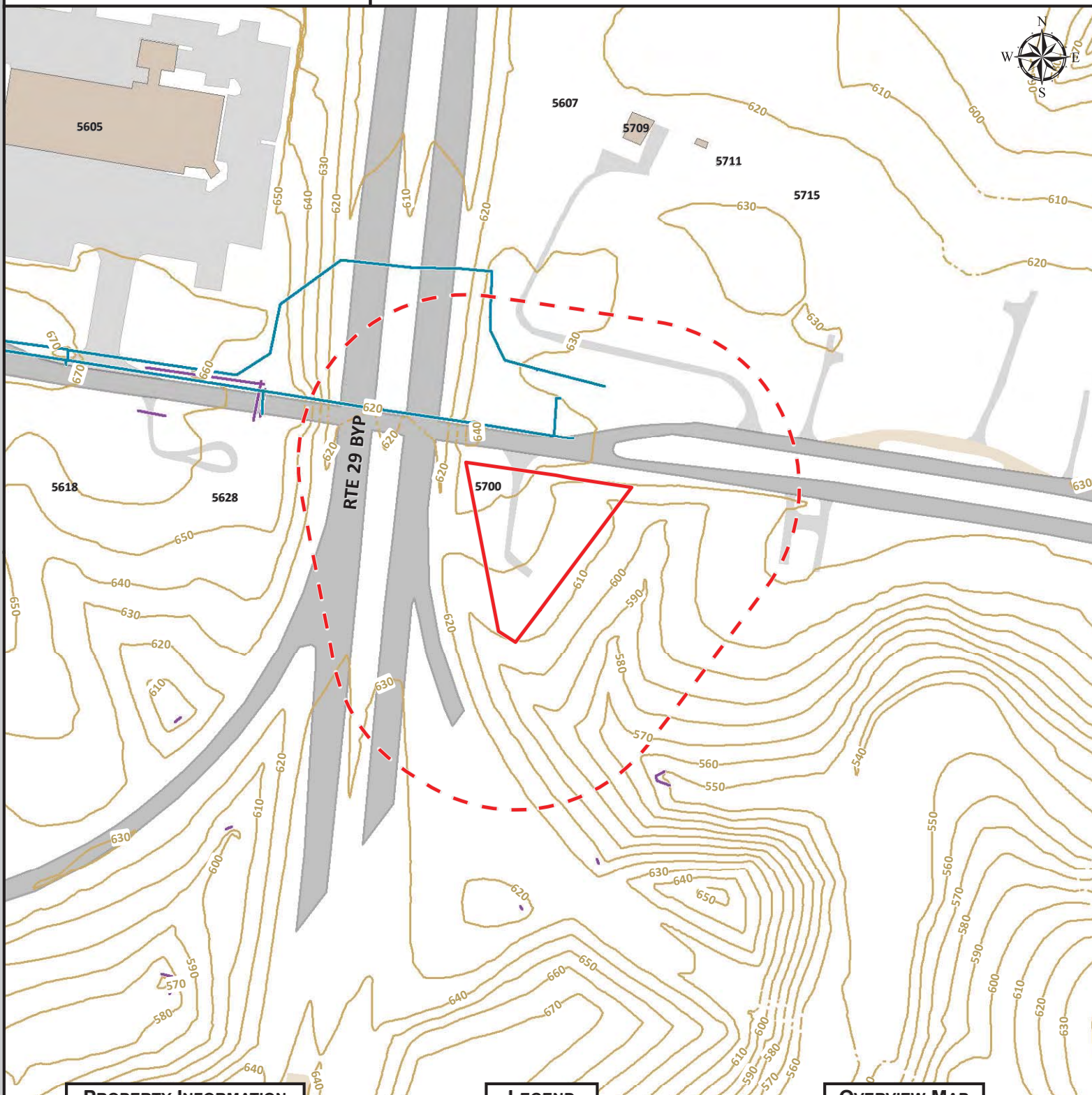
OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 05/02/2013

Opossum Creek-James River

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



PROPERTY INFORMATION

PARCEL ID

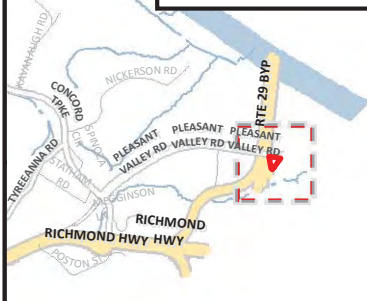
ADDRESS

27601004 5700 PLEASANT VALLEY RD

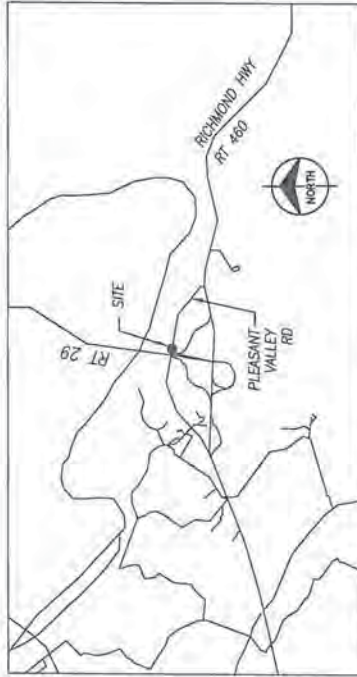
LEGEND

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

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 05/02/2013



Vicinity Map Scale: 1" = 2000' ±

PROJECT SUMMARY

SITE NAME: CONCORD TURNPIKE
SITE ADDRESS: 5700 PLEASANT VALLEY ROAD
LYNCHBURG, VA 24504
SITE OWNER: W.E. III & GERALDINE W. CLARK
5432 PLEASANT VALLEY RD
LYNCHBURG, VA 24504
PH - (434) 846-8698
APPLICANT: VERIZON WIRELESS
1831 RADY COURT
RICHMOND, VA 23222
PH - (617) 375-7500
GENERAL INFO: LATITUDE: N 37° 23' 25.94"
LONGITUDE: W - 79° 05' 18.55"
ELEVATION: 618.5' ABOVE MEAN SEA LEVEL
STRUCT TYPE: SELF SUPPORT
STRUCT HEIGHT: 144.5'
JURISDICTION:
TAX MAP: 27601004
PARCEL NUMBER: 27601004
DEED BOOK & PG: DEED BOOK 561, PAGE 457
PARCEL SIZE: 0.798 ACRES
ZONING: R2
POWER CO: AMERICAN ELECTRIC POWER
PH - (800) 982-4237
TELEPHONE CO: VERIZON
PH - (800) 837-4966

DRAWING INDEX

T-1	Title Sheet
T-2	Legend and Abbreviations
SV-1	Site Survey
SV-2	Site Survey
SV-3	Site Survey
C-1	Site Plan
C-2	Tower Elevation & General Notes
C-3	Antenna Details & General Details
C-4	Foundation Details
E-1	Electrical Site & Grounding Details
E-2	Electrical Service Details
E-3	Ice Bridge Details
E-4	Electrical Details & Specifications
E-5	Utility Duct Bank Details

APPROVED BY:

Site Acquisition:	_____	Date:	_____
Verizon Const:	_____	Date:	_____
DPS Mgr:	_____	Date:	_____
RF Engr:	_____	Date:	_____
LESSOR:	_____	Date:	_____

PRELIMINARY CONSTRUCTION DRAWINGS FOR COLLOCATION

Verizon Site Name:

Concord Turnpike

Structure Ht/Type: 144.5' AEP LATTICE TOWER
159.0' FORT WORTH

5700 PLEASANT VALLEY RD (PARCEL# 27601004)
LYNCHBURG, VA 24504



ECI PROJECT #	12044
DATE	MAY 12, 2012
DRAWING NUMBER	T-1



ENGINEERING CONCEPTS, INC.
20 S. ROANOKE ST., PO BOX 619
FINCASTLE, VIRGINIA 24090
540.473.1253 FAX: 540.473.1254

RECEIVED

APR 02 2013
COMMUNITY
DEVELOPMENT

[illegible]

PARCEL ID NUMBER 27601004 (CITY OF LYNCHBURG)

W.E. CLARK, III & GERALDINE W. CLARK

LEGAL REFERENCE: DEED BOOK 561, PAGE 457

TITLE REPORT FURNISHED, ISSUED BY CHICAGO
TITLE INSURANCE COMPANY, CASE NUMBER
271120146, EXAMINATION PERIOD TO: MARCH
28, 2012 AT 8:00 A.M.

THE PLANS SHOW SOME KNOWN SUBSURFACE STRUCTURES,
ABOVEGROUND STRUCTURES, AND/OR UTILITIES BELIEVED TO EXIST
IN THE WORKING AREA, EXACT LOCATIONS OF WHICH MAY VARY
FROM LOCATIONS INDICATED. THE CONTRACTOR IS WARNED THAT
THE EXACT OR EVEN APPROXIMATE LOCATION OF SUCH PIPELINES,
SUBSURFACE STRUCTURES AND/OR UTILITIES IN THE AREA MAY OR
MAY NOT BE SHOWN. IT SHALL BE THE RESPONSIBILITY OF THE
CONTRACTOR TO CONTACT MISS UTILITY PRIOR TO CONSTRUCTION.

PROPERTY LINES AS SHOWN HEREON ARE BASED ON MONUMENTS
NOTED AS FOUND AND DEEDS/PLATS OF RECORD. THIS PLAT IS
BASED ON A PARTIAL FIELD SURVEY AND RECORD INFORMATION.

FLOOD INFORMATION: BY GRAPHIC PLOTTING ONLY, THE SUBJECT
PROPERTY IS LOCATED WITHIN ZONE X (UNSHADED) OF THE
FEDERAL EMERGENCY MANAGEMENT AGENCY NATIONAL FLOOD
INSURANCE PROGRAM, FIRM FLOOD INSURANCE RATE MAP, CITY OF
LYNCHBURG, VIRGINIA, PANEL 64 OF 131, MAP NUMBER
510093C00640, EFFECTIVE DATE: JUNE 3, 2008.

EXCEPT AS STATED OR SHOWN ON THIS PLAT, THIS SURVEY
DOES NOT PURPORT TO REFLECT ANY OF THE FOLLOWING WHICH
MAY BE APPLICABLE TO THE SUBJECT PROPERTY: EASEMENTS;
OTHER THAN POSSIBLE EASEMENTS WHICH WERE VISIBLE AT THE
TIME OF THE MAKING OF THIS SURVEY OR AS PROVIDED BY THE
CLIENT; RESTRICTIVE COVENANTS; SUBDIVISION RESTRICTIONS; OR
OTHER LAND-USE REGULATIONS.

THE SURVEYOR, BY HIS LICENSE AS A LAND SURVEYOR, IS NOT
QUALIFIED TO REPRESENT THE LAND USE OF A PARCEL AS MAY
BE DEFINED BY COUNTY ZONING. THUS, THE LAND USE AS SHOWN
IS BASED ON THE OPINION OF THE SURVEYOR ON THE DATE OF
THE SURVEY BASED ON OBSERVATIONS IN THE IMMEDIATE AREA OF
THE PROPOSED LEASE.

LEGEND	
N/F	NOW OR FORMERLY
D.B.	DEED BOOK
PG.	PAGE
INST.	INSTRUMENT
(F)	FOUND
R/W	RIGHT OF WAY
—O—	UTILITY POLE
—OH—	OVERHEAD UTILITIES

DESCRIPTION OF NEW LESSEE 20' WIDE INGRESS/EGRESS
& UTILITY EASEMENT

BEGINNING AT A POINT (P.O.B. 1) IN THE SOUTHERLY
RIGHT OF WAY LINE OF PLEASANT VALLEY ROAD, FROM
WHICH A V.D.O.T. RIGHT OF WAY MONUMENT FOUND
BEARS N 81°15'35" W 53.30 FEET;

THENCE LEAVING SAID RIGHT OF WAY AND WITHIN PARCEL
ID NUMBER 27601004, AS CONVEYED BY DEED BOOK
561, PAGE 457 AS RECORDED IN THE CITY OF
LYNCHBURG COURTHOUSE, THE FOLLOWING COURSES AND
DISTANCES ALONG THE CENTER LINE OF THE NEW
LESSEE 20' WIDE INGRESS/EGRESS AND UTILITY
EASEMENT;

S 07°55'30" W 84.55 FEET TO A POINT;
S 03°49'55" E 29.15 FEET TO A POINT;
S 13°35'28" E 36.11 FEET TO A POINT IN THE
NORTHERLY LINE OF THE NEW LESSEE 20' X 40' LAND
SPACE, BEING THE TERMINUS OF SAID 20' WIDE
INGRESS/EGRESS AND UTILITY EASEMENT.

DESCRIPTION OF NEW LESSEE 10' WIDE INGRESS/EGRESS
& UTILITY EASEMENT

BEGINNING AT A POINT (P.O.B. 2) IN THE CENTERLINE OF
THE NEW LESSEE 20' WIDE INGRESS/EGRESS AND UTILITY
EASEMENT, FROM WHICH THE TERMINUS OF SAID 20'
EASEMENT BEARS S 13°35'28" E 23.23 FEET;

THENCE LEAVING SAID 20' EASEMENT AND WITHIN PARCEL
ID NUMBER 27601004, AS CONVEYED BY DEED BOOK
561, PAGE 457 AS RECORDED IN THE CITY OF
LYNCHBURG COURTHOUSE, ALONG THE CENTER LINE OF
THE NEW LESSEE 10' WIDE INGRESS/EGRESS AND UTILITY
EASEMENT N 38°43'15" E 36.64 FEET TO A POINT,
BEING THE TERMINUS OF SAID 10' WIDE INGRESS/EGRESS
AND UTILITY EASEMENT.

DESCRIPTION OF NEW LESSEE 3' WIDE UTILITY EASEMENT

BEGINNING AT A POINT (P.O.B. 3) IN THE NORTHERLY
LINE OF THE NEW LESSEE 20' X 40' LAND SPACE
FROM WHICH THE TERMINUS OF THE NEW LESSEE 20'
WIDE INGRESS/EGRESS AND UTILITY EASEMENT BEARS N
51°05'57" W 3.78 FEET;

THENCE LEAVING SAID LAND SPACE AND WITHIN PARCEL
ID NUMBER 27601004, AS CONVEYED BY DEED BOOK
561, PAGE 457 AS RECORDED IN THE CITY OF
LYNCHBURG COURTHOUSE, THE FOLLOWING COURSES AND
DISTANCES ALONG THE CENTER LINE OF THE NEW
LESSEE 3' WIDE UTILITY EASEMENT;

N 38°54'03" E 7.42 FEET TO A POINT;
S 80°35'56" E 8.65 FEET TO A POINT; BEING THE
TERMINUS OF SAID 3' WIDE UTILITY EASEMENT.

DESCRIPTION OF NEW LESSEE 20' X 40' LAND SPACE

BEGINNING AT THE NORTHWESTERLY CORNER (P.O.B. 4)
OF THE NEW LESSEE 20' X 40' LAND SPACE, FROM
WHICH THE TERMINUS OF THE NEW LESSEE 20' WIDE
INGRESS/EGRESS AND UTILITY EASEMENT BEARS S
51°05'57" E 21.00 FEET;

THENCE WITHIN PARCEL ID NUMBER 27601004, AS
CONVEYED BY DEED BOOK 561, PAGE 457 AS RECORDED
IN THE CITY OF LYNCHBURG COURTHOUSE, THE
FOLLOWING COURSES AND DISTANCES;

S 51°05'57" E 40.00 FEET TO A POINT;
S 38°54'03" W 20.00 FEET TO A POINT;
N 51°05'57" W 40.00 FEET TO A POINT;
N 38°54'03" E 20.00 FEET TO THE POINT OF
BEGINNING, CONTAINING 0.018 ACRE.

PLAT FOR
VERIZON WIRELESS
FROM PARTIAL FIELD SURVEY
AND FROM RECORDS
CONCORD TURNPIKE CELLULAR SITE
PARCEL ID # 27601004
PROPERTY OF W.E. CLARK, III
& GERALDINE W. CLARK
SITUATED OFF OF U.S. ROUTE 460
(PLEASANT VALLEY ROAD)
CITY OF LYNCHBURG
SURVEYED MARCH 29, 2012
E.C.I. PROJECT NUMBER 12044

PLAT REVISED JANUARY 16, 2013



ENGINEERING CONCEPTS, INC.
20 S. ROANOKE ST., PO BOX 619
FINCASILE, VIRGINIA, 24090
540.473.0239 FAX 540.473.1254



RELEASE ISSUE	
NO. DATE	REVISIONS
1 12/10/13	LEASE & EASEMENTS
2 01/19/13	LEASE & EASEMENTS
3	

DESIGNED BY:
DRAWN BY: SJB
CHECKED BY: SJB

SITE NAME
CONCORD
TURNPIKE

SITE ADDRESS
5700 PLEASANT VALLEY RD.
LYNCHBURG, VA 24504

TITLE
SITE SURVEY

DRAWING SCALE

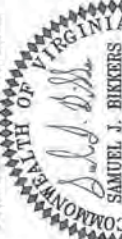
EGCI PROJECT #
12044

DATE
May 31, 2012

DRAWING NUMBER
SV-1



20 S. ROANOKE ST., PO BOX 619
FINCASTLE, VIRGINIA 24090
540.473.1253 FAX: 540.473.1254



Lic. No.002304
1-16-13

RELEASE ISSUE	
NO.	DATE REVISIONS
△	12/10/12 LEASE & EASEMENTS
△	01/16/13 LEASE & EASEMENTS
△	
△	

DESIGNED BY: JSC

DRAWN BY: SJB

CHECKED BY: SJØ

SITE NAME

CONCORD

TURNPIKE

SITE ADDRESS

5700 PLEASANT VALLEY RD.

LYNCHBURG, VA 24504

TITLE

SITE SURVEY

DRAWING SCALE

AS SHOWN

ECI PROJECT #

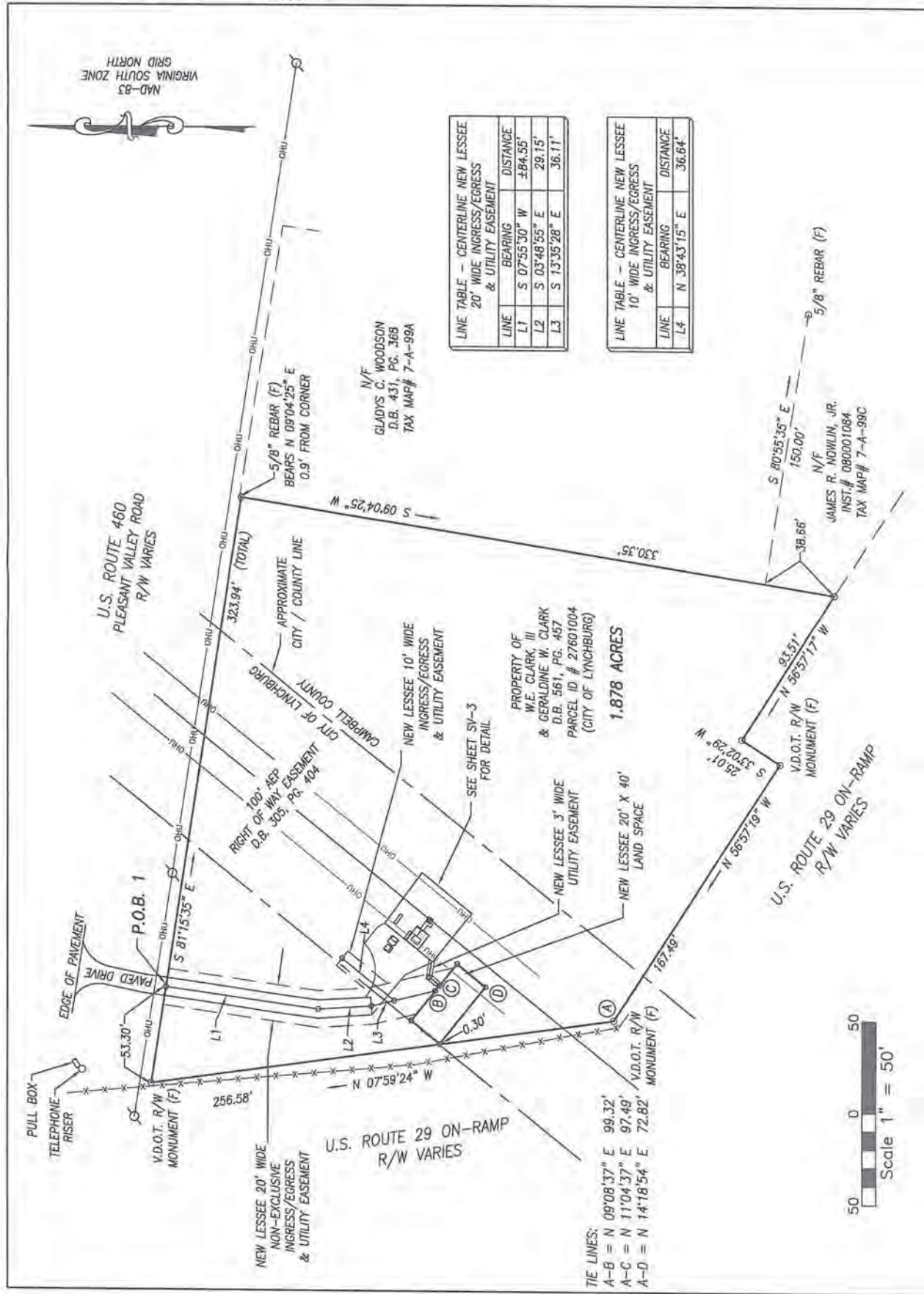
12044

DATE

May 31, 2012

DRAWING NUMBER

SV-2



LINE TABLE — NEW LESSEE 20'x40' LAND SPACE		
LINE	BEARING	DISTANCE
L7	N 51°05'57" W	40.00'
L8	N 38°54'03" E	20.00'
L9	S 51°05'57" E	40.00'
L10	S 38°54'03" W	20.00'



ENGINEERING CONCEPTS, INC.
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RELEASE ISSUE	
NO.	DATE
1	1/7/13
2	
3	
4	
5	

DESIGNED BY:
DRAWN BY: SJB
CHECKED BY: SJB

SITE NAME
CONCORD TURNPIKE

SITE ADDRESS
5700 PLEASANT VALLEY ROAD
LYNCHBURG, VA 24504

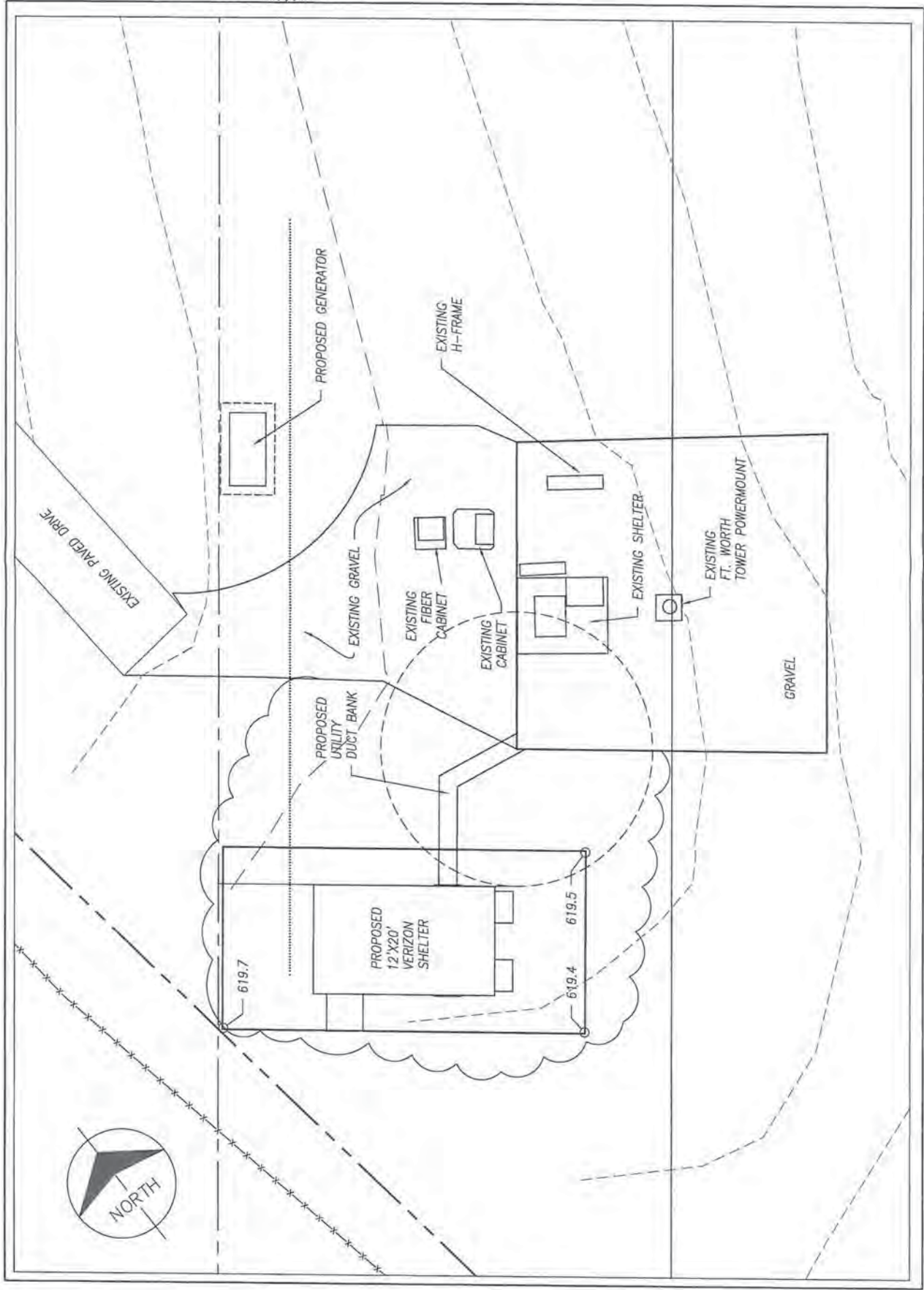
TITLE
SITE PLAN

DRAWING SCALE
1"=10'

ECT PROJECT #
12044

DATE
MAY 14, 2012

DRAWING NUMBER
C-1





ENGINEERING CONCEPTS, INC.
20 E. ROANOKE ST., PO BOX 619
FREDERICKSBURG, VIRGINIA 22406
540.473.1234 FAX 540.473.1254

COMMONWEALTH OF VIRGINIA
JASON SCOTT CALDWELL
Lic. No. 046713
1/7/12
PROFESSIONAL ENGINEER

RELEASE ISSUE	
NO.	DATE
1	1/7/12
2	
3	
4	

DESIGNED BY: DJV
DRAWN BY: DJV
CHECKED BY: JSC

SITE NAME

CONCORD TURNPIKE

SITE ADDRESS

5700 PLEASANT VALLEY ROAD
LYNCHBURG, VA 24504

TITLE

Tower Elevation
General Notes

DRAWING SCALE

N/A

ED PROJECT #

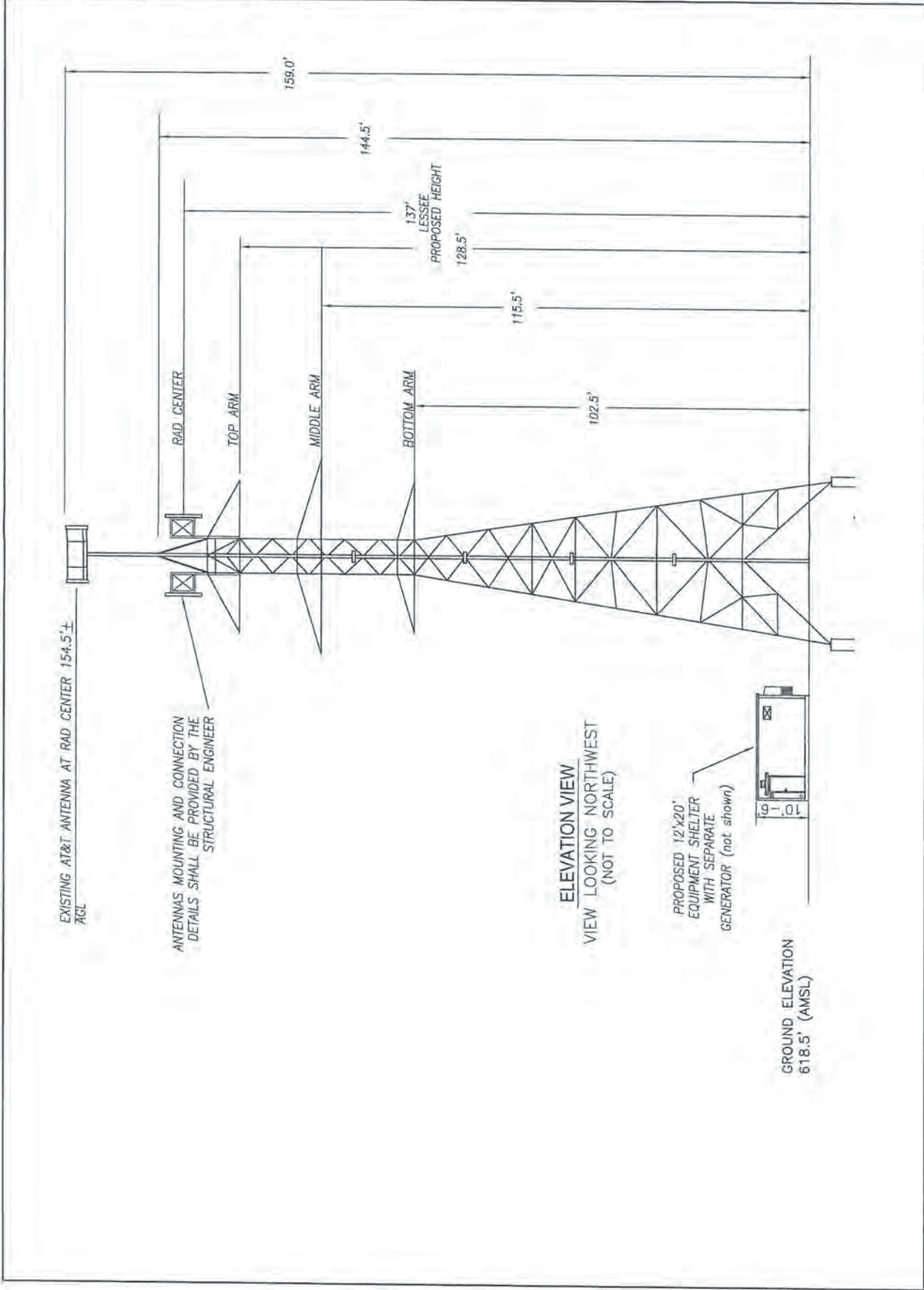
12044

DATE

MAY 14, 2012

DRAWING NUMBER

C-2





ENGINEERING CONCEPTS, INC.
20 S. POANOE ST. PO BOX 679
FRANKFORD, VIRGINIA 24600
540.473.1253 FAX 540.473.1254

COMMONWEALTH OF VIRGINIA
JASON SCOTT CALDWELL
Lic. No. 048713
1/7/15
PROFESSIONAL ENGINEER

NO.	DATE	REVISIONS
1		
2		
3		
4		

DESIGNED BY:
DRAWN BY: DJV
CHECKED BY: JSC

SITE NAME
CONCORD TURNPIKE

SITE ADDRESS
5700 PLEASANT VALLEY ROAD
LYNCHBURG, VA 24504

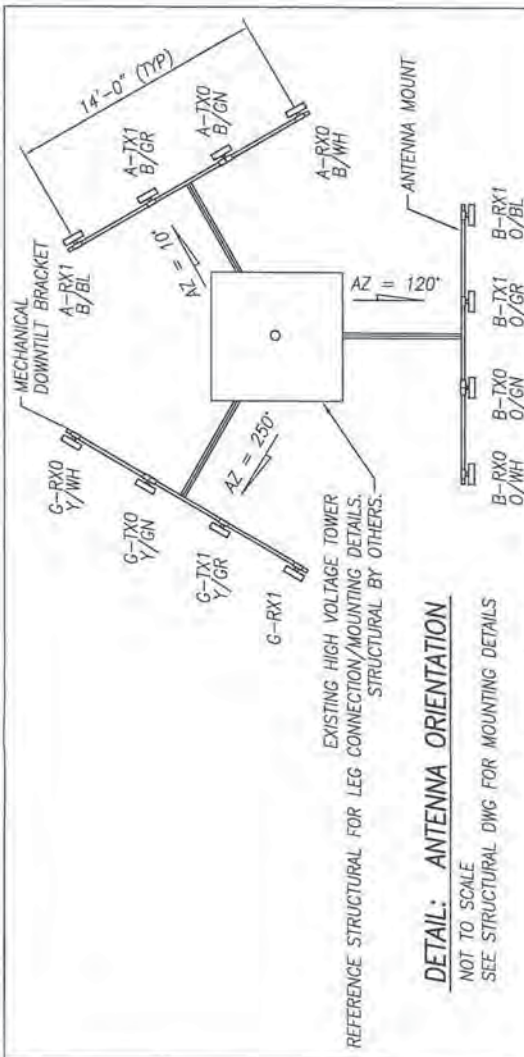
TITLE
Antenna Details
General Notes

DRAWING SCALE
N/A

ECI PROJECT #
12044

DATE
MAY 14, 2012

DRAWING NUMBER
C-3



DETAIL: ANTENNA ORIENTATION
NOT TO SCALE
SEE STRUCTURAL DWG FOR MOUNTING DETAILS

ANTENNA AND COAXIAL CABLE SCHEDULE

ANTENNA MARK	SECTOR	ANTENNA	COAX CABLE FEED LOC	AZIMUTH	RAD CENTER	COAXIAL CABLE LENGTH	COAXIAL CABLE	MIN BEND RADIUS	TMA TYPE	MECHANICAL DOWNTILT
A-RX1	1 (ALPHA)	LPA-80063-8CF	BOTTOM	10°	137'	225'	ANDREW 1 5/8" FOAM	20"	N/A	0°
A-TX1	1 (ALPHA)	BXA-185063-16CF	BOTTOM	10°	137'	225'	ANDREW 1 5/8" FOAM	20"	N/A	0°
A-TX0	1 (ALPHA)	BXA-70063-8CF	BOTTOM	10°	154.5'	250'	ANDREW 1 5/8" FOAM	20"	N/A	0°
A-RX0	1 (ALPHA)	LPA-80063-8CF	BOTTOM	10°	137'	225'	ANDREW 1 5/8" FOAM	20"	N/A	0°
B-RX1	2 (BETA)	LPA-80063-8CF	BOTTOM	120°	137'	225'	ANDREW 1 5/8" FOAM	20"	N/A	0°
B-TX1	2 (BETA)	BXA-185063-16CF	BOTTOM	120°	137'	225'	ANDREW 1 5/8" FOAM	20"	N/A	0°
B-TX0	2 (BETA)	BXA-70063-8CF	BOTTOM	120°	155'	250'	ANDREW 1 5/8" FOAM	20"	N/A	0°
B-RX0	2 (BETA)	LPA-80063-8CF	BOTTOM	120°	137'	225'	ANDREW 1 5/8" FOAM	20"	N/A	0°
G-RX1	3 (GAMMA)	LPA-80080-8CF	BOTTOM	250°	137'	225'	ANDREW 1 5/8" FOAM	20"	N/A	0°
G-TX1	3 (GAMMA)	BXA-185085-16CF	BOTTOM	250°	137'	225'	ANDREW 1 5/8" FOAM	20"	N/A	0°
G-TX0	3 (GAMMA)	BXA-70080-8CF	BOTTOM	250°	154.5'	250'	ANDREW 1 5/8" FOAM	20"	N/A	0°
G-RX0	3 (GAMMA)	LPA-80080-8CF	BOTTOM	250°	137'	225'	ANDREW 1 5/8" FOAM	20"	N/A	0°

1. GENERAL CONTRACTOR AND/OR TOWER CREW TO VERIFY ALL MOUNTING HEIGHTS, AZIMUTHS AND ANTENNA AND LINE INFORMATION WITH VZW CONSTRUCTION MANAGER PRIOR TO STARTING.
2. ALL ANTENNAS TO BE FURNISHED WITH DOWNTILT BRACKETS. CONTRACTOR TO SET REQUIRED MECHANICAL DOWNTILT FOR EACH ANTENNA AS PER RF WORKSHEET.
3. ANTENNA CENTERLINE: HEIGHT IS ABOVE GROUND LEVEL (AGL).
4. CONTRACTOR SHALL VERIFY ANTENNA TYPE AND AZIMUTH WITH CONSTRUCTION MANAGER PRIOR TO CONSTRUCTION.
5. ALL PERSONNEL WORKING ON THE TOWER MUST COMPLY WITH VERIZON'S RF EMISSIONS GUIDELINE POLICY.
6. COLOR CODE: ALPHA=BROWN (B), BETA=ORANGE (O), GAMMA=YELLOW (Y); TX0=GREEN (GN), TX1=GREY (GR), RX0=WHITE (WH), RX1=BLUE (BL). TAPE TO BE PLACED FROM THE CONNECTOR OUT.
7. FOLLOW VERIZON PLATFORM LAYOUT FOR PROPER COLOR CODING. 8. COAXIAL CABLE LENGTH TO BE FIELD VERIFIED.



ENGINEERING CONCERN, INC.
20 S. BOANOCK ST., PO BOX 619
FINCASTLE, VIRGINIA 24090
540.473.1252 FAX 540.473.1254



RELEASE ISSUE	NO.	DATE	REVISIONS
	1		
	2		
	3		

DESIGNED BY: SJB
DRAWN BY: SJB
CHECKED BY: RHW

SITE NAME
CONCORD TURNPIKE

SITE ADDRESS

5700 PLEASANT VALLEY ROAD
LYNCHBURG, VA 24504

TITLE
Foundation Details

DRAWING SCALE

Not to Scale

ECI PROJECT #

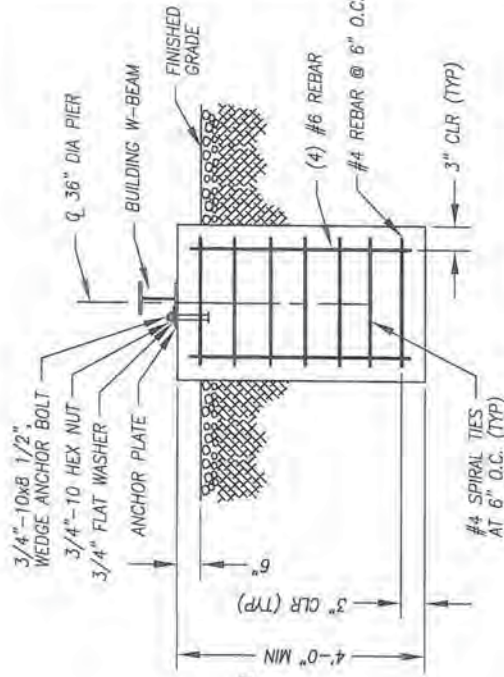
12044

DATE

MAY 14, 2012

DRAWING NUMBER

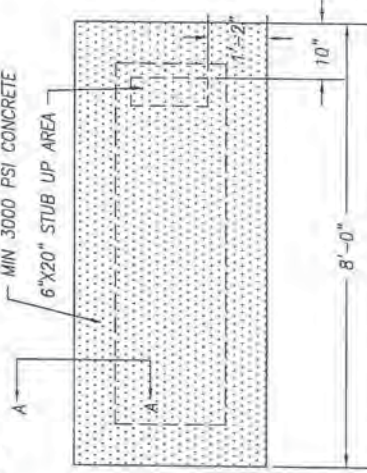
C-4



BLDG ATTACHMENT DETAIL & PIER REINFORCEMENT

NOT TO SCALE

NOTE:
CONTRACTOR TO COORDINATE CONDUIT STUB-UPS THROUGH THE STUB UP AREA TO ENSURE NO REINFORCING REBARS ARE CUT. CONCRETE TO BE POURED AROUND THE CONDUITS, AFTER CONDUIT STUB-UPS ARE INSTALLED WITHIN THE STUB UP AREA.

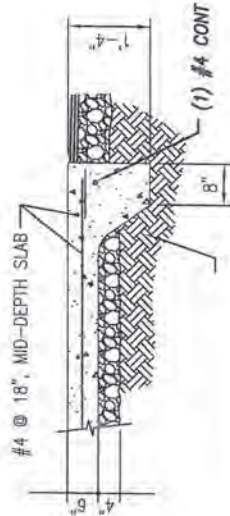


GENERATOR PAD DETAIL

NOT TO SCALE

6. TOLERANCE OF PIER TOP ELEVATIONS SHALL BE ± 0.02 ".
7. TEST CYLINDERS SHALL BE MOLDED AND CURED IN C BLDG ACCORDANCE WITH ASTM C-31 AND TESTED IN C BLDG ACCORDANCE WITH ASTM C-39.
8. DO NOT SET PIERS IN FROZEN GROUND.
9. REINFORCING BARS SHALL CONFORM TO ASTM A-65 GRADE 60.
10. STOOPS TO BE MINIMUM 4" THICK CONCRETE WITH 1:4B SLOPE AWAY FROM BUILDING. SET STOOP ON PREPARED PAD CONSISTING OF 4" OF COMPACTED STONE.

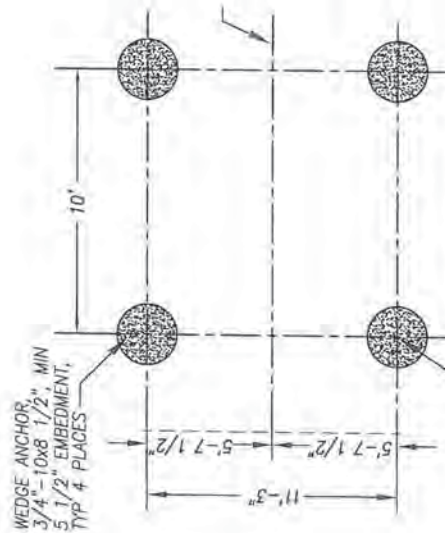
SLAB SUBGRADE: ORIGINAL UNDISTURBED FOUNDATION MATERIAL OR MATERIAL COMPACTED TO 95% DENSITY (MODIFIED PROCTOR, ASTM D1557)



GENERATOR PAD SECTION A-A

1/2" = 1'-0"

1. SEE PROJECT GENERAL NOTES & SPECIFICATIONS.
2. LOCATE WEDGE ANCHORS AFTER SHELTER IS LOCATED TO ALIGN CORRECTLY. DO NOT INSTALL WEDGE ANCHOR BEFORE SETTING SHELTER ON FOUNDATION.
3. FOUNDATION DESIGN BY SHELTER MANUFACTURER IS BASED ON A MINIMUM SOIL BEARING OF 2000 PSF.
4. AFTER PIER EXCAVATIONS ARE COMPLETE, BOTTOMS SHALL BE INSPECTED TO VERIFY SOIL SUITABILITY FOR THE DESIGN BEARING PRESSURE OF 2000 PSF.
5. CONCRETE FOR PIERS SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3000 PSI @ 28 DAYS IN CONFORMANCE WITH ACI-318.



DETAIL: FOUNDATION PLAN

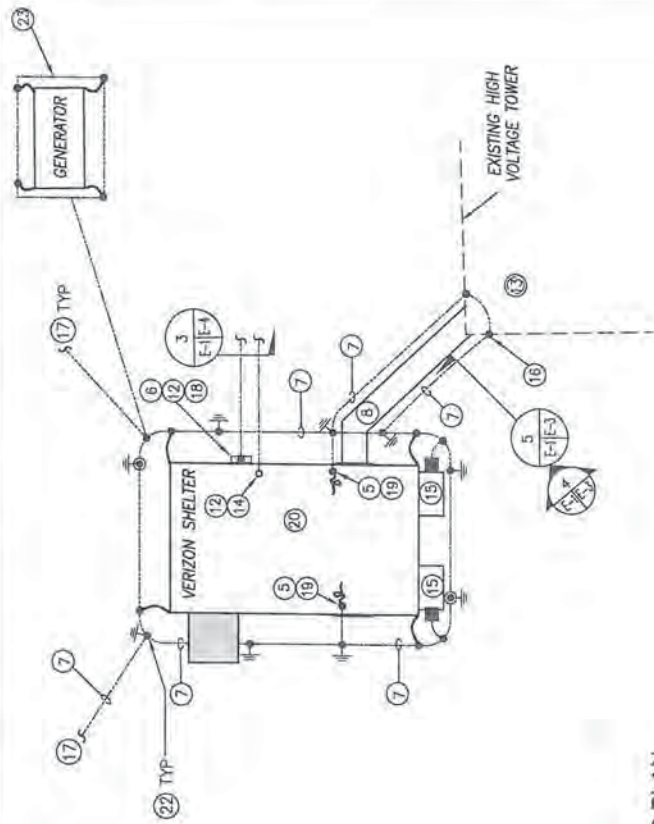
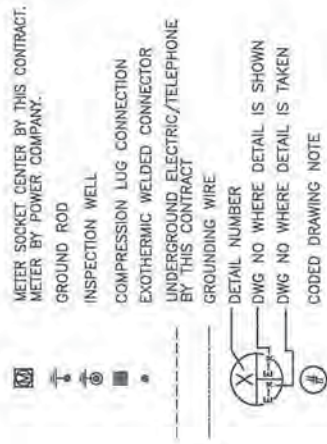
NOT TO SCALE

3/4" = 1'-0"

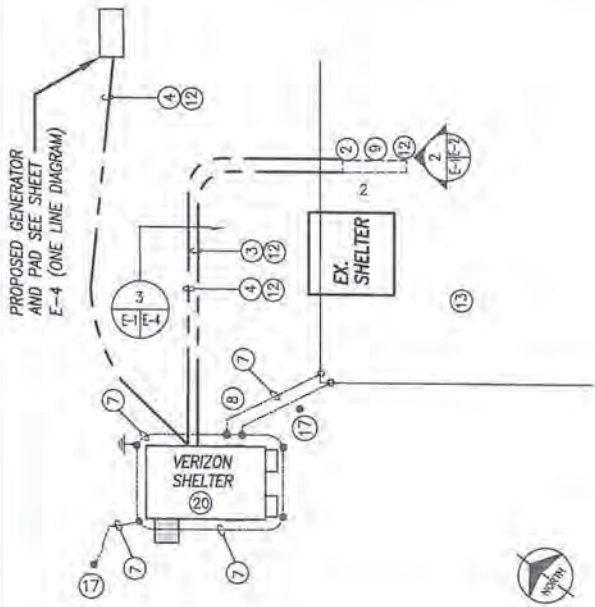
CODED DRAWING NOTES:

- 1 SERVICE CONDUCTORS AND CONDUITS TO THE POWER CO. SERVICE POLE OR PAD MOUNT TRANSFORMER AND TELCO PEDESTAL BY CONTRACTOR. FINAL CONNECTIONS BY UTILITY COMPANY. COORDINATE FINAL LOCATION WITH UTILITY COMPANIES. PROVIDE RGS CONDUIT POLE RISERS AND WEATHERHEADS AS REQUIRED.
- 2 TELCO DEMARC. SEE DETAIL ON SHEET E-2
- 3 2" SCHD. 40 PVC CONDUIT (SCHD. 80 PVC CONDUIT IN VEHICLE DRIVE AREA) W/ TWO RUNS OF 6 PR. SHIELDED, #24 AWG SOLID CORE TELEPHONE CABLE.
- 4 3" SCHD. 40 PVC CONDUITS (SCHD. 80 PVC CONDUIT IN VEHICLE DRIVE AREA) W/THREE (3) #3/0 PLUS #6 GROUND, (POWER)
- 5 INTERIOR GROUND SYSTEM BY SHELTER MANUFACTURER. GROUND CONNECTIONS INSIDE SHELTER BY OTHERS UNLESS NOTED OTHERWISE.
- 6 SERVICE DISCONNECT SWITCH BY SHELTER MANUFACTURER. LINE SIDE TERMINATIONS BY THIS CONTRACT.
- 7 #2/0 TINNED BARE COPPER WIRE BURIED EXTERIOR GROUND RING.
- 8 DUCT BANK - BOND EACH SECTION TO GROUND RING. SEE DETAIL SHEET.
- 9 SERVICE ENTRANCE BOARD. PROVIDE COMPLETE AS SHOWN ON SHEET E-2.

- 10 PROVIDE 2" SCHD. 40 PVC CONDUIT FOR OBSTRUCTION LIGHTING SYSTEM. (D.F.C.I.)
- 11 TOP AND BOTTOM (TOWER) COAX ISOLATED GROUND BAR(S), EXTERNAL
- 12 COORDINATE EXACT LOCATION OF CONDUIT IN FIELD.
- 13 EXISTING HIGH VOLTAGE TOWER.
- 14 TELEPHONE CONDUIT STUB-UP.
- 15 AC UNITS BY SHELTER MANUFACTURER. GROUNDING CONNECTION BY THIS CONTRACT.
- 16 CONNECT TO EXISTING GROUND RING.
- 17 CONNECT TO EXISTING FENCE POST.
- 18 POWER CONDUIT STUB-UP
- 19 BUILDING GROUND, CADWELD TO GROUND RING.
- 20 LOCATION OF EQUIPMENT IS DEPENDENT ON ACTUAL SHELTER PROVIDED. COORDINATE EXACT LOCATION OF EQUIPMENT IN FIELD.
- 21 SHIELD OF COAX CABLES FROM ANTENNAS SHALL BE ATTACHED TO GROUND BAR.
- 22 GROUND RODS TO BE SPACED NO CLOSER THAN 6' APART, NOT TO EXCEED 16'
- 23 GROUND GENERATOR PER APPLICABLE CODES & MANUFACTURERS RECOMMENDATIONS



GROUNDING PLAN
SCALE: 1" = 10'



ELECTRICAL SITE PLAN
NTS



ENGINEERING CONCEPTS, INC.
 20 S. ROANOKE ST., PO BOX 619
 FROSTBURG, VIRGINIA 24090
 540.473.9253 FAX 540.473.9254



RELEASE ISSUE	NO.	DATE	REVISIONS
	1		
	2		
	3		

DESIGNED BY:
 DRAWN BY: DJV
 CHECKED BY: JSC

SITE NAME
CONCORD TURNPIKE

SITE ADDRESS
 5700 PLEASANT VALLEY ROAD
 LYNCHBURG, VA 24504

TITLE
 Electrical Site &
 Grounding Plans

DRAWING SCALE
 As Shown

ECI PROJECT #
 12044

DATE
 MAY 14, 2012

DRAWING NUMBER
 E-1



ENGINEERING CONCEPTS, INC.
20 S. HANCOCK ST., PO BOX 679
FARMVILLE VIRGINIA 24090
540.473.1233 FAX 540.473.1254



NO.	DATE	REVISIONS
1		
2		
3		

DESIGNED BY: DUV
DRAWN BY: JSC
CHECKED BY: JSC

SITE NAME
CONCORD TURNPIKE

SITE ADDRESS
5700 PLEASANT VALLEY ROAD
LYNCHBURG, VA 24504

TITLE
Electrical Service Details

DRAWING SCALE

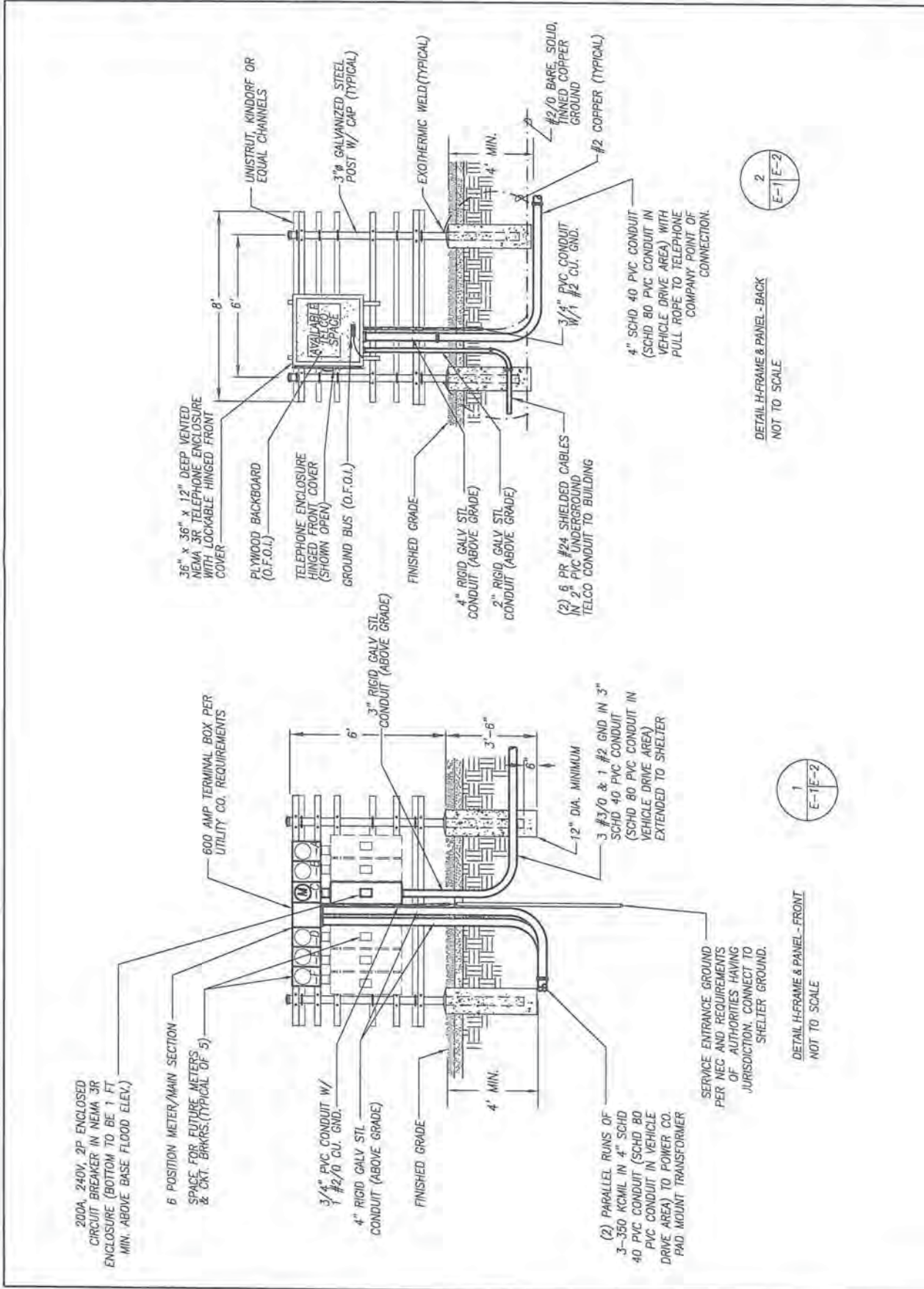
AS SHOWN

ECI PROJECT #

12044

DATE
JANUARY 4, 2013

DRAWING NUMBER
E-2



RELEASE ISSUE	NO.	DATE	REVISIONS
	1		
	2		
	3		

DESIGNED BY:
DRAWN BY: DJV
CHECKED BY: JSC

SITE NAME
CONCORD TURNPIKE

SITE ADDRESS
5700 PLEASANT VALLEY ROAD
LYNCHBURG, VA 24504

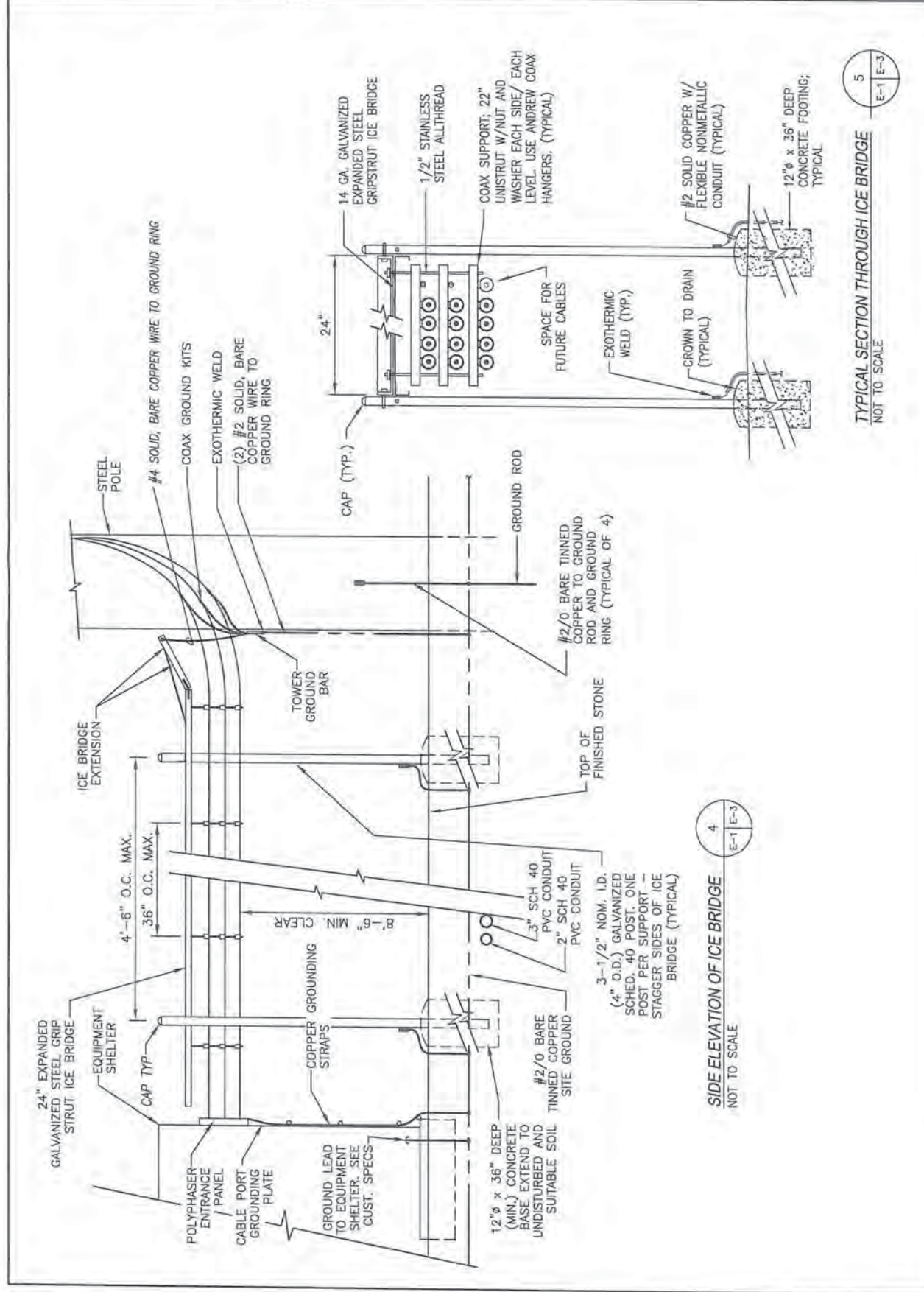
TITLE
Ice Bridge
Details

DRAWING SCALE
As Shown

ECI PROJECT #
12044

DATE
JANUARY 4, 2013

DRAWING NUMBER
E-3





ENGINEERING CONCEPTS, INC.
20 S. ROANOKE ST., PO BOX 619
FINCASTLE, VIRGINIA 24090
540.473.1259 FAX: 540.473.1254



RELEASE ISSUE	
NO.	DATE REVISIONS
△	
△	
△	
△	

DESIGNED BY: _____
DRAWN BY: DJV
CHECKED BY: JSC

SITE NAME
CONCORD TURNP

SITE ADDRESS
5700 PLEASANT VALLEY ROAD
LYNCHBURG, VA 24504

Electrical Details & Specifications

DRAWING SCALE
As Shown

ECI PROJECT # 12044

DATE JANUARY 4 2013

DRAWING NUMBER
F-4

ELECTRICAL GENERAL NOTES

A. GENERAL: ARRANGE WITH THE LOCAL ELECTRIC UTILITY COMPANY, AND PAY ALL ASSOCIATED COSTS FOR PROVIDING TEMPORARY (IF REQUIRED) AND PERMANENT ELECTRIC SERVICE FOR THE PROJECT AS INDICATED AND REQUIRED. CONTRACTOR SHALL FURNISH AND INSTALL ALL CONDUITS AND WIRING FROM THE BUILDINGS ELECTRICAL DISCONNECT TO THE EXISTING SERVICE ENTRANCE BOARD. CONTRACTOR SHALL PROVIDE A 200A CIRCUIT BREAKER AND METERING ENCLOSURES FOR SERVICE ENTRANCE BOARD AS SHOWN ON SHEET E-2. SERVICE SHALL BE A 200A, 120/240V, SINGLE PHASE, 3 WIRE SYSTEM. INSTALLATION OF METER SHALL BE IN ACCORDANCE WITH ALL APPLICABLE CODES. THE POWER COMPANY AND THE OWNERS SPECIFICATIONS.

B. GROUNDING: PROVIDE GROUNDING ELECTRODE SYSTEM FOR THE SERVICE, PER THE NEC, UTILITY COMPANY REQUIREMENTS AND AUTHORITIES, HAVING JURISDICTION.

C. INSTALL MATERIALS AND EQUIPMENT AS INDICATED AND IN ACCORDANCE WITH EQUIPMENT MANUFACTURER'S INSTRUCTIONS.

D. SYSTEM DESCRIPTION: GROUNDING NETWORK SYSTEM SHALL ESTABLISH AN EARTH-RESISTANCE TO THE REFERENCE GROUND POINT NOT TO EXCEED 5 OHMS, CONSISTING OF BONDING OF STRUCTURE AND OTHER METAL OBJECTS, GROUNDING ELECTRODES AND INTERCONNECTING CONDUCTORS. MINIMUM REQUIREMENTS ARE THOSE AS SPECIFIED BY THE NEC.

E. MATERIAL: INDICATED AS FOLLOWS:

- E. MATERIAL: INDICATED AS FOLLOWS:
1. CONDUIT RODS: 5/8" DIA X 8' LONG COPPERCLAD.
 2. CONNECTIONS: COPPER TIED BARE AS SHOWN ON THE DWGS.
 3. GROUND WIRE CLAMPS: HEAVY DUTY CLAMPS AS MANUFACTURED BY BURNED, ON APPROVED EQUAL
 4. WELDS: HEAVY DUTY EXOTHERMIC WELDS AS MANUFACTURED BY CAMELWELD. WELDS SHALL BE PROTECTED FROM CORROSION BY COATING WITH ZINC RICH AS MANUFACTURED BY ZRC CHEMICAL PRODUCTS CO.
 5. CHEMICAL GROUND RODS: LYNCOLE - XIT, IF NECESSARY.
 6. CONNECTIONS: ALL CONNECTIONS SHALL USE EXOTHERMIC PROCESS, UNLESS NOTED OTHERWISE.

F. CONTRACTOR SHALL FURNISH AND INSTALL THE SHELTER AND COMPOUND EXTERIOR GROUND SYSTEM (RING), INCLUDING #2 TINNED BARE SOLID COPPER LEADS OF SUFFICIENT LENGTH AS FOLLOWS:

- (-ONE) LEAD FOR EACH MECHANICAL UNIT INCLUDING HVAC UNITS
(-ONE) LEAD FOR THE TELCO GROUND BAR.
(-ONE) LEAD AT EACH CORNER OF THE SHELTER.
(-ONE) LEAD AT THE CENTER OF ANY SHELTER WALL OVER 15' LONG.
(-ONE) LEAD FOR THE ELECTRICAL DISCONNECT AT THE SHELTER.
(-ONE) #2 /0 LEAD FOR THE METER PANEL & MAIN RAKER

CONTRACTOR SHALL ATTACH THE POLYPHASER GROUND STRAPS TO THE BUILDING AND CONNECT THEM TO THE EXTERIOR GROUND RING PER SPECIFICATIONS. THE OWNER SHALL FURNISH THE POLYPHASER GROUND STRAP.

CONTRACTOR SHALL FURNISH AND INSTALL THE GROUND RING-
 BY THE OWNERS SPECIFICATIONS. THE GROUND RING SHALL BE
 INSTALLED AT A MINIMUM DEPTH OF 30" BELOW FINISH GRADE.
 WITH 5/8" X 8" COPPER CLAD GROUND RODS SPACED AS INDICATED
 MINIMUM SPACING TO BE 6", NOT TO EXCEED 16"
 AND AT THE CORNERS OF THE COMPOUND AS REQUIRED
 AND INDICATED, WITH LEADS AND RODS ATTACHED USING
 THERMOWELD WELDS TO #2 TINNED BARE COPPER WIRE. EXOTHERMIC
 WELDS ONLY SHALL BE USED BELOW GRADE OR AS INDICATED AT

1. ALL ELECTRICAL ITEMS SHOWN ON DRAWING SHALL BE NEW AND PROVIDED BY THE CONTRACTOR UNLESS NOTED OTHERWISE:
O.F.O.I. = OWNER FURNISHED OWNER INSTALLED.
O.F.C.I. = OWNER FURNISHED CONTRACTOR INSTALLED.

J. TESTING:

1. 24 HOUR NOTICE SHALL BE PROVIDED TO THE OWNER BEFORE THE COMPLETION OF THE EXTERIOR GROUND RING TO ALLOW FOR A VISUAL, OPEN TRENCH INSPECTION OF THE SYSTEM. A REPRESENTATIVE FROM OWNER MUST BE PRESENT DURING TESTING. A CERTIFIED RESISTIVITY TEST REPORT, ALONG WITH A COPY OF THE TEST UNIT'S MOST RECENT CALIBRATION CERTIFICATION IS REQUIRED.

2. SUBJECT THE COMPLETE GROUNDING SYSTEM TO A MEGGER TEST AT THE SERVICE DISCONNECT ENCLOSURE, MASTER GROUND AND EXTERIOR GROUND BAR TERMINALS. MEASURE GROUNDING RESISTANCE WITHOUT THE SOIL BEING MOISTENED OR OTHER ARTIFICIAL MEANS OF REDUCING NATURAL GROUND RESISTANCE. PERFORM TESTS BY THE 3-POINT METHOD IN ACCORDANCE WITH SECTION 9.3 OF IEEE 81, "GUIDE FOR MEASURING EARTH RESISTIVITY, GROUND IMPEDANCE, AND EARTH SURFACE POTENTIALS OF A GROUNDING SYSTEM".

3. GROUND RESISTANCE MAXIMUM VALUES SHALL BE 5 OHMS.

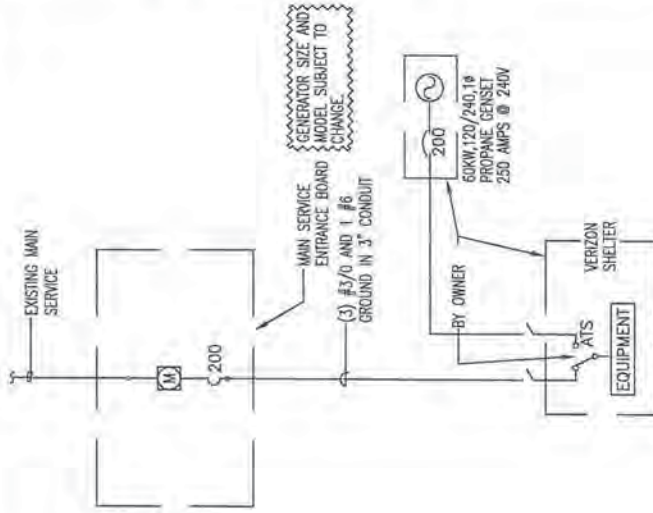
4. WHERE GROUNDING RESISTANCES EXCEED SPECIFIED VALUES, OR UNDIRECTED, MODIFY THE GROUNDING SYSTEM TO REDUCE RESISTANCE VALUES TO THOSE SPECIFIED, WHERE DIRECTED MEASURES EXCEED THOSE SPECIFIED, PROVISIONS OF THE CONTRACT COVERING CHANGES WILL APPLY.

K. CONNECTION OF COPPER TO STEEL. IN EXTERIOR AREAS SHALL BE MADE USING EXOTHERMIC WELDING PROCESS. ELECTRICAL GROUNDING CONNECTIONS IN INTERIOR LOCATIONS SHALL BE MADE USING SUITABLE COMPRESSION TYPE CONNECTORS ONLY. DO NOT USE EXOTHERMIC WELDS IN INTERIOR LOCATIONS.

L. MAKE ELECTRICAL GROUNDING CONNECTIONS AT CLEAN BARE METAL AT POINT OF CONTACT, CLEAN THE SURFACE, REMOVE THE PAINT OR RUST, ETC. TO EXPOSE CLEAN BARE METAL SURFACE PRIOR TO MAKING CONNECTIONS.

M. APPLY CORROSION INHIBITING CONDUCTIVE COMPOUND AT ALL CONNECTIONS PER MANUFACTURER'S RECOMMENDATIONS.

10. INSTALL O.F.C.I. OBSTRUCTION LIGHTING SYSTEM IN ACCORDANCE WITH CODES OF AUTHORITIES HAVING JURISDICTION INCLUDING FCC REQUIREMENTS.



ONE LINE DIAGRAM

SCHEMATIC



DETAIL: TYPICAL ELECTRIC/TELEPHONE TRENCH
NOT TO SCALE

RELEASE ISSUE	NO.	DATE	REVISIONS
	1		
	2		
	3		
	4		

DESIGNED BY:
DRAWN BY: DJW
CHECKED BY: JSC

SITE NAME
CONCORD TURNPIKE

SITE ADDRESS
5700 PLEASANT VALLEY ROAD
LYNCHBURG, VA 24504

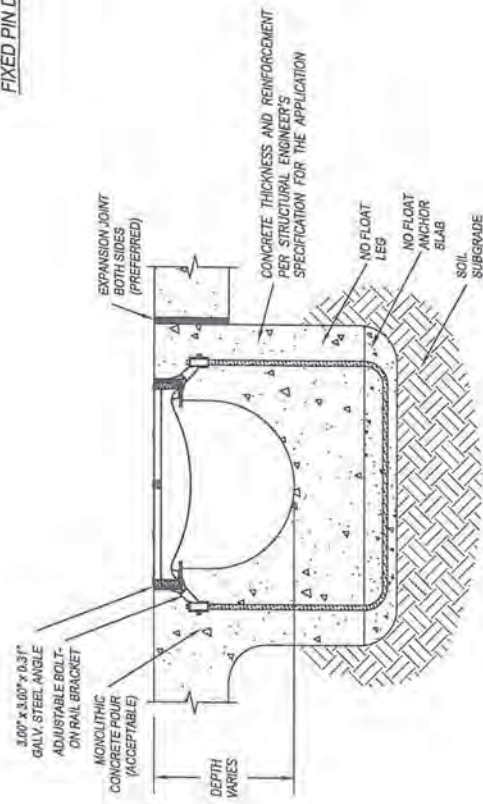
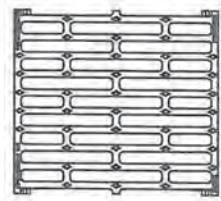
TITLE
Duct Bank
Details

DRAWING SCALE
As Shown

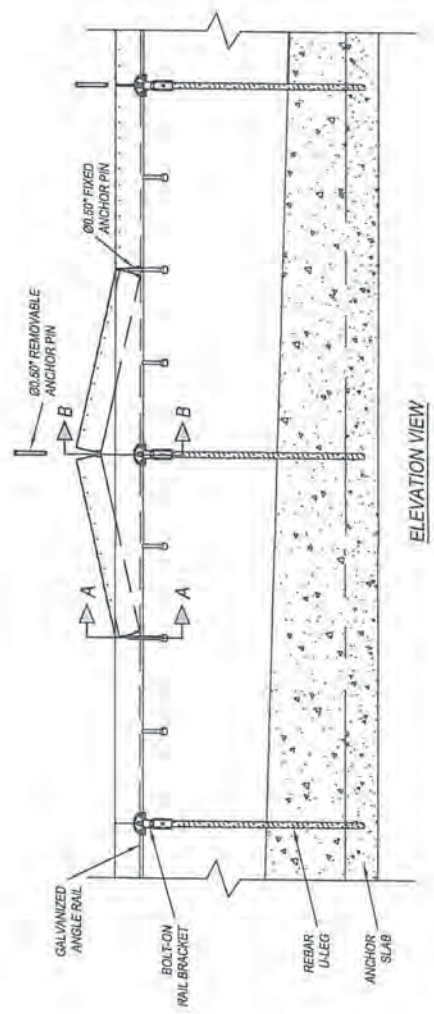
ECI PROJECT #
12044

DATE
JANUARY 4, 2013

DRAWING NUMBER
E-5



END CROSS SECTION VIEW



ELEVATION VIEW

Project Narrative, Photos and Maps

“Concord Turnpike”

**Telecommunications Tower
Supporting Facilities and Equipment**

Located at

**5700 Pleasant Valley Road
Lynchburg, VA 24504**

RECEIVED

APR 02 2013

**COMMUNITY
DEVELOPMENT**

Submitted for



**1831 Rady Court
Richmond, VA 23222**

**VERIZON WIRELESS - ("CONCORD TURPIKE" SITE)
CO-LOCATION OF TELECOMMUNICATIONS ANTENNAS AND SUPPORTING EQUIPMENT**

Introduction / Project Description:

Cellco Partnership, d/b/a Verizon Wireless, has requested approval to allow the installation of a Telecommunication Antennas and Supporting Facilities, consisting of twelve (12) panel antennas installed at the 144.5-foot level on an existing lattice tower that has an extension mount holding AT&T's antennas at the 159-foot level. The proposed facility is be part of a larger project that is geared toward improving coverage and increasing network capacity Verizon Wireless' services in the City of Lynchburg and surrounding counties. Verizon Wireless' antennas will be connected to a 240 square foot and 12-foot high base station shelter housing the transmitting equipment, and a generator for emergency back-up power.

A special use permit is required to allow the equipment shelter and generator at this site, which is zoned R-2, Single-Family Residential, because both of these items exceed the maximum standard for equipment sizes of 72 cubic feet and 6 feet in height.

Network Objectives:

It is Verizon Wireless' goal to provide seamless and high quality in-building, in-car and on-street coverage and the full range of voice and data services to existing and future customers. The proposed facility will provide expanded capacity and upgraded coverage to residents, businesses and travelers in the northeastern part of the city. Verizon Wireless is licensed, by the Federal Communications Commission (FCC), to provide state-of-the-art wireless telecommunications services within the City of Lynchburg, using four (4) separate bands that are on the frequency spectrum. They consist of the 850 MHz band for Cellular, the 1900 MHz frequency band for PCS and the 4G Long Term Evolution wireless services utilizing the 700 MHz band recently activated in the summer of 2012. LTE service offers data upload, download and transmission speeds up to ten times faster than the previous generations of wireless technologies. Lastly, the technology for a fourth licensed frequency, known as Advance Wireless Services (AWS), using the 2100 MHz band, is now also being developed and Verizon Wireless hopes to be deploying it through another series of service upgrades in various markets as early as the second quarter of 2013. AWS will largely be used to support the increasing demands for the 4G data service to be initially provided by LTE. In the future is will also be used as a hybrid of the other two voice services to back up any needs for added call capacity with Voice Over Internet Protocol (VOIP) capabilities.

Character of the Area:

Verizon Wireless has entered into a long-term tower lease agreement with American Electric Power (AEP) for installation of the proposed antennas, and a ground lease with the underlying property owner, Geraldine W. Clark, for placement of the supporting equipment at the base of the tower located at 5700 Pleasant Valley Road. City real estate records identify this property as Tax Map and Parcel Number 27601004 (the "Property"), containing 0.798 acres in the R-2, Single-Family Residential zoning district. The proposed equipment shelter will be installed just south of the power tower's southwest corner and the generator will be placed in a location that is parallel with the northwest corner of the tower. The base of the tower and site of Verizon Wireless' proposed facilities is wooded and surrounded on all sides by existing, mature vegetation as show in the attached photos and aerial maps.

**VERIZON WIRELESS - ("CONCORD TURPIKE" SITE)
CO-LOCATION OF TELECOMMUNICATIONS ANTENNAS AND SUPPORTING EQUIPMENT**

Verizon Wireless will address the specific requirement that pertain to the request as provided in Section 35.1-83 "Development and approval of towers" below:

- (a) A tower and associated telecommunications facilities shall be a permitted use of land in business and industrial districts (B-1 through B3, B-5, and I-1 through I-3). A conditional use permit from the city council shall be required for applicants seeking to locate towers, regardless of height, and related telecommunications facilities, in business districts zoned as B-4 and B-6 and in conservation and residential districts designated R-C through R-5. No structure, regardless of design or material, shall be permitted in any residential district as a telecommunications facility, except small equipment cabinets located on the tower or on the ground immediately adjacent to a telecommunications facility, provided they do not exceed seventy-two cubic feet above ground, and six feet in height.*

Although this proposed co-location will not increase the height or visibility of the existing power tower, Verizon Wireless is proposing the installation of a shelter and emergency generator that both will exceed the maximum allowable sizes for communications equipment in the R-2 district. City staff has recognized that a conditional use permit must be granted by City Council to allow the proposed equipment. However, it should also be recognized that the proposed shelter and generator will be well-screened from adjacent roads and adjoining property lines due to the existing vegetation on the subject parcel that surrounds the site and will remain in place after the proposed equipment has been installed. Approval of the proposed conditional use will not impose any negative impacts upon the neighboring, residentially-zoned properties, or result in changing the character of the overall area. Therefore, installation of the proposed facilities in this particular location should be viewed as being in harmony with other uses allowed by-right in the R-2 district and also with the intents as set forth by Section 35.1-83 of the City of Lynchburg's zoning ordinance.

Conclusion:

The proposed co-location will not require any increase in the existing structure's height, nor will it increase the visibility of this facility, and Verizon Wireless has submitted all relevant information to demonstrate that approval of this application would be largely in accordance with the standards that are in place for the approval for by-right co-location of telecommunications antennas, except that the existing tower is located in the R-2 zoning district.

Sincerely,



Stephen Waller, AICP

GDNsites

Site Development Consultants to Verizon Wireless

NORTH



EAST



SOUTH



WEST



ACCESS ROAD



ACCESS ROAD ENTRANCE



TELCO



POWER



AT&T EQUIPMENT



TARGET AREA







Google earth

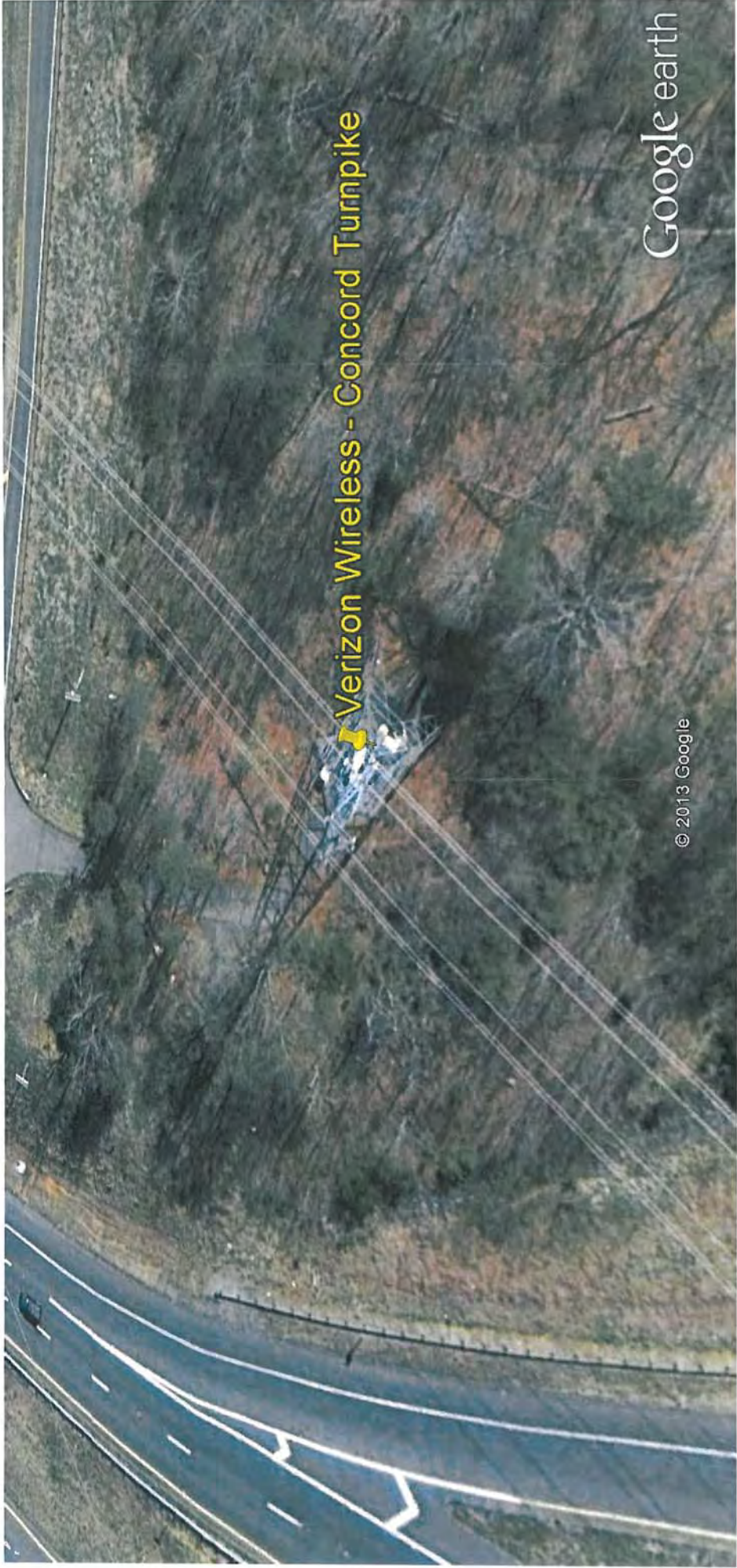
© 2013 Google

Google earth

feet
meters

2000
600





Verizon Wireless - Concord Turnpike

Google earth

© 2013 Google

Google earth

feet
meters

100

600





CUP - Verizon

Print Date: 05/02/2013
Image Date: 03/11/2012
Level: Neighborhood

REDP, LLC
Conditional Use Permit
May 8, 2013

PLEASE PRINT

[illegible]

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 11, 2013**

AGENDA ITEM NO.: **14**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Campbell Avenue | Odd Fellows Road Land Use & Corridor Master Plan Study**

RECOMMENDATION: Hold a public hearing and consider approving the study as part of the *Comprehensive Plan 2002-2020*.

SUMMARY: The Campbell Avenue/Odd Fellows Road Land Use & Corridor Master Plan encompasses two distinct initiatives – a “grass roots” effort spearheaded by the Campbell Avenue area businesses and residents and the funding of the Odd Fellows Road U.S. Route 460/29 interchange in July 2011. While Campbell Avenue and Odd Fellows Road have unique conditions and land uses, they function as a pair. Impacts and improvements to one road will likely cause indirect effects to the other. During preparation of the plan, City Staff worked with a group of key stakeholders and hosted a series of neighborhood meetings to solicit input on the plan. The resulting document provides an “area-wide” plan, as well as individual “master plans” for the Campbell Avenue and Odd Fellows Road corridors.

The Planning Commission recommended approval of the plan because:

- The plan is consistent with the *Comprehensive Plan* which recommends “priorities for improvements to the transportation system should be based on safety considerations; existing deficiencies; multimodal and environmental considerations; physical economic, and policy constraints; contribution to quality urban design; required right of way needs; level of service; and appropriate system continuity”.
(Objective 1.A7, pg 14.6)
- The plan is consistent with the *Comprehensive Plan* which recommends inclusion of “alternative transportation modes in the Transportation Master Plan (TMP), including pedestrians, bikeways, trails and transit. **(Objective 1.A8, pg 14.6)**

PRIOR ACTION(S):

April 24, 2013: The Planning Division recommended approval of the *Campbell Avenue | Odd Fellows Road Land Use & Corridor Master Plan Study*

April 24, 2013: Planning Commission requested additional information about Odd Fellows Road traffic features, supporting reasons to amend the designated Resource Conservation use to Community Commercial and Industrial Property to Mixed Use on the *Future Land Use Map* along the Odd Fellows Road corridor and the inclusion of right turn lanes on Campbell Avenue.

May 15, 2013: City Staff held an informational meeting with First Lynchburg Industrial Park businesses to review the proposed plan and the function of roundabouts.

May 22, 2013: The Planning Commission recommended approval of the plan (6-0, with one vacancy) with the following additions:

- Indicate consideration of right turn lanes along Campbell Avenue on page 34.
- Change the wording for the Albert Lankford Drive and Murray Place roundabout on page 47 as follows “The *proposed* roundabout *may* be oval in shape to accommodate the current alignments of these two streets. The roundabout *may* be the focal element for future mixed-use development in the surrounding area.”
- Include a center turn lane alternative to the median in the cross section of Odd Fellows Road on page 48.

- Include an alternative for John Capron Road to maintain its current alignment on page 53.

FISCAL IMPACT: None associated with approval DRAFT *Campbell Avenue | Odd Fellows Road Land Use & Corridor Master Plan Study*. Planning estimates included on page 61 indicate a total project cost of \$24,220,080. However, these numbers are preliminary estimates and may vary significantly depending on the actual project design.

- Odd Fellows Road Preliminary Estimate: \$13,040,000 [Phase I – \$5,040,000; Phase II – \$8,000,000]
- Campbell Avenue Preliminary Estimate: \$4,895,080 [Phase I – \$1,400,000; Phase II – \$1,640,080; Phase III – \$1,100,000; Phase IV – \$755,000]
- Connector Road Preliminary Estimate: \$6,285,000

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

ATTACHMENT(S):

- Resolution
- *Campbell Avenue | Odd Fellows Road Land Use & Corridor Master Plan Study* - May 28, 2013 DRAFT
- Planning Commission Memorandum - April 24, 2013
- Planning Commission Minutes - April 24, 2013
- Speaker Sign Up Sheet - April 24, 2013
- First Lynchburg Industrial Park business owners meeting attendance sheet - May 15, 2013
- Planning Commission Memorandum - May 22, 2013
- Planning Commission Minutes - May 22, 2013

REVIEWED BY: lkp

RESOLUTION:

A RESOLUTION ADOPTING THE CAMPBELL AVENUE | ODD FELLOWS ROAD LAND USE & CORRIDOR MASTER PLAN STUDY INTO THE CITY'S COMPREHENSIVE PLAN 2002-2020.

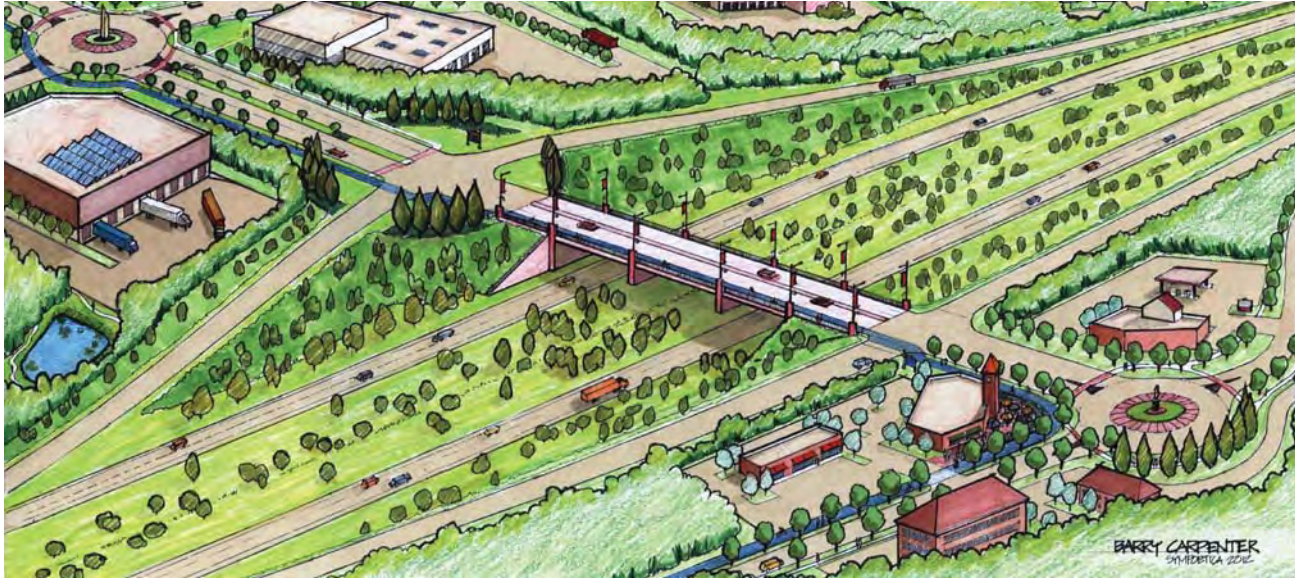
BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the Campbell Avenue | Odd Fellows Road Land Use & Corridor Master Plan Study be, and the same is hereby approved and adopted as part of the City's Comprehensive Plan 2002-2020.

Adopted:

Certified:

Clerk of Council

083V



Campbell Avenue | Odd Fellows Road



Lynchburg
VIRGINIA

LAND USE & CORRIDOR MASTER PLAN STUDY



City of Lynchburg

May 28 DRAFT

Council

Mayor, Michael A. Gillette
Vice Mayor, Ceasor T. Johnson
Hundson "H" Cary, III
Joan F. Foster
Jeff S. Helgeson
J. Randolph "Randy" Nelson
Edgar J. T. Perrow, Jr.

Planning Commission

Andy Sale, Chair
Gerry Swienton, Vice-Chair
Rick Barnes
James Coleman
Theodore B. Hannon
Kevin Hooper
Karen Kennedy

Staff

Kim Payne, City Manager
Bonnie Svrcek, Deputy City Manager
Kent White, Director Community Development
Shaun R. Conway
Robin Craig
Don DeBerry, P.E.
Kay Frazier
Brian Gleason
Gaynelle Hart
Kevin Henry, AICP
Allison Johnson
Tom Martin, AICP
Lee Newland, P.E.
Anne Leslie Nygaard
Andy Reeder
Marjette Upshur
David Owen

Consultants

J. Barry Carpenter, ASLA, 
Bill Wuensch, P.E. 

Key Stakeholders / Project Team

Lee Beaumont, Liberty University
Maggie Cossman, P.E., Liberty University
A.T. Dunn, Virginia University of Lynchburg
Josh Moore, GLTC
Raina A. Rosado, P.E., VDOT
Charles Spence, Liberty University
Karen Walton, GLTC
Bob White, Region 2000
Rick Youngblood, GISP VDOT
Citizens of Lynchburg

Prepared for



City of Lynchburg

Department of Community Development
Office of Economic Development

Prepared by



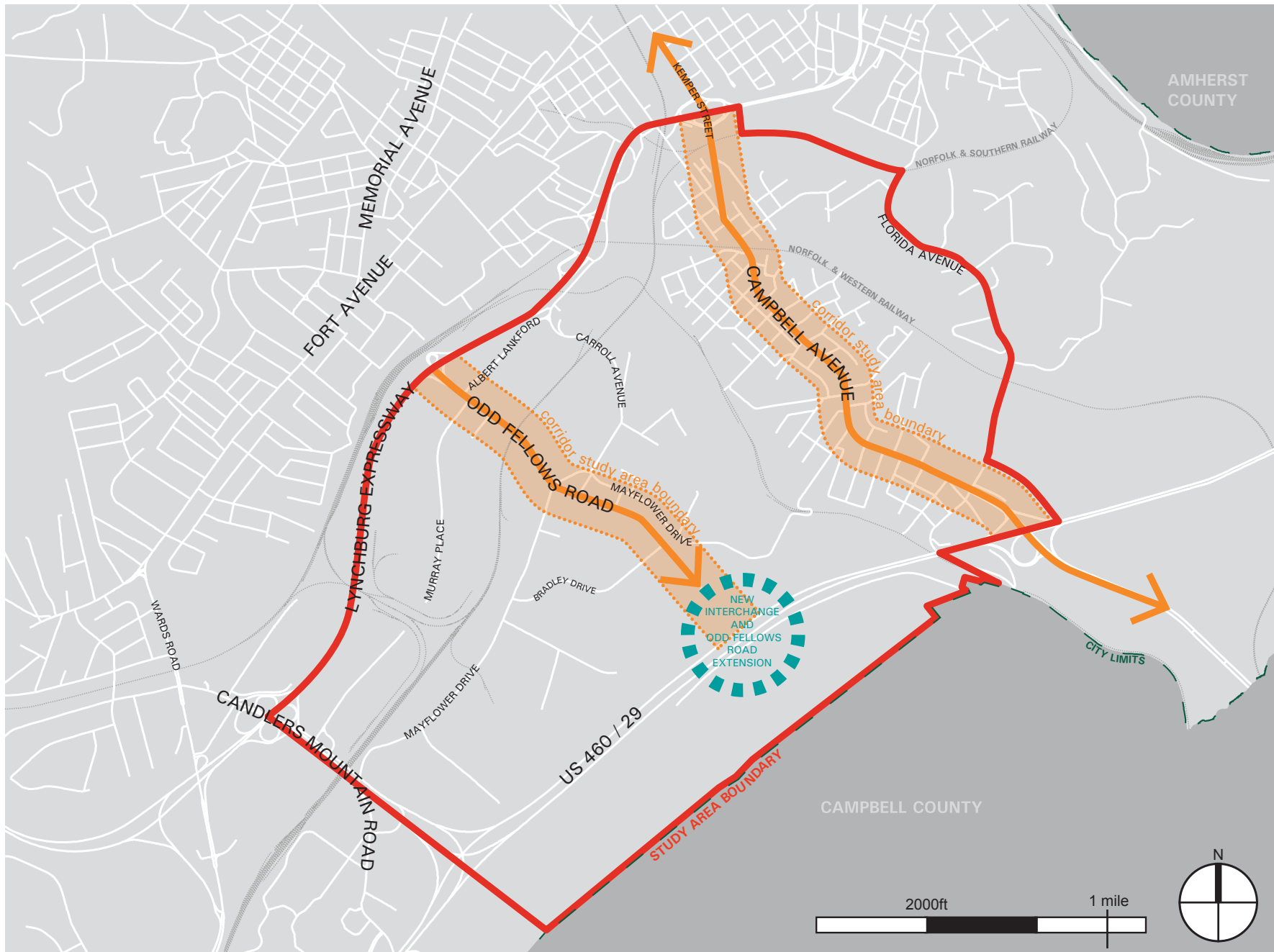
Community Planners and Designers
Woodstock, Virginia

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APPENDIX

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 Complete Streets
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 VDOT Interchange Project Page
 Campbell Avenue Access
 Management Study
 Cursory Lane Reduction Analysis



STUDY AREA AND CORRIDOR BOUNDARY AND LOCATION MAP

1.0 Introduction

Campbell Avenue and Odd Fellows Road play vital multifaceted roles on the eastern side of Lynchburg. These roles range from connecting neighborhoods, to serving the First Lynchburg Industrial Park, and providing an important entrance to the larger City. As VDOT plans a new interchange at Odd Fellows Road and US 460/29, the City has a unique opportunity to assess what kind of functionality and form fits these corridors best for the future. Investing in street design and connectivity, reassessing current and future land use, and providing important public facilities will help the city use valuable resources more efficiently, improve opportunities for economic development, and enhance the quality of life for both area workers and residents.

1.1 Purpose

The purpose of this plan is to help implement the City's Comprehensive Plan and to provide a vision and blueprint for future growth and development of important residential and employment use areas on the east side of Lynchburg largely defined by two key corridors: Campbell Avenue and Odd Fellows Road. This plan meets and builds upon the Comprehensive Plan's goals for both the Campbell Avenue Corridor Study Area (Comp. Plan 4.13) and the First Lynchburg Industrial Park Employment Area (Comp Plan 4.23). The City's Comprehensive Plan sets an important base that this plan expands upon with greater detail and specific recommendations for the future.

This plan is the continuation of efforts from the City's Office of Economic Development to focus economic development in the area around the neighborhood's needs, to develop a Fairview Neighborhood Master Plan, and to foster business to business transactions within the study area. Meetings held in 2010 and 2011 at the Fairview Heights Community Center directly led to the initiation of this study and recommendations herein reflect those goals, along with much more.

Plan Boundaries. The study area for this project is generally defined as follows: The eastern boundary is defined as Florida Avenue northward from Campbell Avenue to the Norfolk Southern railroad tracks. The northern boundary of the study area is the Norfolk Southern railroad tracks westward from Florida Avenue to the Lynchburg Expressway. From that point, the western boundary follows the Lynchburg Expressway and then turns eastward along Candler's Mountain Road to US 460/29 and the City Limit beyond. From that point the boundary of the study area is the City Limit south and east of the US 29/460 Bypass, between Candler's Mountain Road and Campbell Avenue. The corridor master plans for both Campbell Avenue and Odd Fellows Road cover an area that extends approximately 500' on both sides from the center of the roadways.

1.2 Vision & Goals

Vision Statement. The vision to the right stems from conversations with stakeholders and community members, and represents a pragmatic look at how competing interests can find a common goal.

The Campbell Avenue and Odd
Fellows Road Area will be...

**a place of attractive and vibrant city
corridors and neighborhoods, offering a mix
of residential, commercial, institutional,
employment and open space uses, where
one can travel throughout efficiently, safely
and pleasurably by car, truck, transit,
bicycle, or on foot.**

Goals. The following 6 goals outline distinct outcomes needed to achieve the vision for the Campbell Avenue / Odd Fellows Road Study Area.



POTENTIAL CAMPBELL AVENUE TREATMENT PER RECOMMENDATIONS MADE LATER IN THIS PLAN (SEE CHAPTER 3 AND 4)



POTENTIAL ROUNDABOUT TREATMENT AT ODD FELLOWS ROAD AND MURRAY PLACE PER RECOMMENDATIONS MADE LATER IN THIS PLAN (SEE CHAPTERS 3 AND 5)

1

To provide safe, efficient and highly-connected multi-modal transportation facilities and services along the Campbell Avenue and Odd Fellow Road corridors, and strengthen linkages to the adjoining neighborhoods.

2

To foster attractive and livable places for people to reside, shop, work, learn, play and travel through.

3

To coordinate community land uses and transportation facilities so that the design of transportation facilities complements community context and the communities are designed to enable transportation efficiency.

4

To enhance Campbell Avenue and establish Odd Fellows Road as important City gateways.

5

To take advantage of locational and other assets of the area to enhance economic development and create jobs.

6

To accomplish goals 1 – 5 through the cooperative plans and actions of the City of Lynchburg, Region 2000 Regional Commission, and the Virginia Department of Transportation (VDOT).

1.3 Planning Approach

This plan seeks to create a highly functional, resource efficient, and multimodal transportation network while fostering economic development, a livable community and attractive city gateways. Creators of this plan recognize that stakeholder and public input is vital to successful planning efforts. Thus, these recommendations reflect a combination of both important city planning principles and input from key stakeholders and the public. Principles and plan methodology are outlined here. Information on stakeholder and public meetings can be found in Chapter 1.4, Planning Process, and specific input gathered can be found in Chapter 3.1, Stakeholder and Public Input.

Plan Methodology. While both the Campbell Avenue and Odd Fellows Road corridors have unique conditions, they largely function as a pair. What happens on one dramatically affects the other. This situation led to creating a plan that looks holistically at the entire study area first and then zooms in on the corridors individually with two corridor master plans.

Area-Wide Plan. Chapter 3 sets the larger framework for the two master plans and tackles big picture issues of area growth, connectivity, land use, and transportation.

Master Plans. Chapters 4 and 5 detail how Campbell Avenue and Odd Fellows Road should grow into the future. They illustrate a combination of public and private investment and individualized design recommendations for each corridor.



THIS IMAGE, FROM SMARTGROWTHAMERICA.ORG, ILLUSTRATES HOW COMPLETE STREETS PRINCIPLES WERE APPLIED TO AN INTERSECTION IN CHARLOTTE, NC

Planning Principles. This plan employs three important planning principles described here. Each plays a key role in developing the vision and making pragmatic recommendations for the future.

1) Complete Streets. Under Complete Streets principles, all streets are designed to safely accommodate all modes of travel and people of all ages and abilities. This approach can increase safety, improve access for all income levels, enhance economic development and beautify a corridor. Design interventions change depending on the level and type of activity on a road, lending to a variety of successful types of Complete Streets. The main requirement is to ensure pedestrians, bicyclists, motorists and

transit riders of all ages and abilities are able to safely move along and across streets. Key facets and benefits of Complete Streets are:

- Employing Complete Streets is intended to be a gradual process and over time a city will develop into a well-connected network of streets for all users and abilities to many destinations
- Providing safe and convenient walking, bicycling and transit options leads reduces congestion, increasing the overall capacity of an area's transportation network
- Community health is improved through more options for physical activity in daily life and simultaneous improvements in air quality

- Complete Streets designs include safety improvements that aid in reducing crashes, particularly at pedestrian crossings
- For more information on Complete Streets see Appendix

2) Context Sensitive Solutions (CSS). This principle demands that transportation projects balance the needs of travelers and the interests of the community the project passes through. Complete Streets employs CSS, realizing there is no “one size fits all” solution, but rather seeks to address each project’s unique setting, stakeholders, and requirements. CSS is based on these strategies:

- Balance safety, mobility, community and environmental goals in all projects.
- Involve the public and stakeholders early and continuously.
- Use an interdisciplinary design team tailored to project need.
- Address all modes of travel.
- Apply flexibility inherent in design standards and guidelines.
- Incorporate aesthetics as an integral part of good design.

3) Coordinating transportation network with land use. This requires that the two be planned in tandem because how transportation and land use interact directly affects the shape and quality of life in a community. Doing this helps match appropriate city infrastructure stemming from Complete Streets and CSS interventions with forthcoming private investment to facilitate achieving the plan’s vision.



CONTEXT SENSITIVE SOLUTIONS TAKE A VARIETY OF FORMS IN THESE EXAMPLES FROM MARYLAND AND FLORIDA. THE IMPORANT TAKEAWAY IS THAT THE SOLUTION BALANCES ALL GOALS AND IS FLEXIBLE TO ITS SURROUNDINGS

1.4 Planning Process

Key Stakeholders. Under the sponsorship of the City’s Office of Economic Development (OED) and the direction of the City’s Department of Community Development, the study effort was guided by technical input from a group of key project stakeholders. The OED and Community Development held meetings with both the key stakeholder group and individual group representatives to gain vital technical input and gather a variety of perspectives on planning and corridor design for the study area.

Key Project Stakeholders

Department of Communications and Marketing
 Department of Community Development
 Department of Parks and Recreation
 Department of Public Works
 Greater Lynchburg Transit Company (GLTC)
 Liberty University
 Office of Economic Development (OED)
 Region 2000
 Virginia Department of Transportation (VDOT)
 Virginia University-Lynchburg (VUL)

Public Meetings. In addition to meetings with the key stakeholders, a number of public events were held to give staff and planners an opportunity to hear ideas and concerns from the wider community of public stakeholders for consideration in the planning effort. Meetings for the area began in 2010, but the primary meetings influencing this plan were held over the course of a year at a variety of locations within the study area. Working supportively, VDOT and the City of Lynchburg used these meetings to develop their plans for the interchange design and this document simultaneously and arrive at solutions that fit together and meet the needs of all. *See Chapter 3 for information on input collected at public meetings.* Events leading to the development of this plan include:

December 2, 2010 – The Office of Economic Development and Department of Parks and Recreation held a luncheon with area business owners at the Fairview Heights Community Center on Campbell Avenue to discuss potential for Neighborhood Economic Development (NED) and gather community support for much needed repairs to the community center. A list of opportunities and challenges came out of small group discussions.

February 3, 2011 – A follow-up to the December 2 meeting was held at the Fairview Heights Community Center to solicit feedback from more business owners on economic development initiatives, potential for a neighborhood master plan, and business to business networking opportunities.

May 3, 2011 – A Business Appreciation Week Reception was held at the Fairview Heights Community Center to discuss the previous meetings and the next steps. These efforts then coincided with the July 2011 Governor’s announcement below.

July 2011 – Governor announced full funding for the Odd Fellows Road and US460/29 interchange project that had been in the works for over a decade and listed as third in City Council’s road improvement priority list.

September 6, 2011 – A meeting between the City of Lynchburg and VDOT staff about the interchange project initiated the cooperative effort between the City and VDOT to find the best alternative for the interchange design and coordinating that design with further planning efforts in the area.

November 15, 2011 – VDOT sponsored a Citizen Information Meeting at the City’s Information Technology Building. VDOT displayed early mapping and information on the study for the proposed interchange at Odd Fellows Road and US 460/29.

November 15, 2011 – Immediately following VDOT’s meeting, the City presented an introduction to this plan and conducted an interactive exercise using small groups of attendees to identify issues and invite ideas relevant to this broader document.

January 30, 2012 – Region 2000 sponsored and the City of Lynchburg conducted a forum at the Fairview Heights Community Center. This forum invited input on the Campbell Avenue Access Management Plan study, key findings of which were incorporated into the presentation.



FORUM GROUPS

May 7, 2012 – Region 2000 sponsored and the City of Lynchburg conducted a second forum at the Fairview Heights Community Center, inviting comments on early access management and corridor planning study findings, including the introduction of the “road diet” concept for the Campbell Avenue corridor.

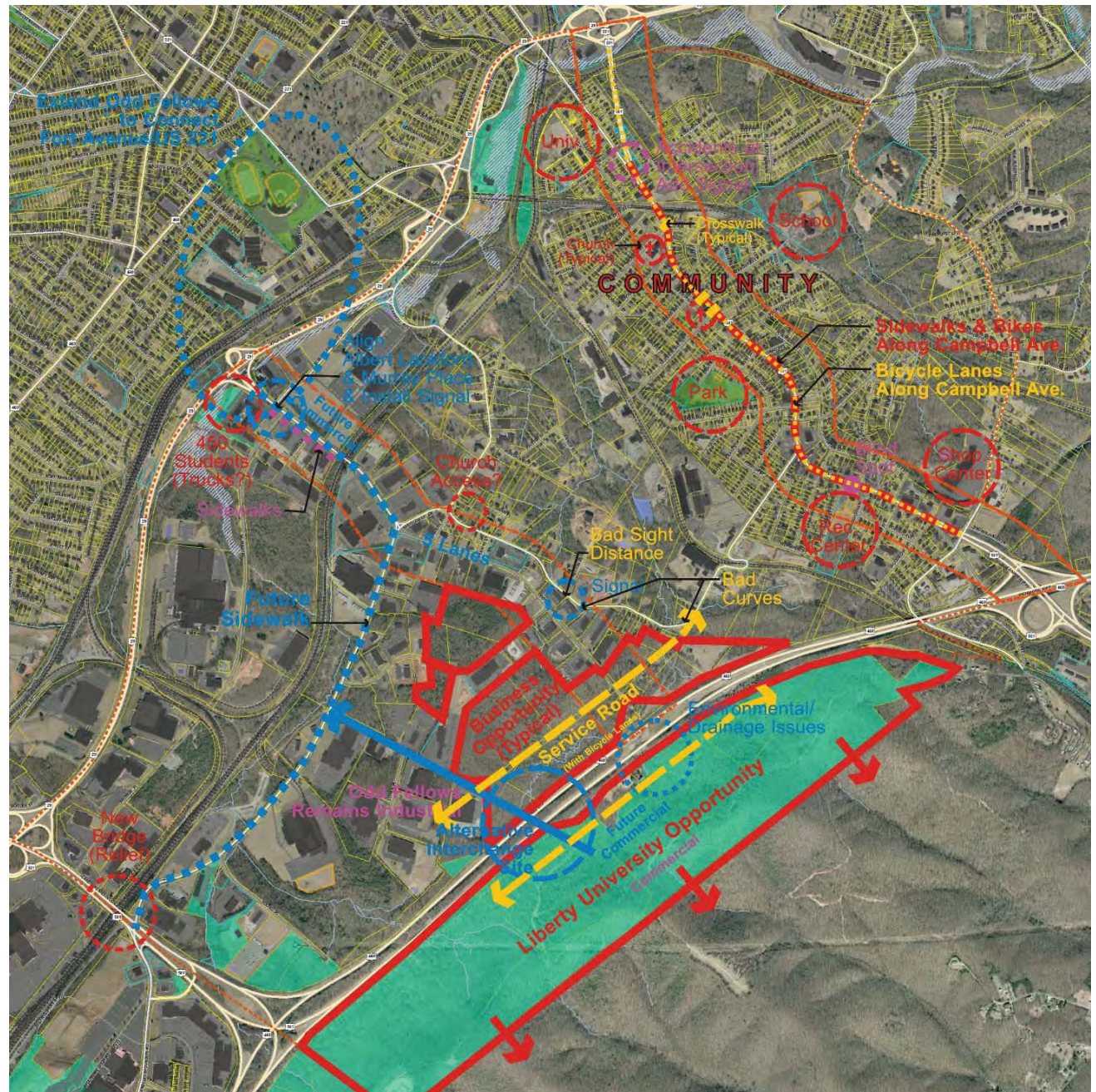
January 8, 2013 – VDOT sponsored a second Citizen Information Meeting at the City’s Information Technology Building. In this meeting VDOT presented preliminary plans for the proposed interchange at Odd Fellows Road and US 460/29. As part of this meeting, the City presented draft area-wide and key corridor concept plans, along with illustrative graphics for this document and invited public comment.

January 10, 2013 – City of Lynchburg held a third public forum, at Bass Elementary School to present draft area-wide, key corridor concept plans, and illustrative graphics for this document and invited public comment.

2017 – Interchange completion anticipated and implementation of this plan can begin.

Public Hearings. The Planning Commission and Council will conduct public hearings to invite further public comment and provide their input and guidance on the final draft of this plan prior to its formal incorporation into the City's Comprehensive Plan. With approval from the City Planning Commission and City Council, this study will be incorporated into the Comprehensive Plan as an update for the area.

The Lynchburg Planning Commission voted to approve this study for incorporation into the Comprehensive Plan on May 22, 2013 after a Public Hearing on April 24, 2013; the Lynchburg City Council voted to approve this study for incorporation into the Comprehensive Plan after a Public Hearing on _____, 2013.



CHARETTE GROUP SUMMARY COMMENT MAP ILLUSTRATING STAKEHOLDER AND COMMUNITY ISSUES AND RECOMMENDATIONS

1.5 Companion Transportation Studies

Interchange Justification Report (IJR) and Preliminary Design Plans. RK&K Engineers conducted significant traffic analyses for Virginia Department of Transportation (VDOT) in late 2011 that influence the long range planning of both the Odd Fellows Road and Campbell Avenue corridors. The report makes design recommendations for the new interchange at Odd Fellows Road and US460/29, including extending Odd Fellows Road and capping the off ramps with single-lane roundabouts. The report also evaluates the interchange's impacts on adjacent roadway networks, finding that both Candler Mountain Road and Campbell Avenue will function more efficiently and safely. The project is funded from Governor's Bonds with a currently anticipated construction contract advertisement in July, 2015 and project completion in mid-2017. At the time of the Public Hearing (1/8/13), the Approved Estimate for the project is \$31,715,145.

Access Management Study (AMS). Engineering and Planning Resources (EPR) prepared this study for Region 2000 and the City of Lynchburg in June 2012 to provide a detailed assessment of traffic, safety and design conditions present within the Campbell Avenue corridor today, and to make recommendations for improving the safety and function of that roadway for the future. Key recommendations of the AMS include improving corridor function and safety through:

- Interim left turn lanes at unsafe intersections, particularly at Old Campbell/Kemper, Florida Avenue, and Mayflower Drive



VDOT PROJECT AREA MAP SHOWING EXTENSION OF ODD FELLOWS ROAD AND LOCATION OF NEW INTERCHANGE

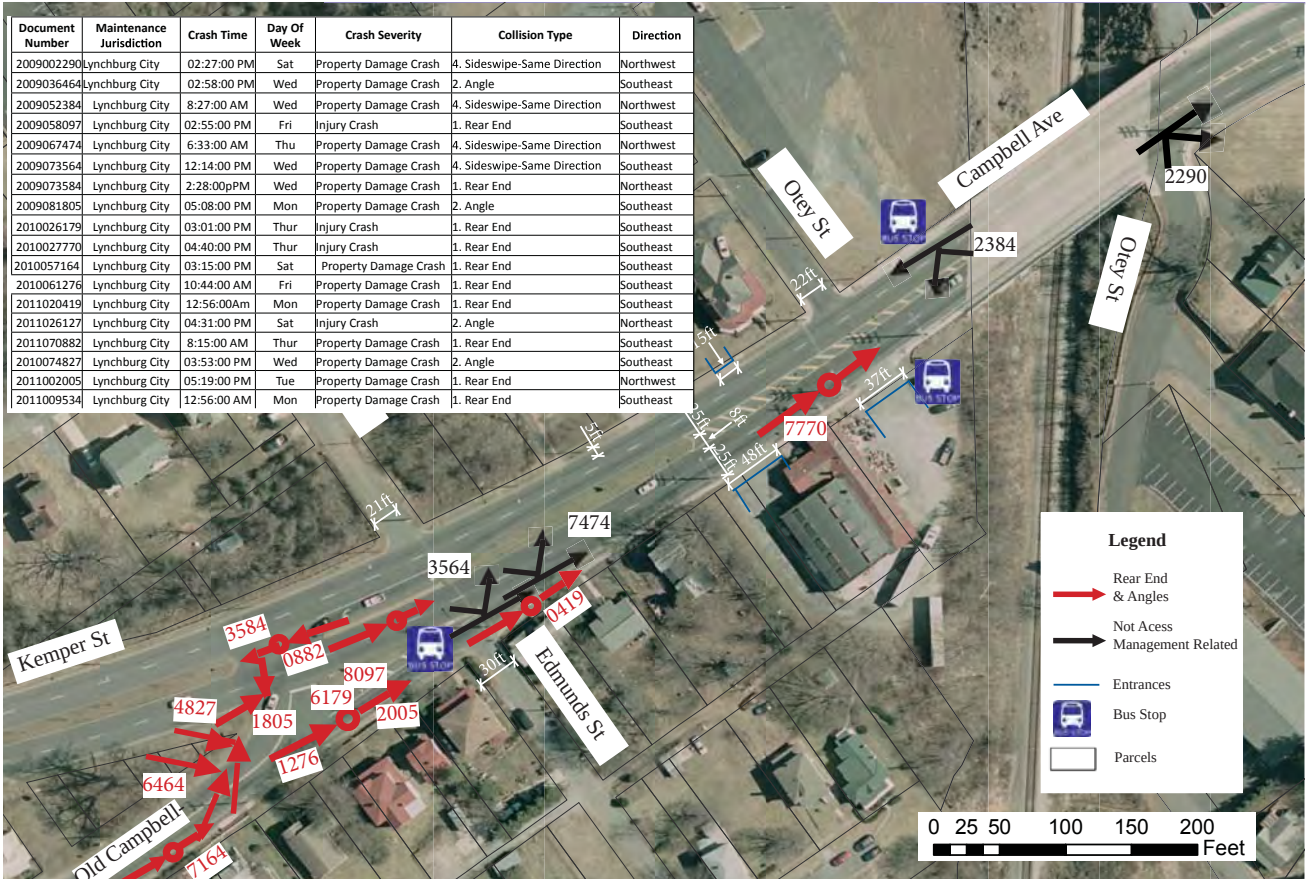
- Selective driveway and curb-cut consolidation along commercial frontages, with the creation of parallel service drives connecting the rear areas of contiguous commercial frontage properties,
- Improved pedestrian facilities in the form of sidewalk improvements and the provision of safe pedestrian crossings at key intersections, especially at the Seabury Avenue and Fairview Avenue crossings serving Bass Elementary School,
- Creation of bicycle lanes along the corridor, and
- The long-range consideration of implementing a “road diet” treatment between new modern roundabouts at the existing intersections of

Old Campbell/Kemper and Florida Avenues. This proposed roadway configuration involves converting the currently undivided four lane roadway into three lanes made up of two travel lanes and a center left turn lane zone. The reduction of lanes allows the travelway and roadside elements to be reconfigured for new uses such as bicycle lanes, improved transit stop facilities, pedestrian crossing islands and medians with landscaped segments. The modern roundabouts provide dramatically improved safety in terms of reduced severe crashes at these key intersections, and offer the opportunity for creating imagable city and VUL gateway features within the center islands and perimeters of the roundabouts.

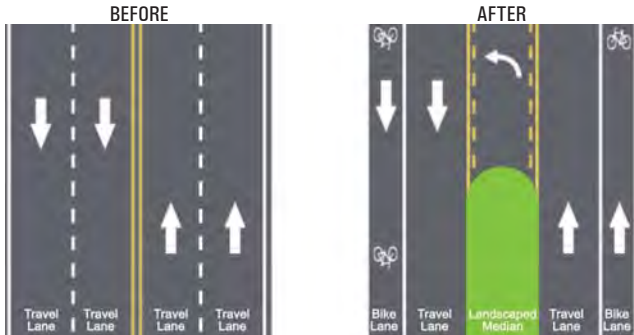
Campbell Avenue Cursory Lane Reduction

Analysis. Engineering Planning Resources (EPR) prepared a concept-level study for the City of Lynchburg in April 2012, testing the feasibility for a “road diet” for the Campbell Avenue Corridor based on the previous two studies and traffic projections. It found that a reduction in lanes was feasible and held numerous benefits for Campbell Avenue. Key findings include:

- Under signalized intersection scenarios, the key intersections (at Florida Avenue, Kemper/Old Campbell, and Mayflower Drive) will experience added congestion, but with no excessive queuing or failing levels of service. Further study by EPR found that roundabouts are feasible alternatives to signalized intersections on Campbell Avenue and improve traffic flow.
- The road diet allows for the construction of turn lanes, medians and bicycle lanes along the corridor.
- Careful consideration should be given to the location of turn lanes allowed on Campbell Avenue, since the intersecting street grid presents numerous opportunities for turning movements.
- Prior to beginning the design and construction phase of any lane reduction/road diet project(s), a more in depth traffic study must be performed to examine the street segments and major intersections along the impacted area in order to identify alternative roadway configurations and to examine potential impacts to adjacent circulation networks and private property access. This study should include a public involvement element to gather input on the study analyses and concepts from key corridor stakeholders and the general public.



RED ARROWS SHOW VEHICULAR CRASHES AT THE INTERSECTION OF CAMPBELL AVENUE/OLD CAMPBELL AVENUE AND KEMPER STREET (EPR’S ACCESS MANAGEMENT STUDY)



A ROAD DIET ON CAMPBELL AVENUE WOULD REDUCE THE NUMBER OF VEHICULAR TRAVEL LANES AND ALLOCATE ROADWAY SPACE FOR BIKE LANES AND TURNING LANES/GREEN MEDIAN



EXAMPLE OF MODERN ROUNDABOUT

2.0 Existing Conditions

Plan recommendations in later chapters are grounded by the existing conditions of the area today, summarized in this chapter. The study team conducted site reconnaissance, document review, and detailed mapping analysis (using GIS), with a focus on the two primary corridors to help inform their recommendations along with vital community and stakeholder input. They approached the study from two levels—the concept level, addressing area-wide and corridor-specific land use and transportation issues, and then at a more detailed, master plan level with specific design recommendations for the two corridors. This section looks at both the area-wide issues with circulation, land use, and zoning, and the specific conditions and character of the individual corridors.

2.1 Character

Study Area Conditions. The area covered in this plan encompasses a broad array of land uses and conditions—established residential neighborhoods, neighborhood serving commercial areas, industrial use, and new educational expansion from nearby Liberty University all coexist within close proximity of each other. Campbell Avenue and Odd Fellows Road provide the primary movement within and through the district. These roads are classified by VDOT standards as “urban minor arterials,” placing them on a secondary level, with medium length trips and mobility, and serving both uses directly adjacent to their path and carrying travelers to nearby destinations. Although Campbell and Odd Fellows maintain the same classification and functionality,



TYPICAL RESIDENTIAL SEGMENT OF CAMPBELL AVENUE



TYPICAL COMMERCIAL SEGMENT OF CAMPBELL AVENUE



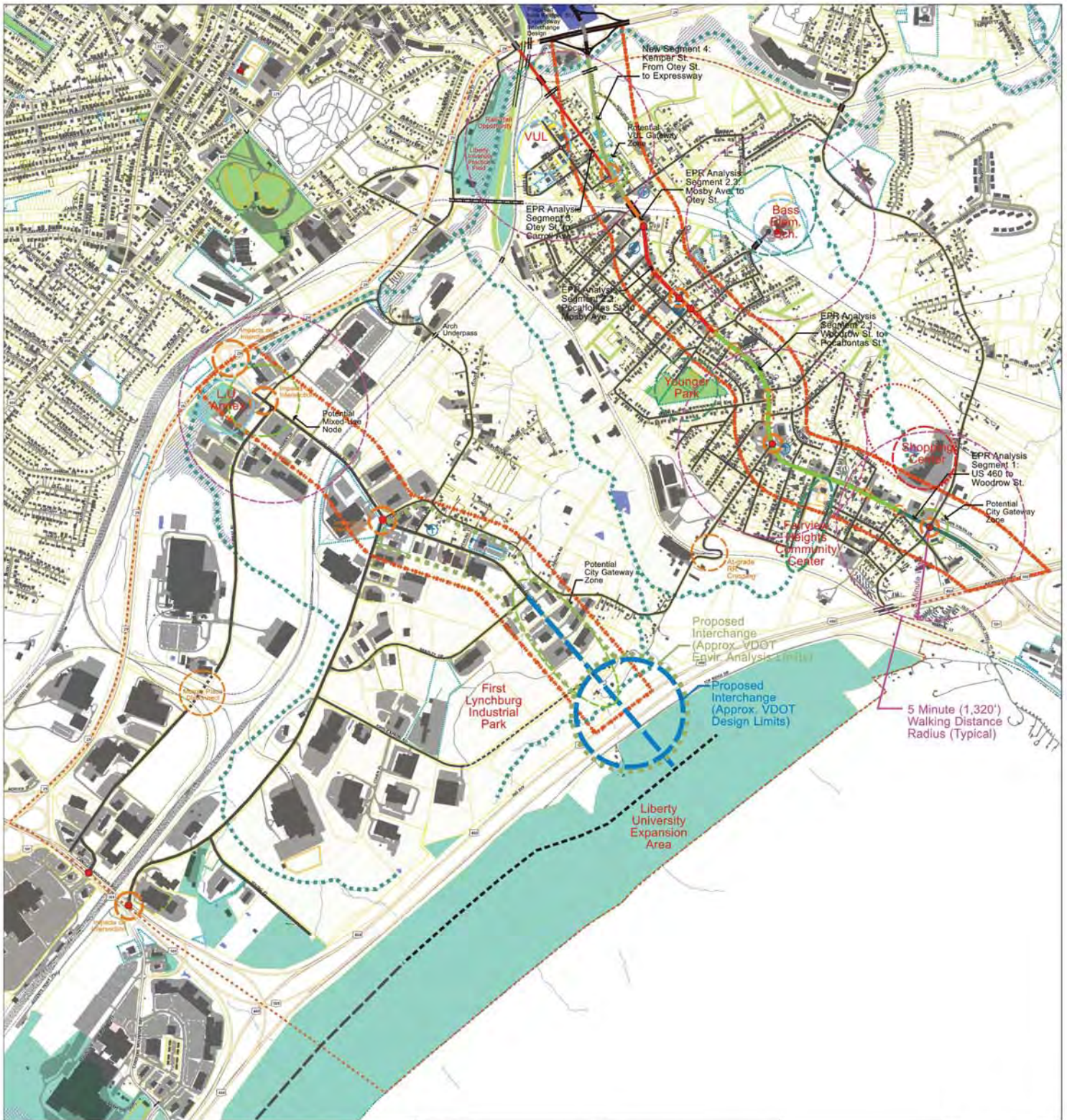
TYPICAL COMMERCIAL SEGMENT OF ODD FELLOWS ROAD



TYPICAL INDUSTRIAL SEGMENT OF ODD FELLOWS ROAD

the character of each differs significantly and demand individual treatments in the recommendations outlined in chapters 3-5.

On the page below is a map illustrating some of the key conditions found within the study area.



Legend

Street Layers

- Highway
- Major Arterial
- Minor Arterial
- Collector
- Local
- Railroads

Planimetrics

- Paved Parking
- Structures
- Sidewalk
- Paved Roadway
- Driveway

Parks & Recreation

- Athletic Area
- Parks & Rec Properties
- Parks

Study Corridors

- Odd Fellows Road Corridor Design Master Plan Study Limits
- Campbell Avenue Corridor Design Master Plan Study Limits

Parcels & Historic Districts

- City Property
- State & National Historic Districts / V-UL
- Parcel Area
- Liberty University Lands
- Public Properties

Hydrology

- Streams
- Ponds / Detention Ponds
- 100 Year Flood Zone

Economic Zones

- Enterprise Zone

Graphic Key:

- Schools
- Midtown Connector Project Area
- Crosswalks
- Church

Key:

- Signalized Intersection (Existing)
- Dangerous Intersection (Public Input)
- Intersection Spreading Issue
- Bridge Over Railroad
- Railroad Bridge/Traffic
- Potential Street Connection
- Potential Neighborhood Street/Traffic Connection
- Potential Greenway Trail Opportunity

Date: 2/20/12

Summary of Key Study Area Conditions

Land Use & Corridor Master Plan Study

Campbell Avenue & Odd Fellows Road Area

Department of Community Development
Department of Economic Development

Mapping by GIS Division
Information Technology Department

symoetica
www.symoetica.net

Date: October 26, 2011
Projection: NAD 1983 Virginia State Plane South (feet)
Scale: 1" = 500'
Note: For Planning Purposes only; not for construction.
Data Source: City of Lynchburg GIS Division

Scale: 0 500 1,000 1,500 2,000 Feet



FOUR WIDE TRAVEL LANES ON CAMPBELL AVENUE



FAIRVIEW SQUARE STATION SHOPPING CENTER



SIDWALK ON CAMPBELL AVENUE OFTEN LACKS BUFFERS AND CROSSWALKS



CROSSWALK ON CAMPBELL AT SEABURY AVENUE



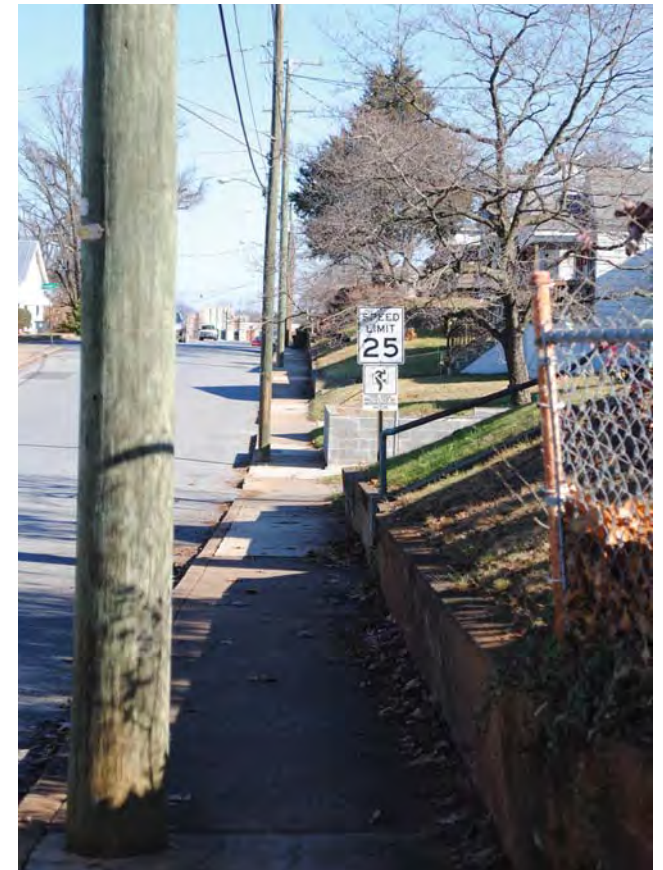
WILLIAM MARVIN BASS ELEMENTARY SCHOOL



PASSING VUL CAMPUS AND APPROACHING INTERSECTION WITH KEMPER STREET AND OLD CAMPBELL AVENUE



HISTORIC HUMBLER HALL ON THE VUL CAMPUS



SIDWALK ON SEABURY AVENUE APPROACHING BASS ELEMENTARY SCHOOL

Campbell Avenue. The Campbell Avenue corridor is a traditional city gateway which has been widened over the years to its current four-lane configuration (two in each direction) in order to carry increased traffic volumes into and out of the city. As an older street, Campbell Avenue serves a wide variety of adjacent land uses, including residences, businesses, institutions and industry. The gradual widening of the street led to higher speeds, a greater volume of traffic, and issues with safety, functionality, and community image. In particular, sidewalks are narrow, discontinuous, and there is limited area behind the curbs for streetscape amenities. Pedestrian safety both walking along the corridor and crossing at limited opportunities with minimal provisions is a real concern. The old alignment of Campbell Avenue from the city core was altered by the extension of Kemper Street from the Expressway to approximately Edmunds Street, redirecting the major flow of traffic to the interchange at the Expressway. The configuration of the Kemper Street connector with Old Campbell Avenue has created significant traffic safety issues. The Campbell Avenue corridor segment studied here is approximately 2 miles long and contains 241 acres.



INTERSECTION OF OLD CAMPBELL AVENUE WITH KEMPER STREET CONNECTOR



UNEVEN SIDEWALK WITH MULTIPLE CURBCUTS ON CAMPBELL AVENUE AT CITGO STATION



SIDEWALK APPROACHING SUTTENFIELD MEMORIAL BRIDGE

Odd Fellows Road. The Odd Fellows Road corridor primarily serves the First Lynchburg Industrial Park Employment Area, an established industrial/employment area containing a wide range of uses from warehouses to industrial operations to state and federal government facilities. As a two lane facility with limited pedestrian facilities and a variety of right-of-way conditions, the roadway currently provides only a basic level of service for the surrounding uses. The proposed extension of this roadway to a new interchange at US 460/29 forms a new gateway to the city, holds potential to rejuvenate the employment area, and creates a unique identity for the area it serves. This corridor segment is approximately 1.5 miles long and contains 174 acres.

Connections. Currently there are two roadways connecting the two corridors: Mayflower Drive and Carroll Avenue. These are older two-lane roadways with significant alignment, width, and adjoining use issues. Mayflower Drive, the more heavily used connector, currently crosses an active rail line at-grade and carries truck traffic between the corridors. On the north side of the railway crossing, it connects to Campbell Avenue through a single family residential neighborhood. Mayflower Drive also provides a needed connection from the Odd Fellows corridor to Candler's Mountain Road, with its major commercial uses, and to the Liberty University campus. Both Mayflower and Carroll Avenue have wandering alignments, vertically and horizontally, providing an inefficient and circuitous route between the two corridors. Other significant roads within the study area include Murray Place and Albert Lankford Drive. Albert Lankford Drive is a spur from Carroll Avenue to Odd Fellows Road and holds enormous economic development potential. Murray Place is a dead end, wide industrial roadway, serving large scale



INTERSECTION OF ODD FELLOWS ROAD AND MAYFLOWER DRIVE

industrial uses with a rural shoulder treatment. It extends south from Odd Fellows Road and dead ends at the Norfolk & Southern Railway line. A second piece extends north from Candler's Mountain Road and stops on the southern side of that railway line.

Topography. Lynchburg's characteristic rolling hills affected the development of this area. The two primary corridors sit on the ridgelines and are separated by significant stream valleys defined by steep slopes. These valleys are barriers to completing an urban street grid and result in discontinuous streets along both major corridors. The valleys however, offer an opportunity: a long-range greenway trail system, making this a valuable asset.

Gateways. With the new Odd Fellows Road interchange, both corridors will serve as important gateways to the larger city. Campbell Avenue's gateway is that of an established residential neighborhood while Odd Fellows Road's is a significant employment area for the region.



ODD FELLOWS ROAD STREET FRONTAGE AT DMV PARKING LOT



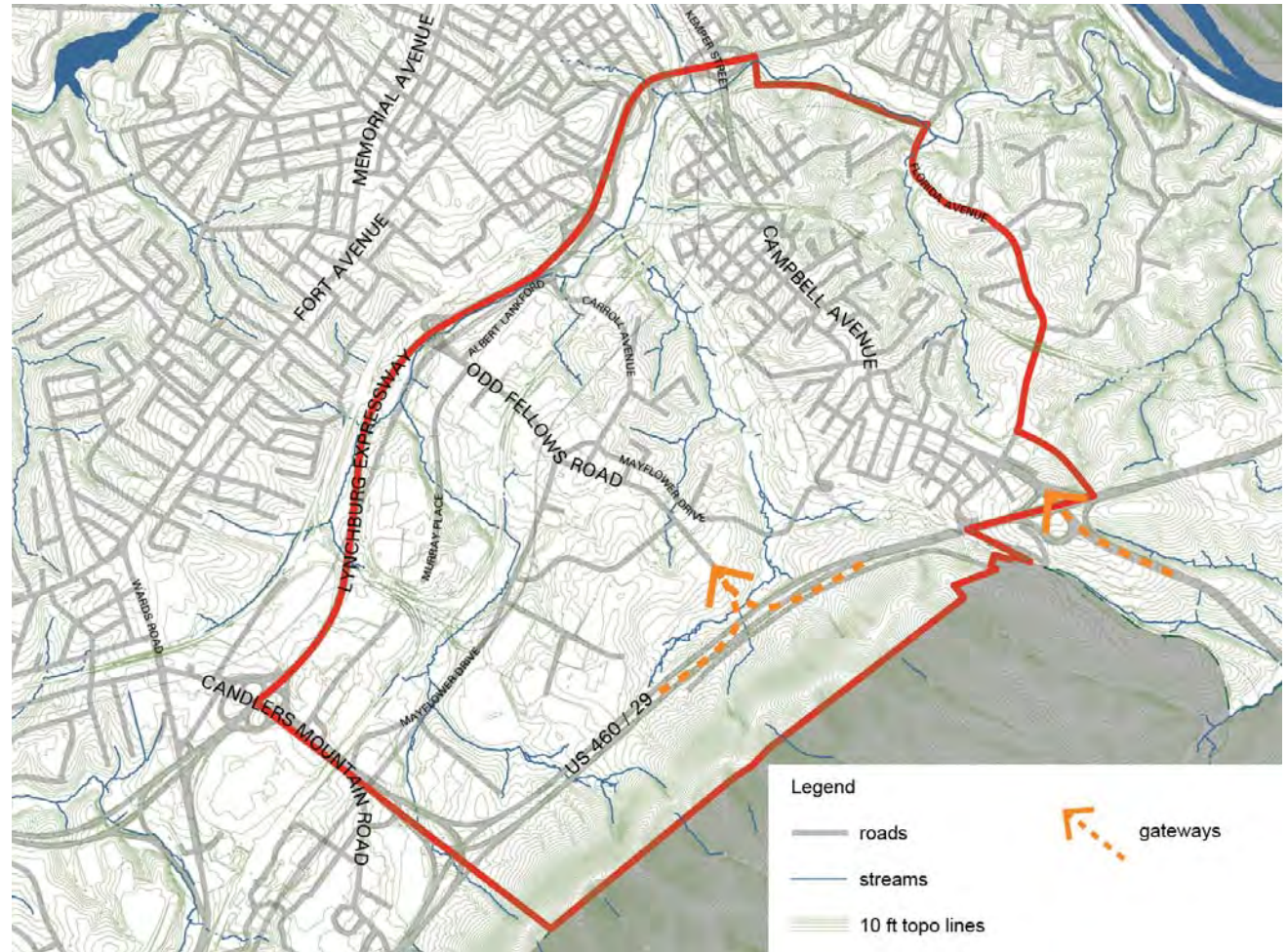
LYNCHBURG SHELTERED INDUSTRIES, A TYPICAL INDUSTRIAL USE IN THE ODD FELLOWS ROAD AREA



AT GRADE RAILROAD CROSSING ON MAYFLOWER DRIVE



TYPICAL VIEW ON MAYFLOWER DRIVE



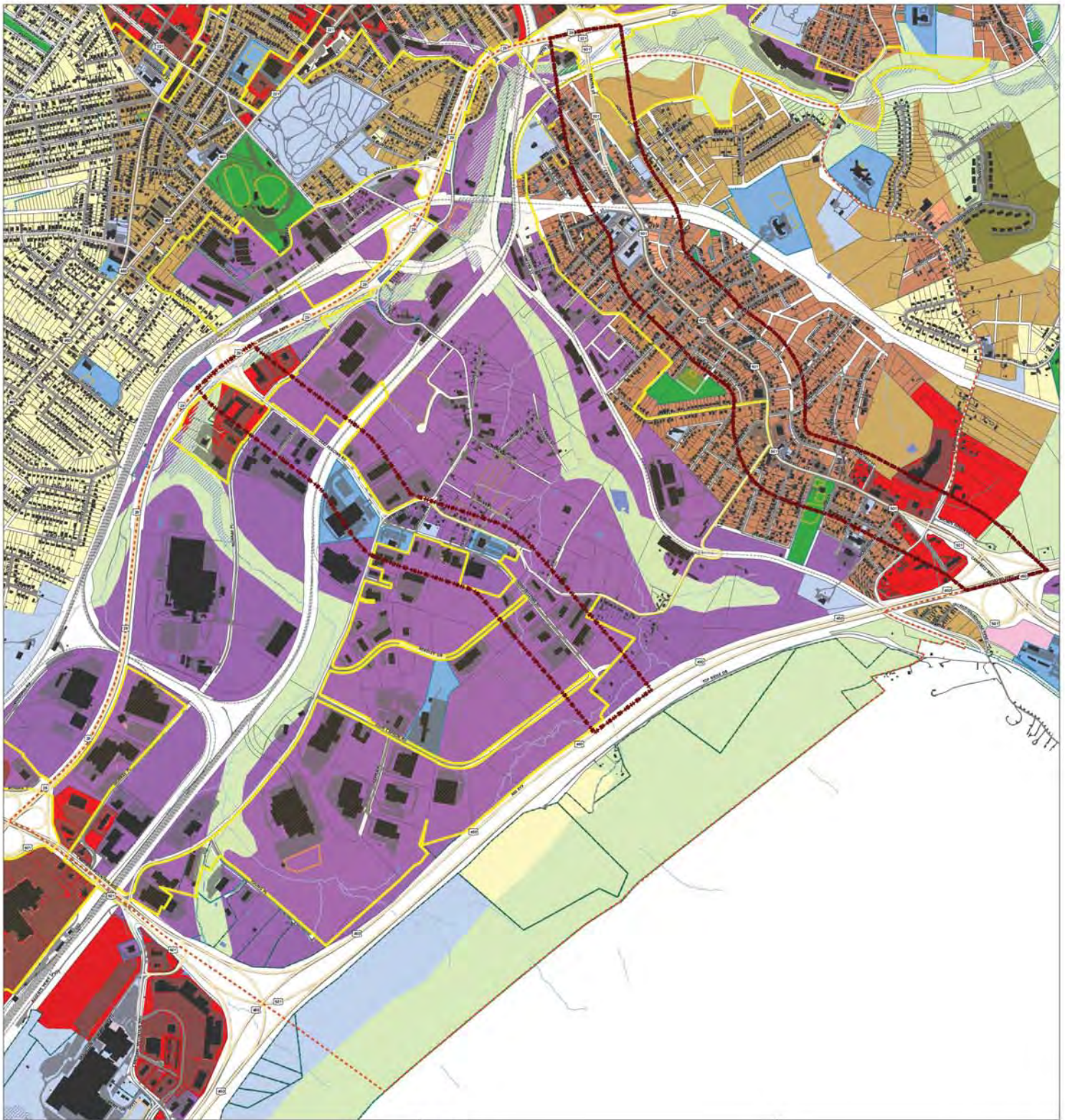
STREETS IN THE STUDY AREA TEND TO SIT ON RIDGES LENDING TO GOOD MOUNTAIN VIEWS, BUT THEIR CONNECTIVITY IS BROKEN BY STREAM VALLEYS

2.2 Land Use

The Future Land Use Map (FLUM) is a critical piece to the city's Comprehensive Plan. It helps guide decisions on how the city should grow and develop over a long period of time. Found here is an analysis of the current FLUM and Chapter 3 presents proposed changes to the FLUM.

Campbell Avenue. On Campbell Avenue, the future land use largely reflects the existing land use, as most land fronting on the corridor is built out. Residential and commercial land use is primarily low to medium density with a mix of older traditional buildings close to the street and newer buildings in a suburban style, set back from the street. Most commercial use on the corridor occurs in small pockets with neighborhood and community-level services, building type is both small infill and strip commercial. Fairview Square Station is the only shopping center within the study area, located just north of Campbell Avenue, on Florida Avenue. Expanded commercial development is planned for the vacant lands surrounding the shopping center. The primary institutional uses within the corridor are the Virginia University-Lynchburg (VUL), Bass Elementary, Fairview Heights Community Center, Younger Park and a number of churches, all scattered along Campbell Avenue.

Odd Fellows Road. Odd Fellows Road serves a large employment (industrial/warehouse) area, including the First Lynchburg Industrial Park, and an area of commercial use with hotels, restaurants, and office uses near its interchange on the Expressway. Public governmental uses along the corridor include offices and service centers for the United States Postal Service (USPS), Virginia Department of Motor Vehicles (DMV) and Virginia Employment Commission (VEC). A couple of low density residential areas are scattered along Mayflower Drive and Carroll Avenue. The FLUM indicates for the area a predominantly employment use, although some planned commercial use areas reflect existing commercial use along Odd Fellows Road at the Expressway and on Candler's Mountain Road at Murray Place. On Liberty University property east of US 460/29, the current FLUM calls for predominantly resource conservation uses, along with some low density residential and institutional uses.



Legend

Street Layers

- Highway
- Major Arterial
- Minor Arterial
- Collector
- Local
- Railroads

Planimetrics

- Paved Parking
- Structures
- Sidewalk
- Paved Roadway
- Driveway

Parks & Recreation

- Athletic Area
- Parks & Rec Properties
- Parks

Study Corridors

- Odd Fellows Road Corridor Design Master Plan Study Limits
- Campbell Avenue Corridor Design Master Plan Study Limits

Parcels & Historic Districts

- City Property
- State & National Historic Districts / V-UL
- Parcel Area
- Liberty University Lands
- Public Properties

Hydrology

- Streams
- Ponds / Detention Ponds
- 100 Year Flood Zone

Graphic Key

- Enterprise Zone
- Traditional Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Neighborhood Commercial
- Community Commercial
- Regional Commercial
- Employment 1
- Employment 2
- Office
- Institution
- Downtown
- Public Use
- Public Parks
- Resource Conservation

Disclaimer: This map is intended to provide a general overview of the study area and is not intended to be used for legal or engineering purposes. The map is based on the best available data and is subject to change without notice. The map is not a warranty, representation, or endorsement of any product or service.

Future Land Use

Land Use & Corridor Master Plan Study

Campbell Avenue & Odd Fellows Road Area

Department of Community Development
Department of Economic Development

Mapping by GIS Division
Information Technology Department

sympoetica
www.sympoetica.net

Date: October 25, 2011
Projection: NAD 1983 Virginia State Plane South (Feet)
Scale: 1" = 500'
Note: For Planning Purposes only; not for construction.
Data Source: City of Lynchburg GIS Division

500 250 0 500 1,000 1,500 2,000 Feet

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2.3 Zoning

Zones Found in the Campbell Avenue Corridor:

“B-1” (Limited Business): Located in areas limited to frontage on the west side of the corridor from Valley Fasteners to Kent Street, and on the east side of Powhatan Street between Texas and Georgia Avenues.

“B-2” (Local Neighborhood Business): Located on the north side of the corridor between Easley Avenue and the Suttentfield Bridge.

“B-3” (Community Business): Prevalent at a number of locations along the corridor, including the intersection of Campbell and Florida Avenues, around the Mayflower Drive and Maryland Avenue intersections, and isolated locations along the frontage.

“B-5” (General Business): Occurs primarily at the intersection of Campbell and Florida Avenues, and extends along the corridor’s east side to Texas Avenue.

“I-2” (Light Industrial): In this instance, the current land use does not reflect the existing zoning designation. An area of I-2 zoning is present along the railroad right-of-way at the north end of the corridor. One sub-area occurs on both sides of old Campbell Avenue between Garfield and Tazewell Avenues; this area is subdivided into small residential lots and features some scattered residences. The other, larger sub-area, extends from the Tazewell Avenue right-of-way eastward across Kemper Street to the Lodge Street alignment extended to the railroad tracks. This area is undeveloped.

“R-2” (Low-Medium Density Single Family Residential): Only a small area of R-2 zoning is present within the study area; it is located along Gilmore Circle, a built-out single family neighborhood.

“R-3” (Medium Density Two-Family Residential): This is the predominant residential zoning along the Campbell corridor and within the study area generally. The developed areas with this designation feature single family detached dwellings.

“R-4” (Medium-High Density Multi-Family Residential): Only a small area of R-4 zoning is present within the study area; it is located between old Campbell Avenue and Kemper Street south of the Expressway.

The main campus of Virginia University-Lynchburg (VUL) is designated as a local historic overlay zone known as the Virginia University of Lynchburg Historic District. The current zoning for the properties within the district is R-3 (Medium Density Two-Family Residential) is not altered by the historic district designation.

Zones found in the Odd Fellows Road Corridor:

“B-3” (Community Business): This zoning designation is limited to a single parcel on the east side of the corridor just north of the intersecting railroad right-of-way.

“B-5” (General Business): This zoning occurs on both sides of the corridor at Albert Lankford Drive, Murray Place and Harris Lane; existing development within this district includes hotel, restaurant

and general business uses. Two smaller areas of B-5 zoning exists on the east side of the corridor between the Mayflower Drive and Carroll Avenue intersections, and at the Murray Place intersection with Candler’s Mountain road.

“I-2” (Light Industrial): I-2 zoning occurs in a broad swath along the east side of the corridor between Albert Lankford Drive and a stream valley just north of Avalon Road. A single parcel at the interchange between Candler’s Mountain Road and the US 460/29 bypass is also designated I-2.

“I-3” (Heavy Industrial): By far this is the most prevalent zoning within the Odd Fellows Road corridor, extending from the railroad paralleling the east side of the corridor to Candler’s Mountain Road. Existing development within this zone varies from large industrial operations along Murray Place to moderately large industries along the Mayflower Drive and Odd Fellows Road corridors, including the area known as the First Lynchburg Industrial Park. Significant undeveloped parcels also exist within this part of the study area.

Zoning for Liberty University land east of US40/29 consists of R-C (Conservation), R-2 (Low-Medium Density Single-Family Residential), and B-3 (Community Business). The newly created I-2 Institutional Zoning may be applied in the future.



Legend

Street Layers

- Highway
- Major Arterial
- Minor Arterial
- Collector
- Local
- Railroads

Planimetrics

- Paved Parking
- Structures
- Sidewalk
- Paved Roadway
- Driveway

Parks & Recreation

- Athletic Area
- Parks & Rec Properties
- Parks

Study Corridors

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- Campbell Avenue Corridor Design Master Plan Study Limits

Parcels & Historic Districts

- City Property
- State & National Historic Districts / V-UL
- Parcel Area
- Liberty University Lands
- Public Properties

Hydrology

- Streams
- Ponds / Detention Ponds
- 100 Year Flood Zone

Graphic Key:

- Conditional Use Permit
- Zoning Variance

Zoning

- B-1 = Limited Business
- B-2 = Local Neighborhood Business
- B-3 = Community Business
- B-4 = Central Business
- B-5 = General Business
- B-6 = Riverfront Business
- I-1 = Restricted Industrial
- I-2 = Light Industrial
- I-3 = Heavy Industrial
- R-1 = Low Density Single-Family Residential
- R-2 = Low-Medium Density Single-Family Residential
- R-3 = Medium Density Two-Family Residential
- R-4 = Medium-High Density Multi-Family Residential
- R-5 = High Density Multi-Family Residential
- R-C = Conservation

Existing Zoning

Land Use & Corridor Master Plan Study

Campbell Avenue & Odd Fellows Road Area

Department of Community Development
Department of Economic Development

Mapping by GIS Division
Information Technology Department

sympoetica
www.sympoetica.net

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Data Source: City of Lynchburg GIS Division

500 0 500 1,000 1,500 2,000 Feet

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3.0 Area-Wide Plan

This chapter presents feedback collected from two public meetings during this plan's development and then proposes recommendations that address or build upon that important public input. These area-wide recommendations apply a holistic approach to achieving the vision on page 6 of this plan. Looking at the broad, "big picture," also sets the appropriate context for the more detailed master plans in Chapters 4 and 5.

3.1 Stakeholder & Public Input

Input from key stakeholders and the wider community directly influenced the goals and recommendations made in this plan. Below are comments gathered from the two public meetings specifically held for this plan (meeting details can be found Chapter 1.4)

November 15, 2011, Public Charette at the City Information Technology Building. Attendees were divided into small groups to brainstorm ideas and discuss issues

Group 1

1. Odd Fellows Road interchange will open economic development; however, an introduction of a service road is essential (Campbell to Candler Mountain Road – north side).
2. Extend Mayflower Drive through to John Capron Road and add connection near Quarles along Mayflower to protect residences.
3. Provide bike lanes along Campbell Avenue.
4. Improve access for land development along both sides of US 460.
5. Create a gateway atmosphere along Campbell Avenue and improve pedestrian access to allow connectivity (e.g. school crossings).
6. Provide a timeline, right-of-way needs, and impact to business for the Odd Fellows Road interchange

Group 2

1. On-ramps at Odd Fellows Road/Expressway interchange need access lanes.
2. Improve Odd Fellows Road as needed for new traffic and business access.
3. New interchange is opportunity to stimulate growth in business park.
4. Sidewalks are needed along Odd Fellows Road, due to student foot traffic.
5. Opportunity for new civic center with interchange access.

Group 3

1. Odd Fellows Road should feature 4-lanes with center turn lane.
2. Move interchange further west on US 460 (Extending John Capron Road --- simpler access point, closer to industry).
3. Need stoplights at Albert Lankford and Bradley.
4. Need sidewalks ("Complete Streets"), but no bicycles on Odd Fellows to Expressway and Mayflower to Candler Mountain Road.
5. Thorough corridor impact study --- cut-through traffic & environmental issues.

Group 4

1. Lessens congestion on Mayflower Drive and Candler Mountain Road.
2. New business development opportunities.
3. Concern over access to existing businesses.
4. Create a more "community-feel" along Campbell. Slow traffic. Stabilize businesses.
5. More options for travel.

January 10, 2013 Public Forum at Bass Elementary School. Comments were gathered from the whole audience based on different facets of the plan discussed in the presentation. Responses to the comments can be found in parentheses immediately following the comment.

Corridor Design:

- In regard to the timing of potential improvements, the City study team stated that the Odd Fellows Road interchange will be constructed first, then Campbell Avenue improvement design and construction will be undertaken in phases.
- Campbell Avenue was the “forgotten gateway” into the city.
- What type of trees? No Bradford Pears. (The City’s arborist and horticulturalist will provide guidance on the selection of street tree and median plant selections).
- What about power lines? Will you underground? Look at underground lines crossing street. (Overhead electric power and communications lines will be consolidated on one side of the street on higher poles; minor service lines crossing the street will be consolidated and placed underground as is feasible).
- Distance of connector road to existing residences. Noise? (The current alignment of the proposed corridor connector road linking Campbell Avenue to Odd Fellows Road is conceptual; the final alignment will be determined at the time of preliminary and final roadway design. At that time, the impacts on surrounding properties will be evaluated and the roadway design will be refined to minimize those impacts).

Transportation/Traffic/Transit:

- Residential access right in/out. (Where a median is proposed on Campbell Avenue during the design

phase, selected frontage parcels will feature right-in/right out vehicle movements).

- New parallel to 460 is very important and should be a priority. (This comment refers to the proposed corridor connector road linking Campbell Avenue to Odd Fellows Road).
- Are we considering new signals? (Signalization needs will be reevaluated during roadway design; proposed roundabouts at Florida Avenue and Edmunds Street will not require signalization. The current corridor master plan does not call for the removal of the existing traffic signals at Mayflower Drive, Fairview Avenue, Seabury Avenue or Mosby Avenue).
- Consider how side street left turns are made. (Dedicated left turn lanes will be provided according to the corridor master plan, but the specific locations and designs will be developed during the roadway improvements design phase).
- What is a “two-step” turn opportunity? (Under the road diet concept, the center turn lane (zone) allows a person to make a safer “two-step” left turn at a number of locations along the corridor. You would pull left out of your driveway and stop in the (safe) center turn lane, then complete the “two-step” left turn movement by entering the (left-bound) travel lane).

Land Use/Overall Plan:

- Why now? (The City’s comprehensive plan calls for study of Campbell Avenue as a gateway to the City; the advent of a new interchange at Odd Fellows Road and US 460/29 creates the need for the update of the comprehensive plan for that corridor as well. The proximity of the two corridors requires an update of the comprehensive plan for the broader area containing these two important corridors).
- Do connector road before Campbell Avenue road

diet? How funded? (The current approach for the timing of the connector road is for construction after the Odd Fellows Road interchange and attendant roadway improvements and after the construction of a modern roundabout at Florida Avenue).

- Implementation schedule! (The implementation priorities will be developed as part of the final study report).
- Plan is great. Construction into area. (Construction of improvements will be completed in phases per the implementation strategy; construction impacts will be mitigated as part of the design and engineering effort for each phase).
- Residential conservation area – what is it? (The residential conservation area is an overlay zone atop existing established residential enclaves within the Odd Fellows Road corridor; the intent is to mitigate negative impacts of roadway development on those enclaves).
- Very informative.

Safe Routes to School:

- Kids are so small – visibility. (Major crosswalk and sidewalk improvements proposed for safe pedestrian access to Bass Elementary School will be designed to accommodate school children; visibility of the crossings will be a primary criterion for these improvements).

3.2 Concept Plan

The proposed VDOT interchange at Odd Fellows Road and US 460/29 makes other improvements both necessary and possible. The area will see new growth and different travel patterns in the future. Odd Fellows Road will see major upgrading, while Campbell Avenue has the unique potential for a “road diet,” described more in depth in Chapter 4. In addition to existing conditions, other area wide issues include:

- connectivity and accessibility of all transit modes
- an aging, underutilized employment area
- current broad direction prescribed for this area’s growth
- image of two key city gateways and traditional neighborhoods.

The concept plan, Future Land Use Map (FLUM), and transportation plan in the following pages tackle these issues by:

- Enhancing connectivity for all transportation modes, including pedestrian, bicycle, vehicle (cars & trucks) and bus transit specifically with:
 - New and improved sidewalks, pedestrian crossings, bicycle lanes, multi-use facilities, and greenway trails
 - Enhanced public transportation facilities
 - New roadway linkages, both enhancing connectivity and opening up new parcels for employment use
- Installing roundabouts, both easing the flow of traffic and creating key moments along the corridor with placemaking potential
- Making the area attractive and creating an identity that will attract employment uses such as advanced manufacturing / distribution

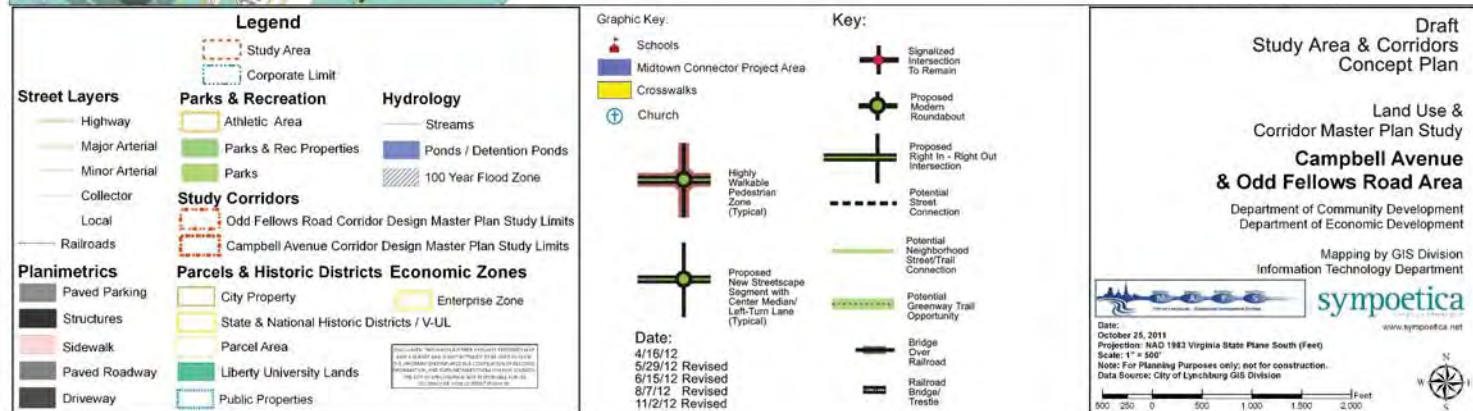
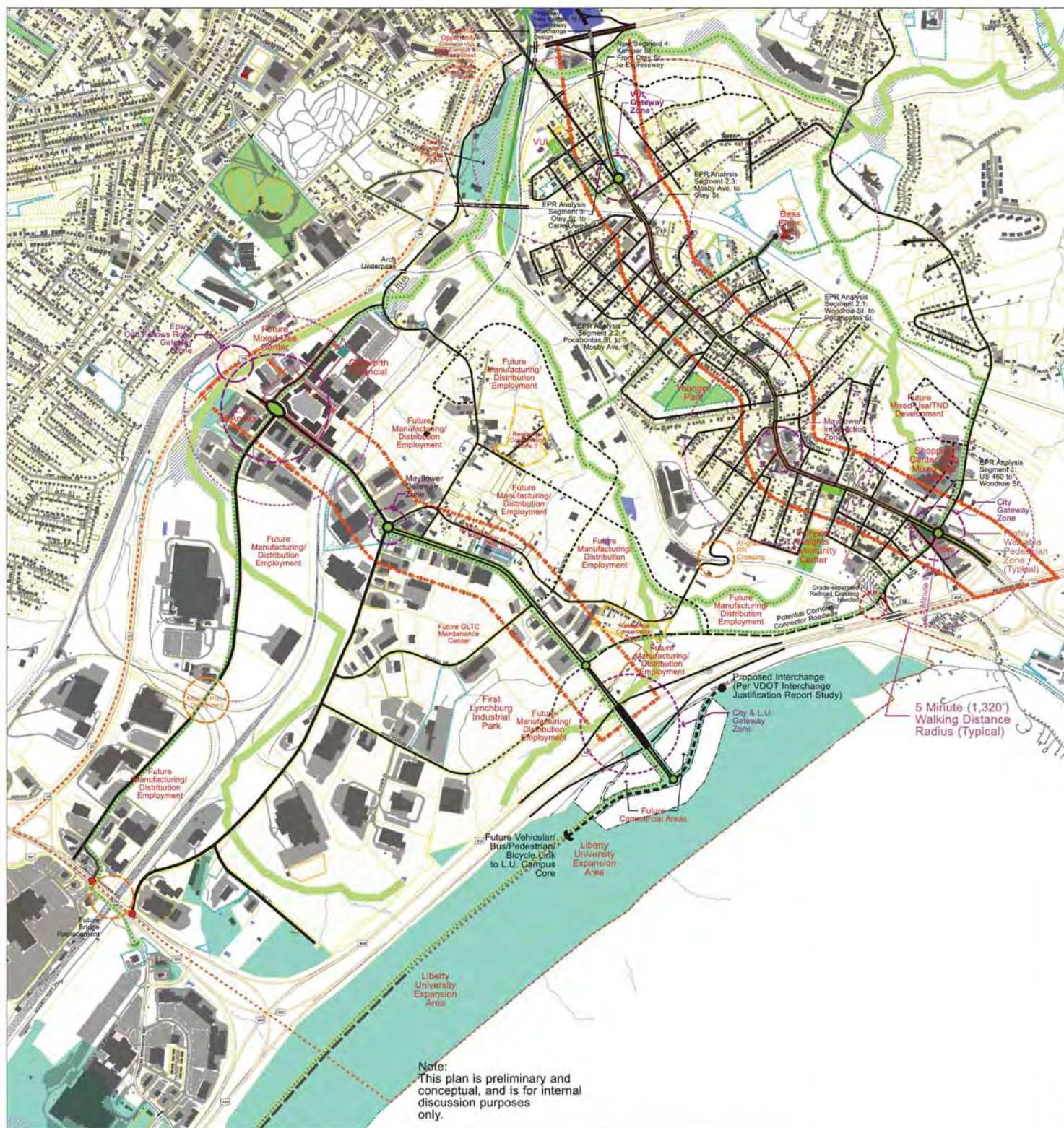
- Identifying opportunities for rail service to industrial parcels
- Refining the FLUM, discussed in Chapter 2, and proposing new mixed-use development at potential small infill sites and larger areas for walkable mixed-use cluster areas
- Providing special roadway and landscape elements which act as amenities in improving the city gateway image of both key corridors
- Creating a new community streetscape, park and/or recreational facilities as public amenities.

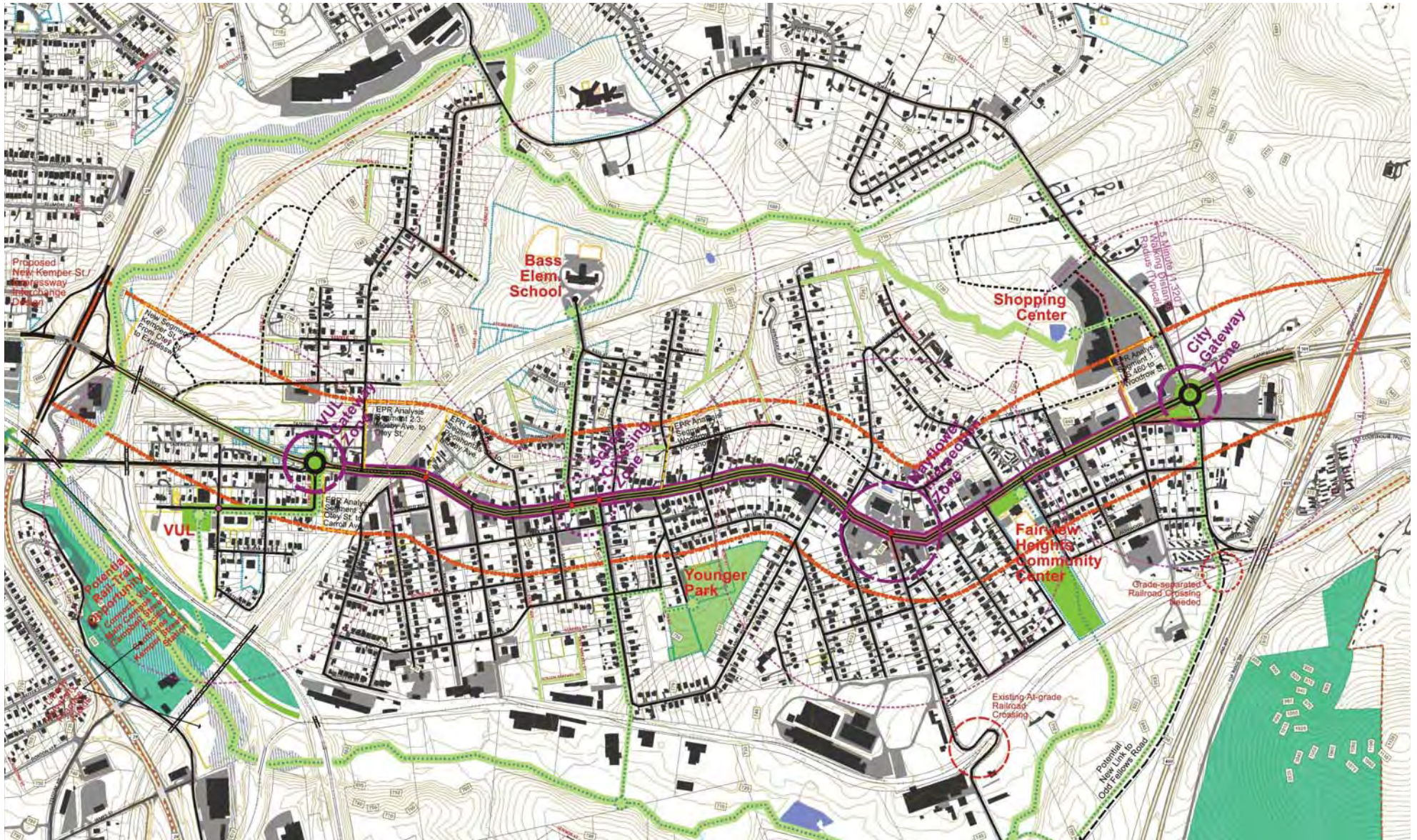
Roundabouts. The plan proposes a total of six modern roundabouts throughout the area that improve intersection safety, ease the flow of traffic, and create key moments along the corridors with placemaking potential. *All roundabouts will accommodate large trucks as well as standard automobiles, by providing a central “truck apron.” The truck apron will surround the center island and be differentiated from the automobile travelway by both a slightly higher elevation (lip) and a distinctively colored concrete surface.* Automobiles and smaller trucks will use the defined (asphalt) circular travel lane surrounding the truck apron. Larger trucks will be able to mount the apron and easily navigate the roundabout. More information on each of the proposed roundabouts can be found in chapters 4 and 5.

Gateways. Campbell Avenue is a traditional entrance to the city from the east, but over years of treatment as solely a vehicular corridor, has developed the need for a facelift. Both the proposed road diet and roundabouts provide opportunities to improve the image of the corridor and the city as a whole. Likewise, Odd Fellows Road is on the verge of being a new eastern entrance to the city and major access point for businesses. It will have similar opportunities to brand itself as a new major employment use gateway.

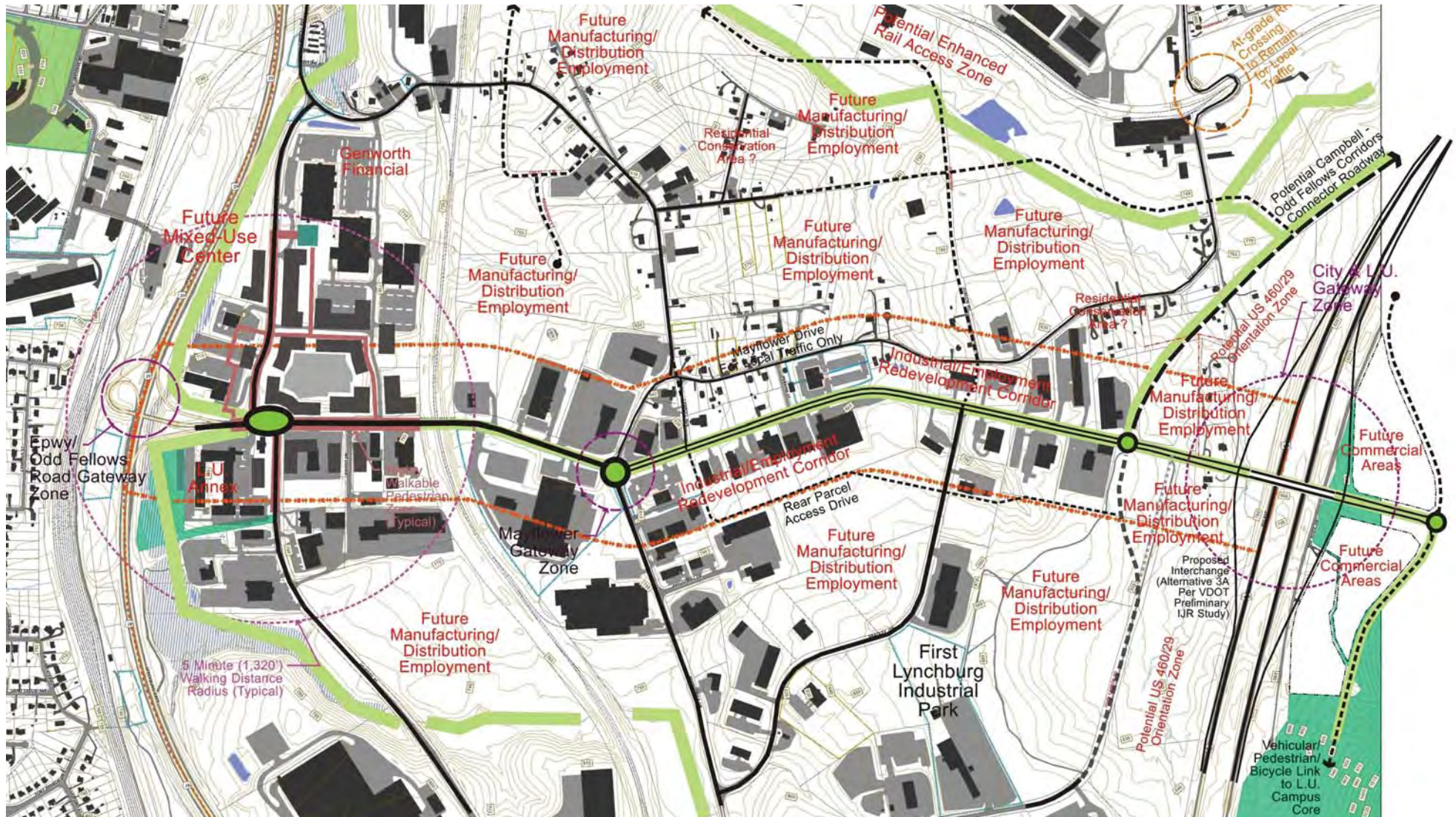
Extended Road Network. Dashed black lines on the concept plan mark a potential extended road network that would disperse traffic over a large street grid and open up new parcels for industrial development. Within this extended network is a new connector street, with integrated pedestrian/bicycle facilities, proposed parallel to the US 460/29 corridor. This new connector extends from the proposed Florida Avenue roundabout on Campbell Avenue to a realigned John Capron Road at a proposed roundabout on the extended Odd Fellows Road, relieving Mayflower Drive of heavy use and opening up new parcels for development.

Page 27 shows the full Concept Plan and pages 28 and 29 show closer looks at Campbell Avenue and Odd Fellows Road.





3.1 ZOOM IN OF CONCEPT PLAN AT CAMPBELL AVENUE



3.2 ZOOM IN OF CONCEPT PLAN AT ODD FELLOWS ROAD

3.3 Future Land Use Map (FLUM)

The FLUM helps guide public and private development throughout the city and is the basis for rezoning and conditional use permit recommendations. The following section proposes refinements to the existing FLUM from Comprehensive Plan, found in Chapter 2.2 of this document.

Mixed-Use Development. The proposed changes to the FLUM center around promoting mixed use development with a new future land use designation and applying it in two different forms—1) large mixed-use centers and 2) smaller scale, integrated into the existing commercial fabric along Campbell Avenue. Mixed-use designation allows a parcel of land to be used for multiple purposes within the same building or area. Often residential use is held in the upper floors of buildings, while the first floor is used for retail or offices. It is an efficient use of land and promotes walkable, healthy, active communities. New Urbanist and neo-traditional design principles should be applied to these areas, generally shaping buildings as close to the street with parking in the rear and generating highly walkable areas with enhanced sidewalks and crosswalks.

Major Centers. The map below highlights two major mixed-use/TND centers—one at Campbell Avenue and Florida Avenue (the current Fairview Square Station shopping center), and the other at the intersection of Odd Fellows Road and Albert Lankford/Murray Place, encompassing the Liberty University Annex and the Genworth Financial campus. Complementing the exiting uses, commercial, office, residential, and institutional use infill are all recommended for these major centers of mixed use.

Infill. Areas along Campbell Avenue currently zoned B-1 “Limited Business,” B-3 “Community Business” and B-5 “General Business” should be designated for mixed use on the FLUM. This designation will help shape the businesses along Campbell Avenue and encourage walkable design complementary to the streetscape improvements.

Employment Land Use. The new interchange and potential new street grid will strengthen the First Lynchburg Industrial Park. New employment uses for the area should be encouraged, including advanced manufacturing / distribution.

Community Commercial Area at New Interchange. New land opened for development by the extension of Odd Fellows Road should be designated as “Community Commercial” on the Future Land Use Map to encourage commercial use for both highway services and potentially students on a new piece of Liberty University’s campus. Uses could include gas stations, hotels, and restaurants.

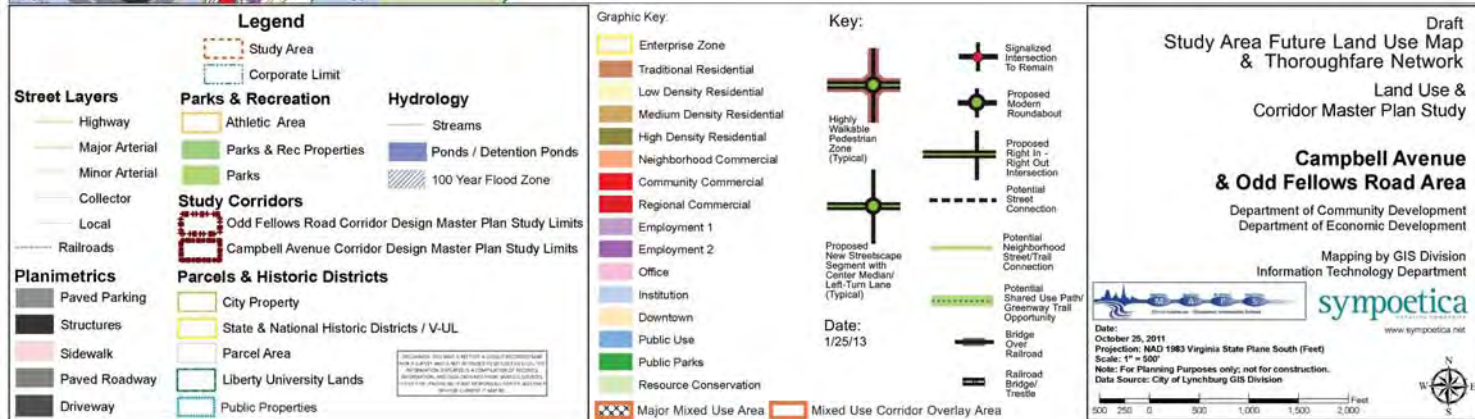
Neighborhoods Zoned Industrial. Some established neighborhoods in the Odd Fellows Road area are currently zoned for industrial use. These areas should be considered for “Traditional Residential” designation when the FLUM is revised as part of the Comprehensive Plan update currently underway.



EXAMPLE OF A MIXED USE CENTER



SKETCH OF HOW MIXED USE INFILL CAN FIT WITHIN EXISTING BUSINESSES AT CAMPBELL AVENUE AND MAYFLOWER DRIVE



3.4 Pedestrian, Bicycle, & Transportation Plan

The vision statement on page 6 specifically emphasizes multimodality and calls for the efficient, safe, and enjoyable use of the area by all travel modes: foot, bike, transit, truck or car. The following area-wide recommendations outline vital changes needed to achieve the vision.

Pedestrian Facilities. Streetscaping and roadway design efforts all contain new and improved sidewalks with street trees, more visible crosswalks, and new pedestrian signalization to help improve walkability and the overall pedestrian experience of the area. Improved bicycle and transit facilities below also encourage pedestrians and multimodal travel.

Bicycle Facilities. The Bicycle/Pedestrian Plan contains a system of on and off-road facilities to encourage biking. Both corridors incorporate bicycle facilities into their design—Campbell Avenue can accommodate bike lanes with its road diet, but as Odd Fellows Road will handle major truck traffic, a separated, shared use path along its southern side avoids any conflict. Other road facilities include sharrows (example page 39) for Murray Place and Albert Lankford, where bikes share the road with vehicles, and a continuation of the shared use path on the new connector roadway to Campbell Avenue and on Top Ridge Road, connecting to Liberty University's main campus. The greenway trail system provides further bike facilities.

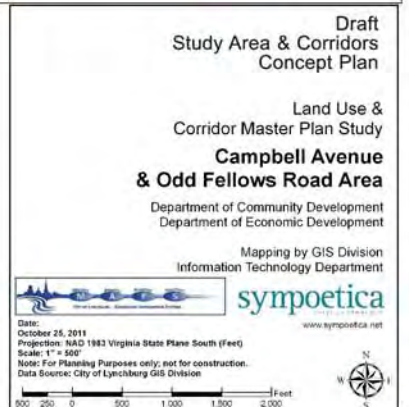
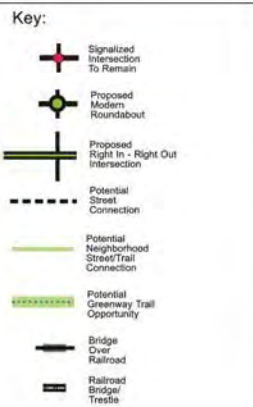
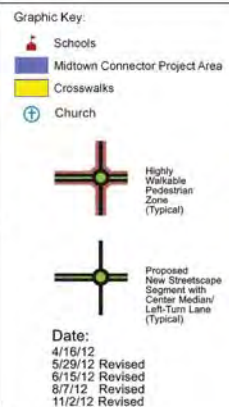
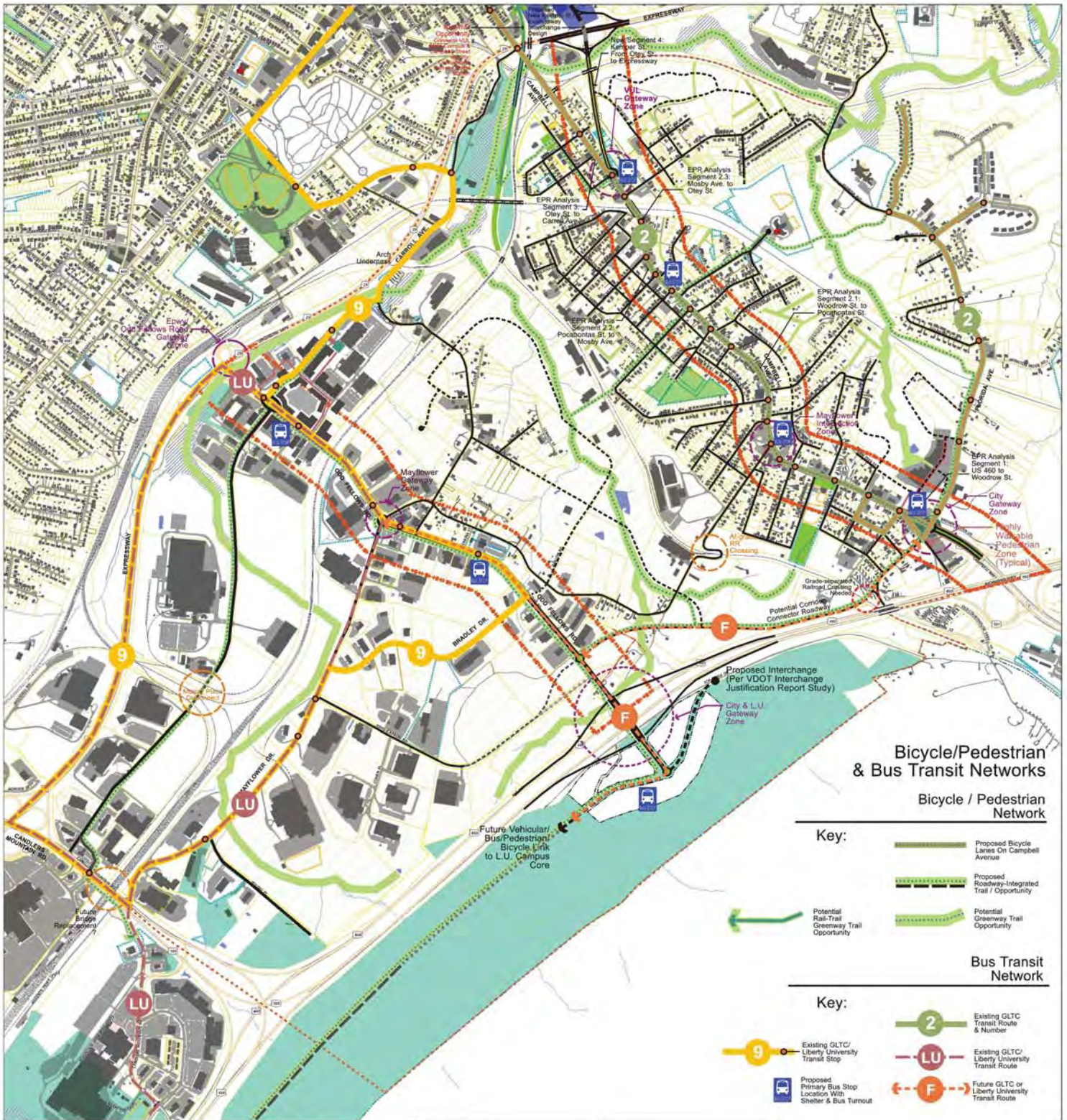
Greenway Trail System. The greenway trail system provides a non-vehicular travel network for bikers and pedestrians throughout the study area for both recreation and transportation. These greenways lie in the FLUM's "resource conservation areas" along the area's stream valleys, and on abandoned railroad right-of-way. The system also has extensions to key community destinations, such as the Kemper Street Amtrak Station, and the bike and sidewalk facilities on the two corridors, tying the greenways to the larger transportation system and network of Complete Streets.

Bus Turn-outs. With the help of the Greater Lynchburg Transit Company (GLTC) and Region2000, seven major transit stop zones along the corridors were identified by mapping ridership data and existing GLTC and Liberty University bus routes. Each major bus transit stop should contain bus turn out lanes to avoid disrupting traffic and transit shelters to accommodate and encourage a higher volume of riders at these areas. Turn-out lanes are feasible within both corridors' proposed roadway designs, and the stops are spaced at increments no less than 1500 feet, per GLTC spacing standards. Additionally, numerous small transit stops are located at convenient locations between major stops. The major transit stops are identified in the map below with a bus icon, while minor stops are identified with a circle along the existing bus routes.

New Transit Routes. Currently the study area is served by three primary bus transit routes: Campbell Avenue is served by GLTC Route 2, while the Odd Fellows Road area is served by GLTC Route 9. In conjunction with GLTC, Liberty University also provides bus service linking the Liberty University student housing complex on Odd Fellows Road to the main campus with a route along Odd Fellows Road, Mayflower Drive and the Expressway. The new interchange at Odd Fellows Road and US 460/29 creates an opportunity for a future transit link along Odd Fellows Road extended to the main Liberty University Campus. The proposed new corridor connector road can also provide a future bus transit route linking the Campbell Avenue and Odd Fellows Road corridors.



EXAMPLE OF BUS TURN-OUT, WHERE BUSES DO NOT BLOCK THE FLOW OF TRAFFIC WHILE LOADING PASSENGERS



4.0 Campbell Avenue Master Plan

This chapter presents a more detailed look at how Campbell Avenue should transform over time. Once the new interchange at Odd Fellows Road and US 460/29 and the Odd Fellows Road improvements are completed, Campbell Avenue can begin making its transformation. The proposed road diet and streetscaping described here will revive a community and encourage new investment. The master plan, illustrations, and images shown in this chapter give a progressive blueprint for Campbell Avenue to follow and grow into.

4.1 Road Diet & Master Plan Components

The transportation studies in Chapter 1.5 found that the new Odd Fellows Road interchange will reduce traffic on Campbell Avenue. The “road diet” described on page 13 calls to reduce Campbell Avenue from two vehicular travel lanes in each direction down to one in each direction with a center turn lane and potential right turn lanes where further study shows they are warranted. Maintaining unnecessary travel lanes is impractical, especially when vacating lanes presents a unique opportunity to transform Campbell Avenue into the kind of place described in the vision on page 6. The reclaimed space can be rededicated for wider sidewalks, transit facilities, street trees, bike lanes, and a center median. In addition to being able to rededicate space for new uses, road diets dramatically improve vehicular safety by reducing the number of rear-end and side-swipe crashes, improving speed limit compliance, thus decreasing crash severity. Pedestrians and cyclists



SKETCH ILLUSTRATING HOW CAMPBELL AVENUE COULD TRANSFORM INTO A STREET THAT SERVES BOTH A NEIGHBORHOOD AND CITY

also have increased safety benefits from the reduction in vehicular speed and the provision of their new facilities described in this chapter.

Center Median and Turning Lane. The new road configuration allows for a turning lane at key intersections with high levels of left turns and for a landscaped median when the turning lane is unnecessary. The median provides a number of benefits: it offers a refuge area for pedestrians crossing Campbell Avenue, helps calm traffic through an area of largely residential and neighborhood retail use, and adds an aesthetic appeal with the increased vegetation.

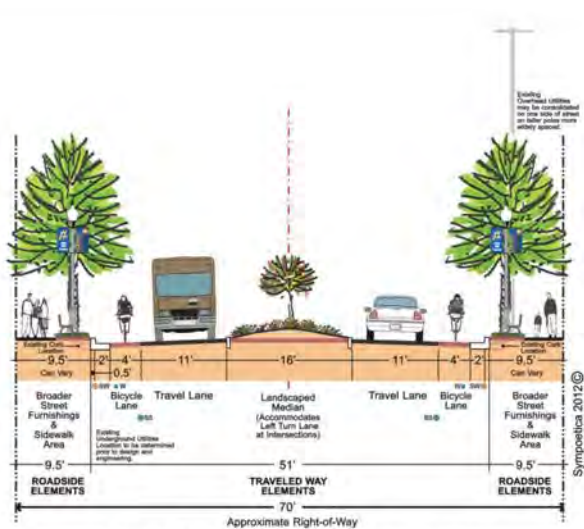
Right of Way. Campbell Avenue contains varying amounts of public right-of-way in which the road diet and other improvements can be constructed. The three scenarios below cover how the plan recommendations should be handled within existing right-of-way.



EXAMPLE OF POSSIBLE MEDIAN/TURNING LANE DIVIDER FROM CHARLOTTE, NC

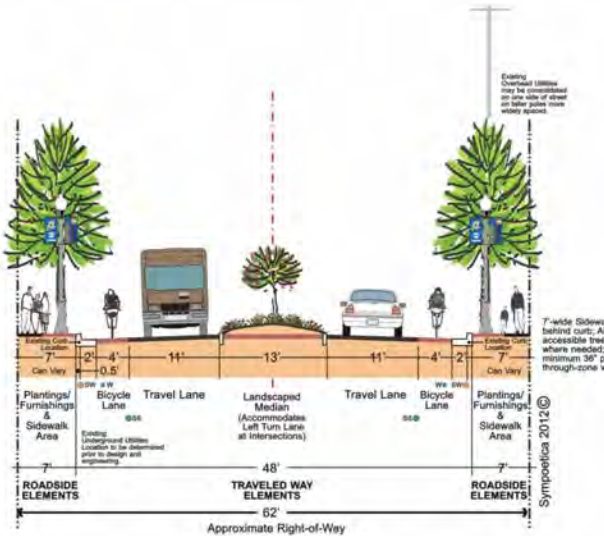


EXAMPLE OF A POSSIBLE URBAN/STRUCTURAL MEDIAN FROM BUFFALO, NY



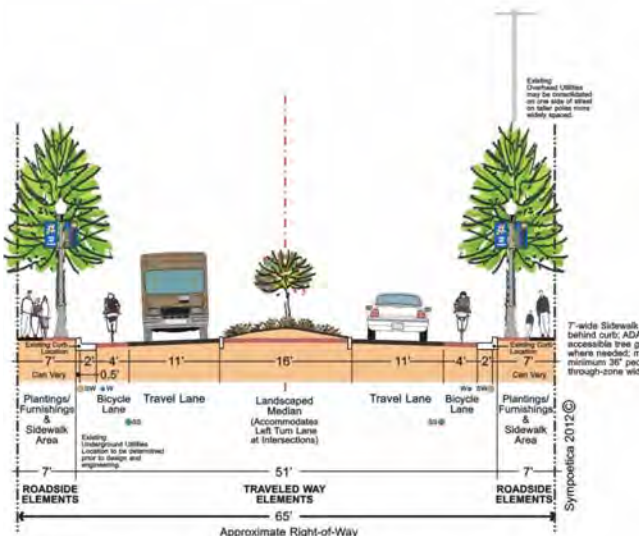
"Road Diet" Concept Illustration
Campbell Avenue

Note: This graphic is for illustrative purposes only. Actual cross-sectional treatment can vary to reflect specific field conditions. All dimensions are approximate.



Most Narrow Right-Of-Way Condition

Note: This graphic is for illustrative purposes only. Actual cross-sectional treatment can vary to reflect specific field conditions. All dimensions are approximate.



Narrow Right-Of-Way Condition

Note: This graphic is for illustrative purposes only. Actual cross-sectional treatment can vary to reflect specific field conditions. All dimensions are approximate.

Broad Right-Of-Way Condition

AVAILABLE RIGHT-OF-WAY VARIES ALONG CAMPBELL AVENUE, THESE THREE CROSS SECTIONS ILLUSTRATE HOW THE ROAD CONFIGURATION WILL VARY WITH AVAILABLE SPACE

Roundabouts. Specific details on roundabout design are in Chapter 3. The Campbell Avenue master plan shows two new roundabouts for the corridor:

- **City Gateway:** The Florida Avenue / Campbell Avenue intersection is a major gateway for visitors traveling into the larger city from US 460/29. A roundabout at this location provides an iconic entrance for visitors entering the city.
- **VUL Gateway:** A roundabout at Kemper Street / Old Campbell Avenue both reduces traffic conflicts at a highly dangerous intersection, and provides a gateway for Virginia University-Lynchburg (VUL). The greenspace surrounding the roundabout is an opportunity to highlight VUL's presence with an institutional lawn with great mountain views over the city.



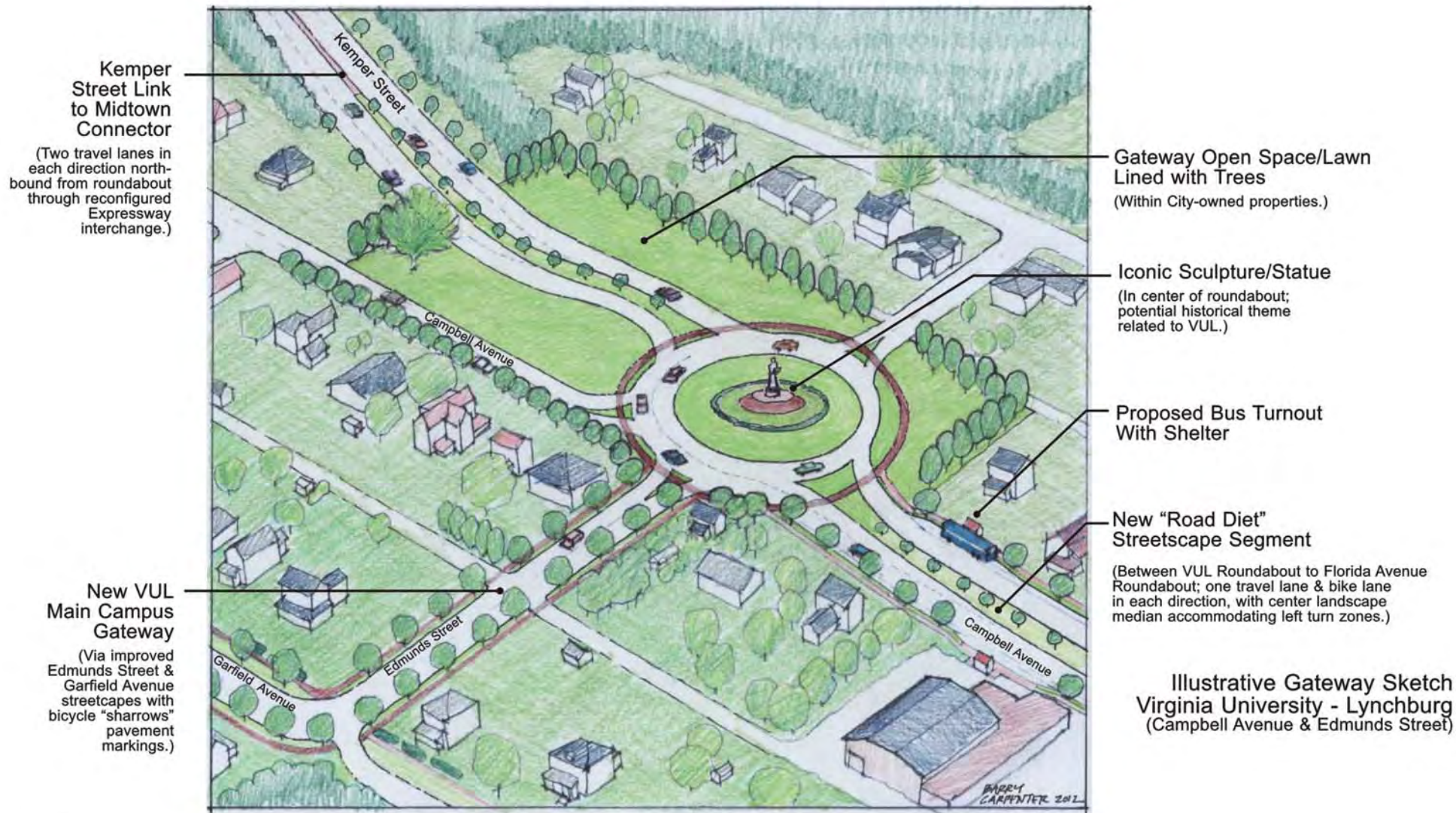
NORTHBOUND LOOK TOWARDS THE BLUE RIDGE MOUNTAINS AT THE VUL GATEWAY ROUNDABOUT



EXAMPLE OF ROUNDABOUT WITH PEDESTRIAN CONNECTIONS AND TRUCK APRON DESCRIBED IN CHAPTER 3



CITY GATEWAY ROUNDABOUT AT FLORIDA AVENUE



Note:

November 28, 2012

This is an illustrative graphic in support of land use and concept planning only. It is not intended to represent the actual final location or design of proposed roundabout and roadway improvements.

sympoetica
LANDSCAPE ARCHITECTS
www.sympoetica.net

VUL ROUNDABOUT AT EDMUNDS STREET

Sidewalks and Crosswalks. Current sidewalks along Campbell Avenue are narrow, deteriorating, missing crossing opportunities, and often lack a buffer placing pedestrians directly next to fast-moving traffic. This master plan dedicates space for wider sidewalks, a pedestrian buffer with street trees, and proposes new or enhanced signalized pedestrian crossings at Seabury Avenue, Fairview Avenue, and Mayflower Drive. Crosswalks would be added across all side streets, making walking along Campbell safe. Seabury and Fairview Avenue should have enhanced pedestrian connections as they lead to key existing and proposed walkable community facilities: Bass Elementary, a spur from the greenway system and Younger Park as indicated on the master plan.

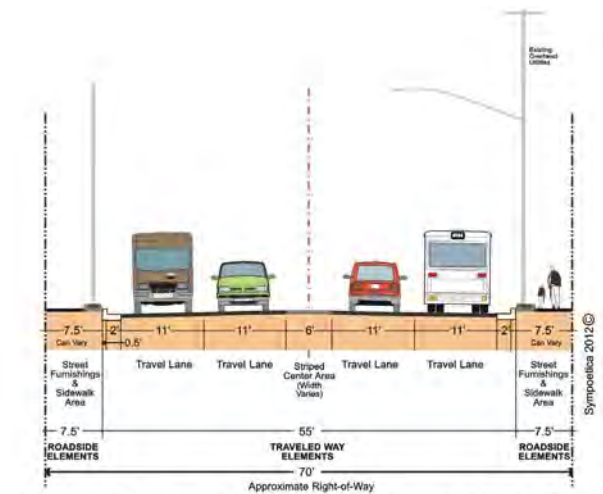
Bike Lanes. The master plan and illustrative cross sections show including four foot bike lanes on each side of Campbell Avenue. Bike lanes provide a healthy, cost-effective and safe option for traveling to destinations on Campbell Avenue. These lanes tie into the planned area wide greenway system and are one big step towards Complete Streets. This plan recommends a dark red colored surface for the bike lanes to clearly delineate the space for cyclists, encouraging cars not to use the space and helping cyclists feel comfortable traveling with vehicular traffic.



TYPICAL VUL GATEWAY STREETScape TREATMENT



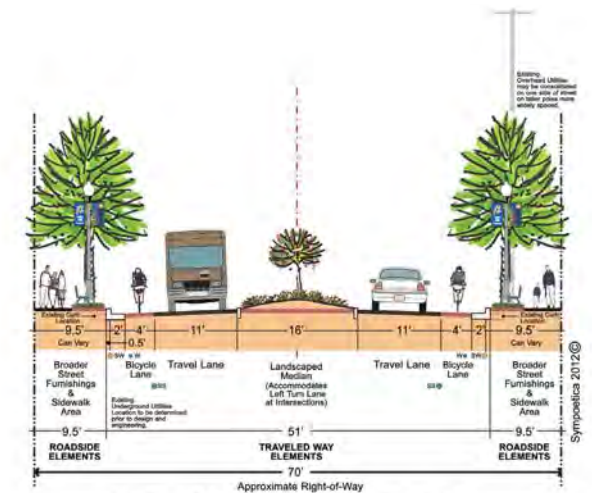
SAFE PEDESTRIAN CROSSING TREATMENT AT SEABURY AVENUE



"General Existing Conditions" Concept Illustration

Campbell Avenue

Note: This graphic is for illustrative purposes only. Actual cross-sectional treatment can vary to reflect specific field conditions. All dimensions are approximate.



"Road Diet" Concept Illustration

Campbell Avenue

Note: This graphic is for illustrative purposes only. Actual cross-sectional treatment can vary to reflect specific field conditions. All dimensions are approximate.

Greenway Connections. The master plan shows a number of connections from Campbell Avenue to the area-wide greenway system described in Chapter 3. Trails to the Fairview Heights Community Center, Fairview Avenue with historic Younger Park, and Bass Elementary School reach important public facilities. The plan also shows options for tying the trail system to VUL, aiding both neighborhood and student accessibility and connecting VUL buildings to each other.

Rail-Trail Connection. An abandoned railway line near VUL, presents an opportunity for a rail-trail, connecting Campbell Avenue to Kemper Street Station, the region's Amtrak Station, and the larger network of City trails.

Paper Streets. "Paper Streets" exist where the City of Lynchburg owns right-of-way, but an actual street was never constructed for a variety of reasons. A number of these exist in the Campbell Avenue area. The master plan suggests that one way to take advantage of this public asset is to create a "neighborhood street / trail connection." These could simply become trails to aid walkability in the neighborhood.

New Neighborhood Streets. Dashed black lines on the master plan indicate an extended neighborhood street network that will allow for new development and help vehicular connectivity, reducing demand on Campbell Avenue. These streets should continue the existing network of neighborhood streets and contain on-street parking, sidewalks, and street trees wherever possible.

Fairview Square Station. This area off of Florida Avenue is the site of one of the proposed mixed-use centers described in Chapter 3. The master plan suggests how infill buildings could be used on the site in a suburban retrofit and shows a new pedestrian/bicycle link from Campbell Avenue at Woodrow Street. The greenway system could tie in at this point and extending the street grid here would open existing commercially-zoned land for new development.

Infill. Buildings shown in orange on the master plan illustrate how and where new mixed use buildings can be used on the corridor. New buildings should be located close to the street with parking in the rear of the building and located at intersections and where the enhanced transit stops are located.



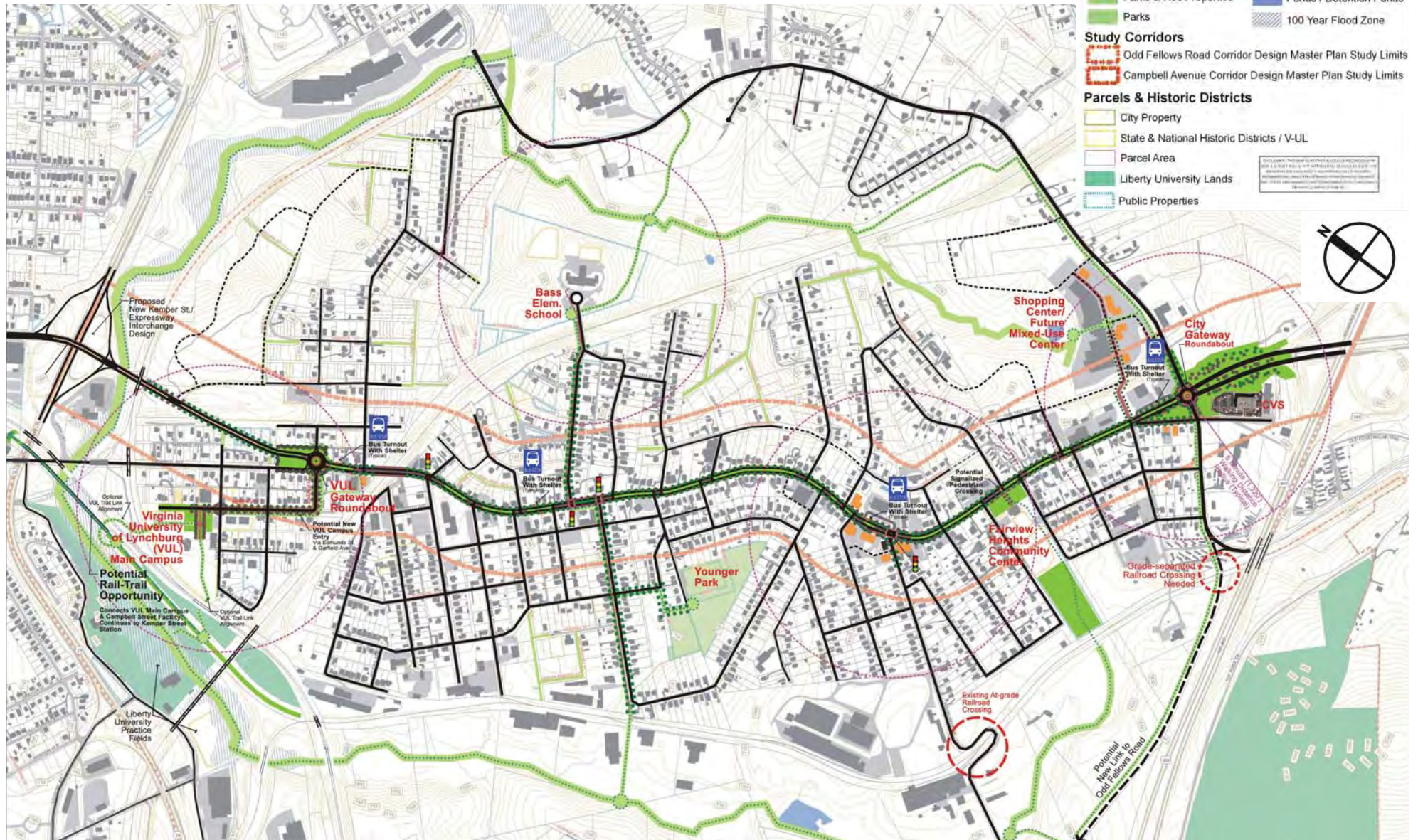
FORMER RAILWAY LAND IS OFTEN CONVERTED TO TRAILS AS WAS DONE WITH THE BLACKWATER CREEK TRAIL IN LYNCHBURG



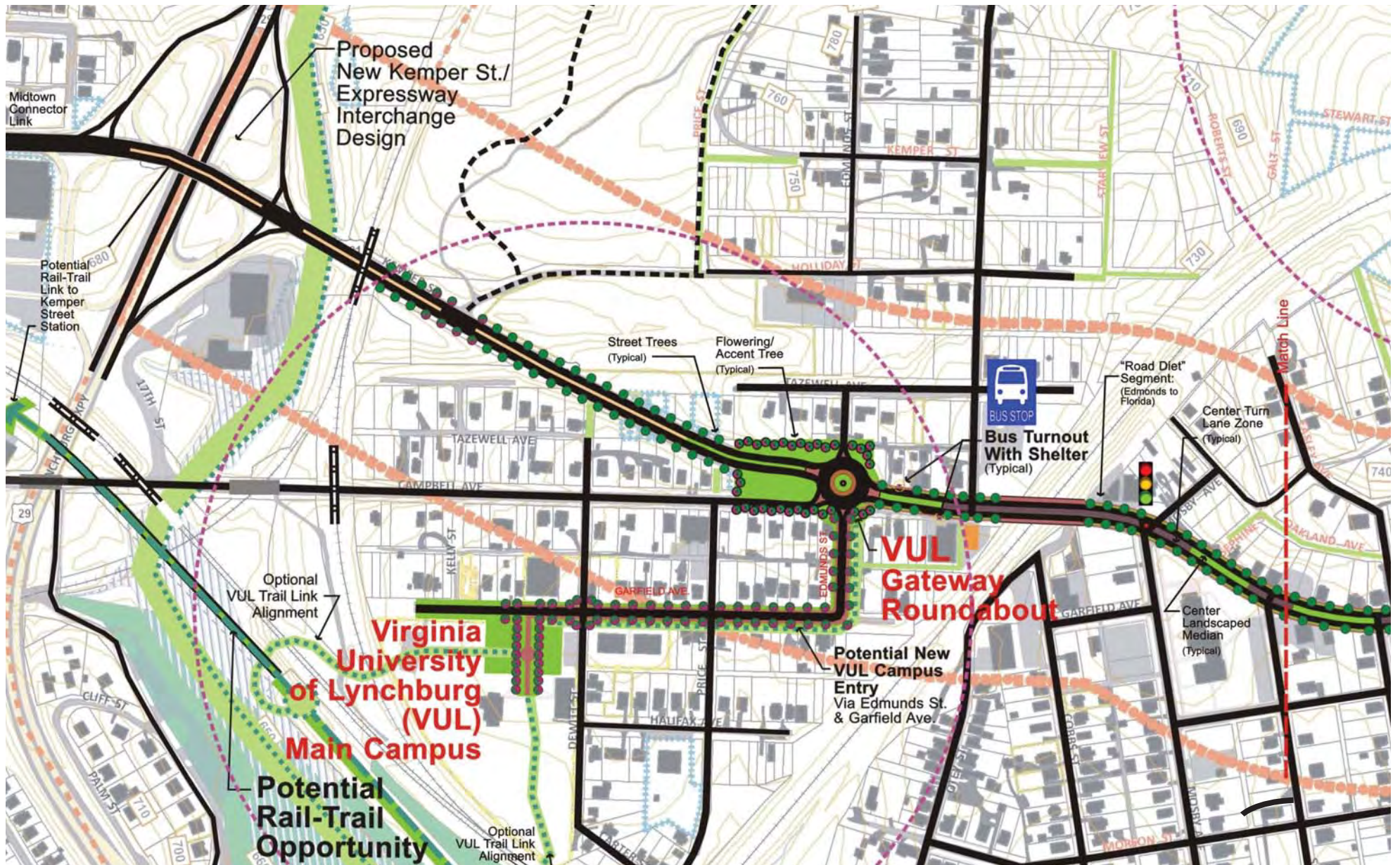
A SHARROW CONTAINS THE ABOVE PAVEMENT MARKING, ASKING VEHICLES AND CYCLISTS TO SHARE PAVEMENT SPACE

4.2 Master Plan

This page shows the master plan for all of Campbell Avenue. The following pages break the corridor down into three segments for further detail.



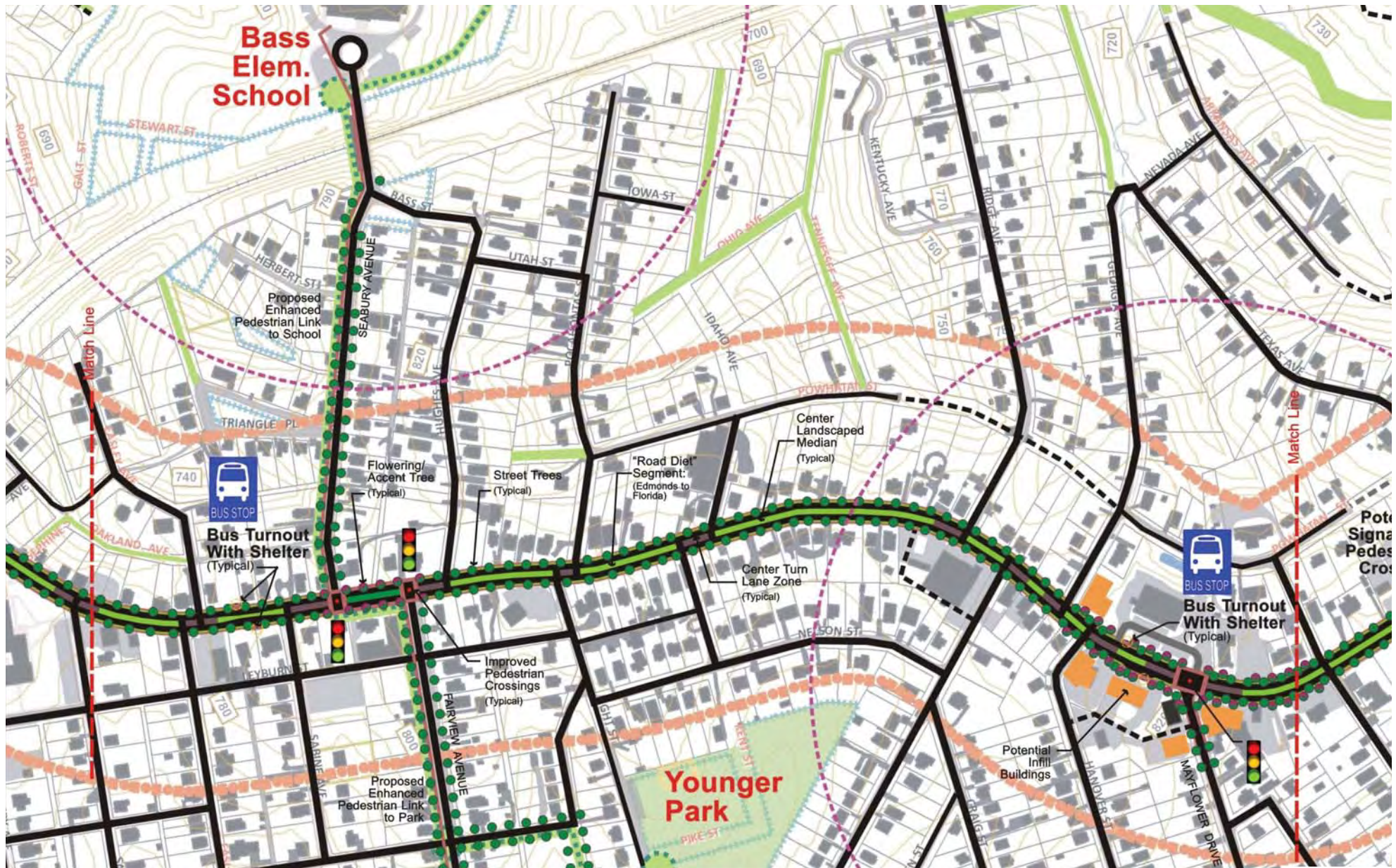
ENTIRE CAMPBELL AVENUE MASTER PLAN



NORTHERN SEGMENT CAMPBELL AVENUE CORRIDOR DESIGN MASTER PLAN

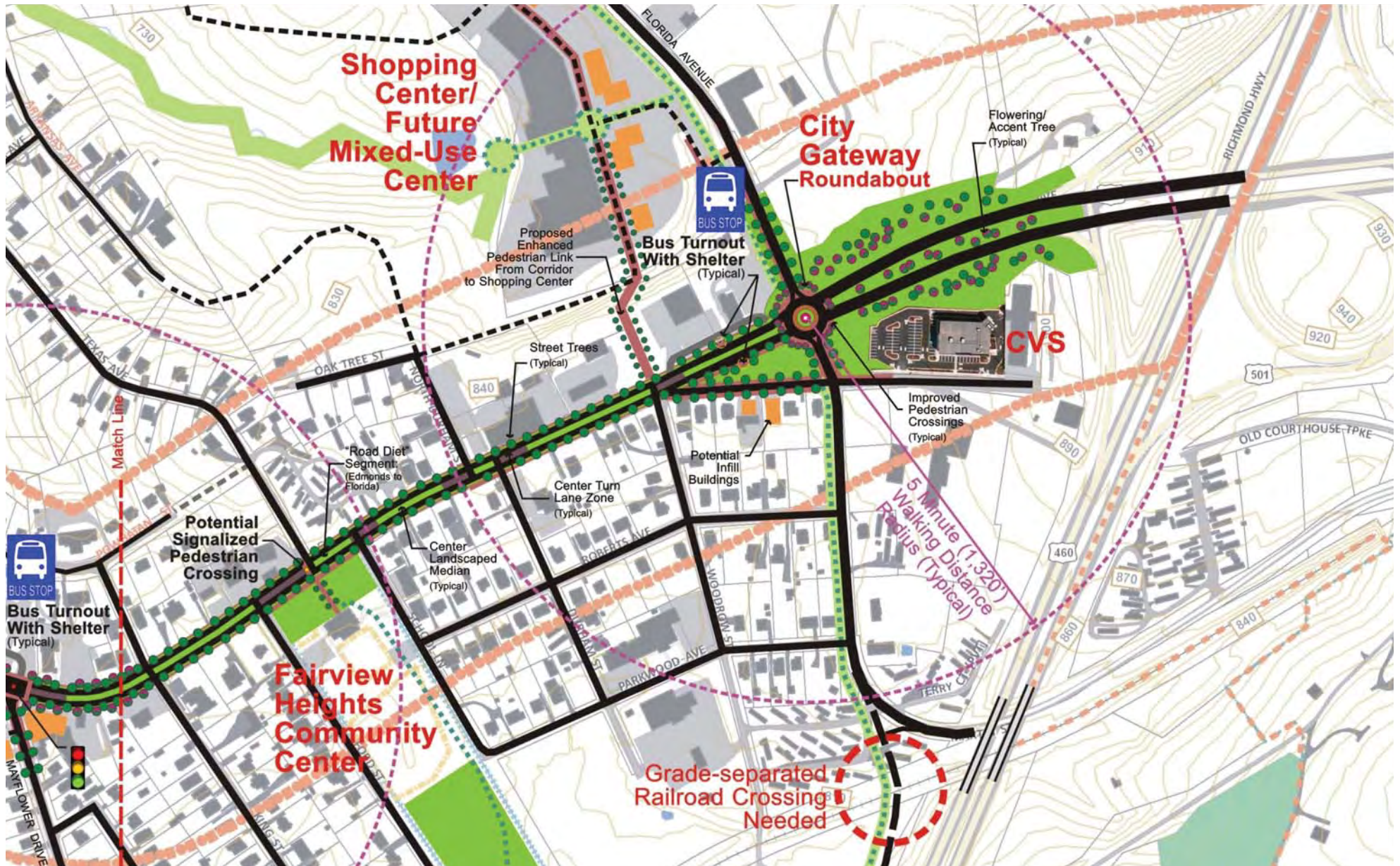
ORANGE SEGMENT OF LINE SHOWS LOCATION OF
IMAGE ON CAMPBELL AVENUE





CENTRAL SEGMENT CAMPBELL AVENUE CORRIDOR DESIGN MASTER PLAN

ORANGE SEGMENT OF LINE SHOWS LOCATION OF
IMAGE ON CAMPBELL AVENUE



SOUTHERN SEGMENT CAMPBELL AVENUE CORRIDOR DESIGN MASTER PLAN

ORANGE SEGMENT OF LINE SHOWS LOCATION OF
IMAGE ON CAMPBELL AVENUE



4.3 Furnishings

Public furniture not only provides relatively basic public amenities but also helps define a city and neighborhood’s character. The selection on this page reflects both the desired character for Campbell Avenue and the importance of cost effectiveness. *See Chapter 5.3 for information on bike racks and banners.*



STREET LIGHTS			
Manufacture	Item #	Description	Color
Holophane	Washington / North Yorkshire	Acrylic Washington Postlite SS Luminaire on a North Yorkshire Decorative Aluminum Post	Black

NOTES: PEDESTRIAN LIGHTS SHOULD ALTERNATE WITH THE SPACING OF STREET TREES. TALLER ROADWAY LIGHTING POLES SHOULD BE PLACED AT WIDER INTERVALS AND CAN ALSO BE USED FOR ATTACHING LOWER PEDESTRIAN LIGHTS



TRASH RECEPTACLES			
Manufacture	Item #	Description	Color
Victor Stanley	S-42	Ironsites Series 36-Gallon Litter Receptacle with Black Plastic Liner & S-2 Dome Lid	Black

NOTES: BUS SHELTERS, BENCHES, BIKE RACKS AND TRASH RECEPTACLES SHOULD BE CLUSTERED AT EACH OF THE DESIGNATED TRANSIT STOPS



BUS SHELTER			
Manufacture	Item #	Description	Color
Brasco International	Techline-TL710	Powder Coated Aluminum Structure, Standing Seam Hip Roof	Black Green – RAL 6012 Copper Penny

NOTES: BUS SHELTERS, BENCHES, BIKE RACKS AND TRASH RECEPTACLES SHOULD BE CLUSTERED AT EACH OF THE DESIGNATED TRANSIT STOPS



BENCHES			
Manufacture	Item #	Description	Color
WAUSAU Tile	MF2203-8	73" x 26" x 34" Flat Steel Straight Back Bench W/Center Arm Rest	Black

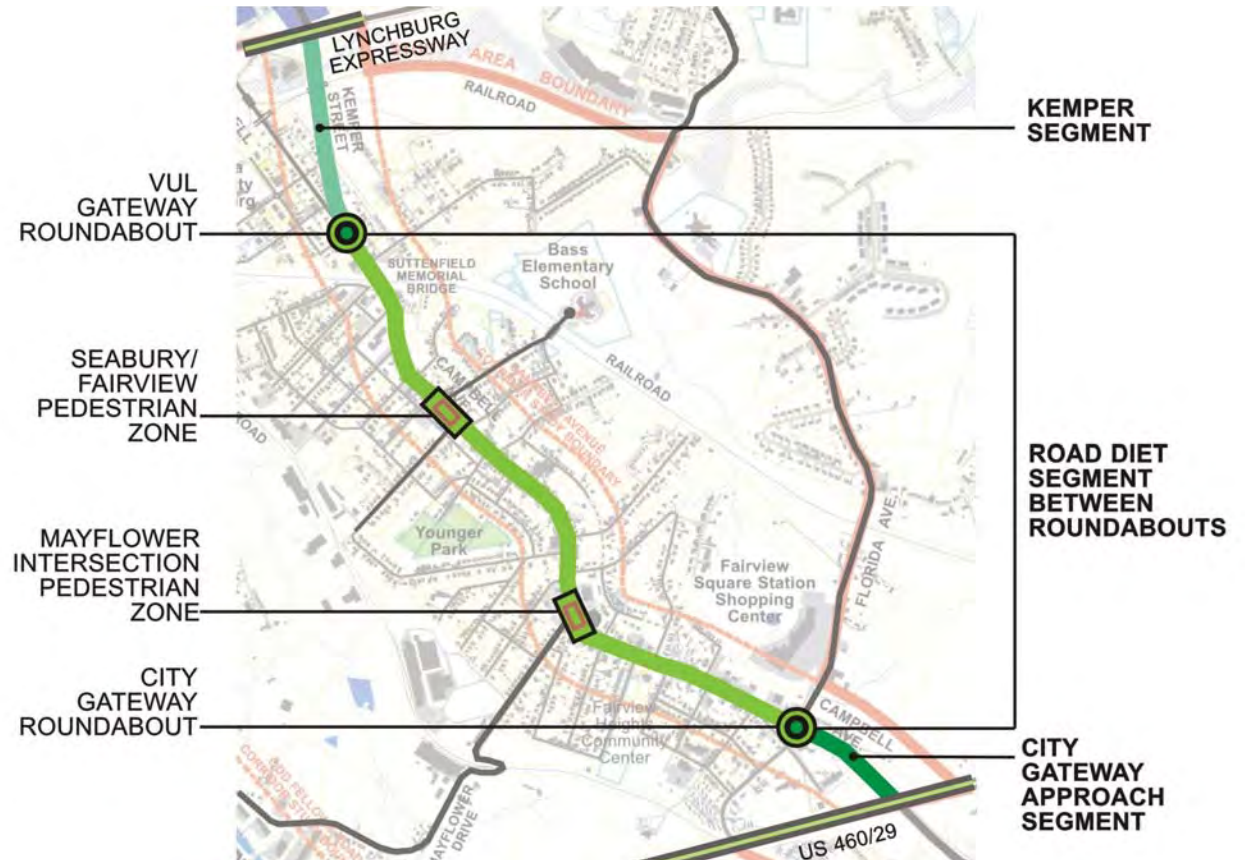
NOTES: BUS SHELTERS, BENCHES, BIKE RACKS AND TRASH RECEPTACLES SHOULD BE CLUSTERED AT EACH OF THE DESIGNATED TRANSIT STOPS

4.4 Landscaping

Thoughtfully designed streetscape plantings can provide structure and distinctive character to the urban roadway environment while providing needed shade and environmental benefits to the neighborhoods and districts served.

The proposed theme for streetscape plantings along the Campbell Avenue corridor is one of an urban street which is both a primary City gateway and a local-serving collector for neighboring residential and business uses. In this regard, the key characteristics are unifying and defining the corridor visually, and creating a high quality complete street environment. To this end, the landscape elements within the center median and roadside zones typically are to be arranged in an orderly, more formal fashion, with the plantings reinforcing the roadway's functions; however, the city gateway segment between US 460/29 and Florida Avenue should feature a more informal, parkway landscape treatment. Special attention should be paid to the landscape design for the key pedestrian zones at the Mayflower Drive intersection and the pedestrian crossing zone between Seabury and Fairview Avenues. The accompanying map and table offer more specific landscape character guidance for the key streetscape elements of this street; here the entire corridor is described as a series of unique segments, roundabouts and intersections.

NOTE:
FINAL STREETSCAPE
PLANTINGS TO BE
DETERMINED BY
CITY ARBORIST AND
HORTICULTURALIST IN
CONSULTATION WITH
CITY PLANNER.



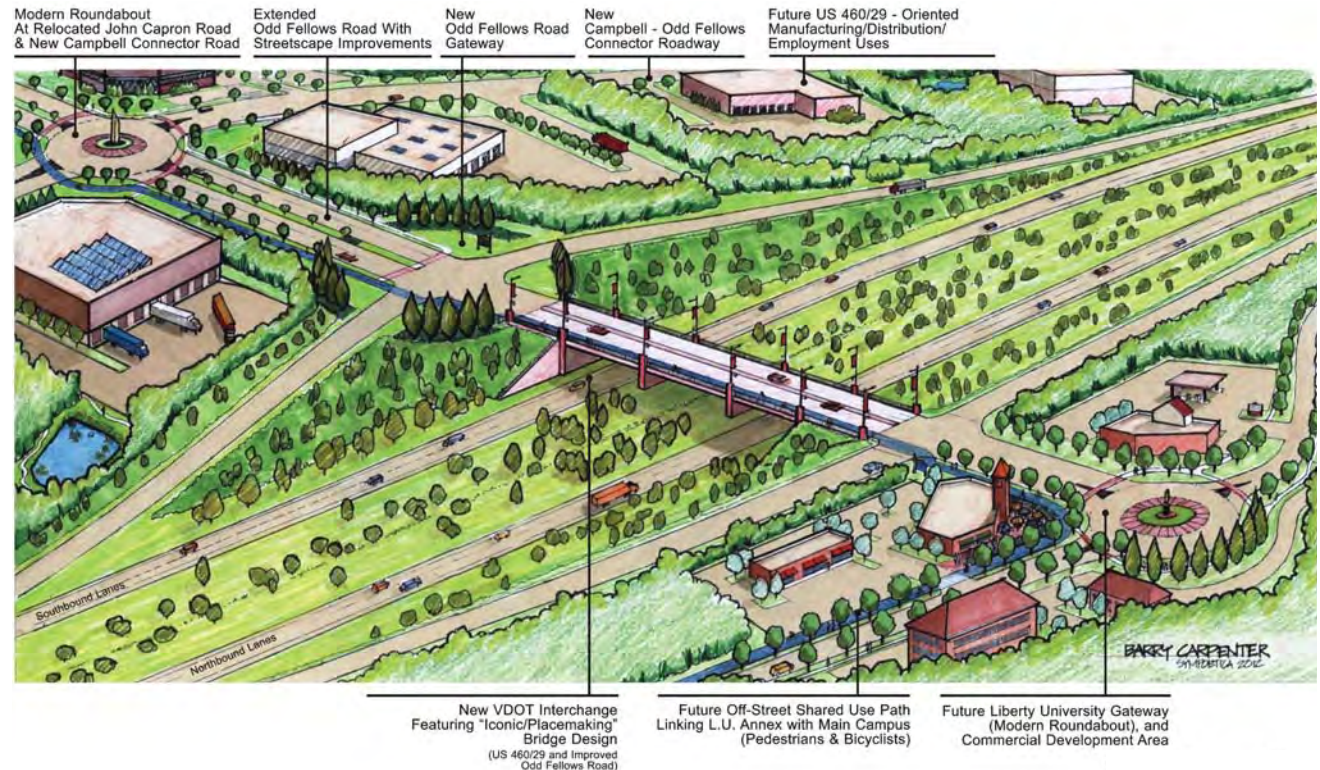
	Kemper Segment	Road Diet Segment	City Gateway Approach Segment	Roundabouts	Special Pedestrian Zones/Intersections
Street Trees:					
Function	Corridor Definition	Corridor Definition Alignment Reinforcement Pedestrian Safety	Corridor Definition	Spatial Definition Placemaking	Pedestrian Safety Placemaking
Planting Pattern	Regular Spacing Opposing Both Sides Maintain Existing Wooded Edge	Regular Spacing Opposing / Both Sides Adjust Spacing for curves & curb cuts	Informal Pattern Parkway Treatment Naturalistic Clusters	Regular Spacing Opposing/Both Sides Flower & Leaf color attributes	Regular Spacing Opposing/Both Sides Flower & Leaf color attributes
Mature Crown Spread	Intermediate (35'-50')	Narrow (20'-35')	Intermediate (35'-50') to Wide (50'-75')	Narrow (20'-35')	Very Narrow (> 20')
Mature Height	Varies by Species	Varies by Species Maintain Min. 10' Clearance from Overhead Lines	Varies by Species	Varies by Species	Varies by Species Maintain Min. 10' Clearance from Overhead Lines
Spacing	30'-50'	20'-40'	40'-80' (Clusters)	Varies by geometry of roundabout	Varies by geometry of intersection
Median/Center Island Plantings					
Ornamental/Flowering Trees	Yes	Yes	Yes	Yes	Yes
Low Shrubs	No	No	Yes	Yes	No
Ground Covers	No	No	No	Yes	Yes
Lawn	Yes	Yes	Yes	Yes	Yes

5.0 Odd Fellows Road Master Plan

This chapter illustrates how Odd Fellows Road can be redesigned with the planned extension and new interchange at US 460/29 in order to attract new use and accommodate new traffic along the corridor. The interchange design and street extension will transform Odd Fellows Road and create an important new gateway to a major (and growing) employment area. This master plan shows how to develop this “new” Odd Fellows Road to meet the vision on page 6 and help attract important new investment.

5.1 Extension & Master Plan Components

VDOT’s preliminary designs for the new interchange connect US 460/29 north by extending existing Odd Fellows Road and south to Top Ridge Road within Liberty University property. The Odd Fellows Road connection will draw new levels of traffic, making upgrades to the existing roadway necessary. Upgrades include the addition of curb and gutter and two (12’) travel lanes to accommodate all types of vehicles, particularly large trucks serving area industrial use. A center median with flowering trees and colorful groundcover plantings will provide a high quality image, giving the area an identity, and act as a traffic control element within the travelway. A decorative center left turn lane is an alternate option for part or all of the median. Outside of the travelway, within right-of-way, a street furnishings zone will accommodate new directional signage, street trees, and street and roadway lighting. Behind the furnishings zone, new sidewalks and transit stop facilities promote additional modes of



5.0 ILLUSTRATIVE SKETCH OF THE ODD FELLOWS ROAD US 460/29 INTERCHANGE. ROUNDABOUTS MANAGE TRAFFIC AND PROVIDE GATEWAYS TO NEW DEVELOPMENT

transit and serve more local users. On the south side of the new street, a major shared use path can accommodate both pedestrians and bicyclists. A number of illustrative cross-sections display how this configuration can work with the variable right-of-way on Odd Fellows Road.



ROUNDBOUT AT ALBERT LANKFORD DRIVE / MURRAY PLACE

Roundabouts. This master plan shows four new roundabouts for the Odd Fellows Road corridor. They act as safer and iconic alternatives to signalized intersections and will be designed to accommodate large trucks. More information for roundabout design can be found in Chapter 3. Each roundabout serves a unique purpose:

- **Albert Lankford Drive and Murray Place:** This proposed roundabout may be oval in shape to accommodate the current alignments of these two streets. The roundabout may be the focal element for future mixed-use development in the surrounding area.

- **Mayflower Drive:** A major roundabout is proposed at this key intersection as it will help handle left turns more efficiently.

- **John Capron Road (Realigned):** John Capron Road could be realigned to meet the proposed connector road linking Odd Fellows Road north to Campbell Avenue. This realignment is advantageous in that it moves the current John Capron intersection on Odd Fellows further from the ramps at the new US 460/29 interchange.

- **Top Ridge Road:** This roundabout will act as a major gateway to Liberty University campus and serve as a focal element for a proposed cluster of new retail, restaurant and lodging uses.

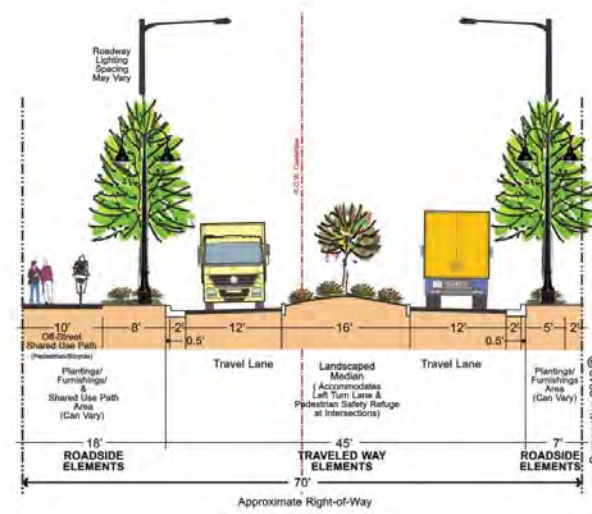


ROUNDBOUT DESIGNED TO HANDLE PEDESTRIAN, VEHICULAR, AND TRUCK TRAFFIC

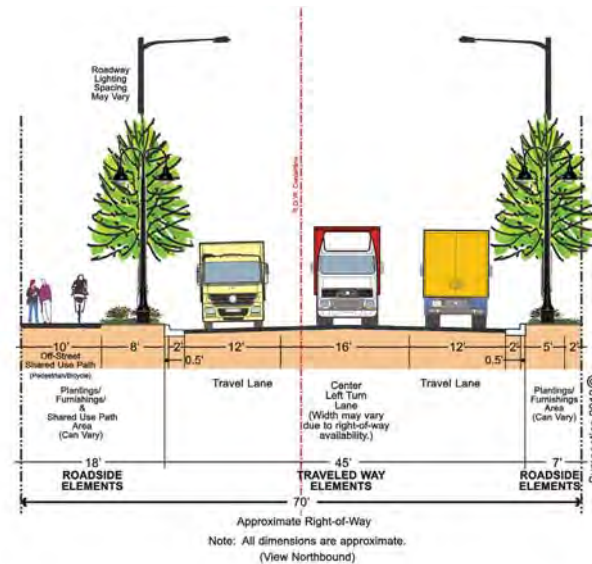
Shared Use Path. The corridor plan shows a 10 foot shared use path from a new roundabout proposed at Albert Lankford Drive and Murray Place south along Odd Fellows Road to the new roundabout on Liberty University (LU) property. The path links LU off-campus housing and proposed mixed use development in the Albert Lankford area to the new LU roundabout and potential campus growth area at the terminus of Odd Fellows Road. The path can then extend south to connect to the main campus via an improved Top Ridge Road.

Bridge Replacement. Due to structural issues, the existing railroad bridge overpass between Mayflower Drive and Murray Place will need to be replaced. When this routine replacement occurs, the new facility should accommodate wider travel lanes, a pedestrian sidewalk on the northeast side, and the shared use path on the southwest.

New Roads. Black dashed lines on the master plan mark a new grid of streets around Odd Fellows Road. These new streets open land for new employment uses. They should be designed as industrial park roads with curb and gutter, planting strips, pedestrian and bicycle facilities, and possible on street parking.



ODD FELLOWS ROAD CONCEPT WITH MEDIAN



ODD FELLOWS ROAD CONCEPT WITH CENTER LEFT TURN LANE



EXAMPLE OF SHARED USE PATH



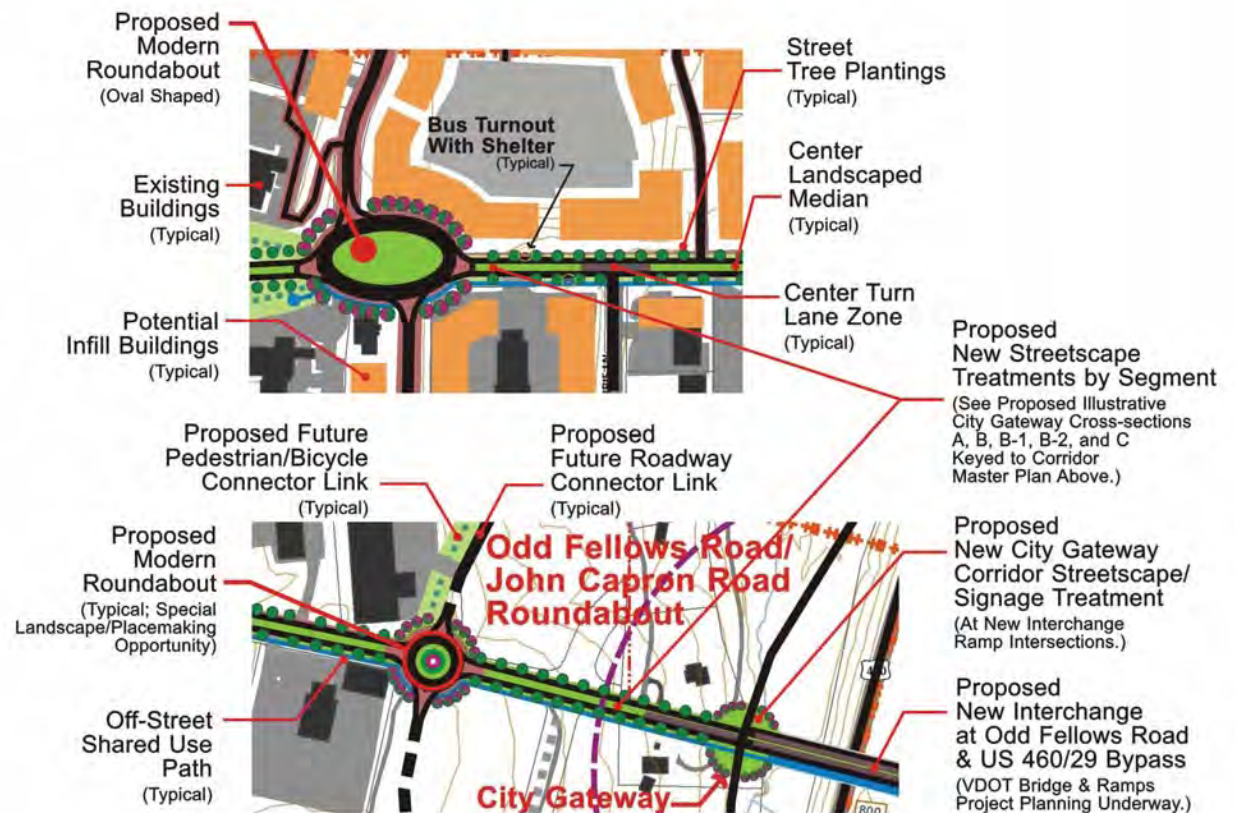
INDUSTRIAL PARK WITH LANDSCAPING

Wayfinding. Wayfinding signage for the area will give the corridor a new identity as a major employment area and help with navigation to large scale destinations.

Mixed-Use Center. The master plan shows a major mixed-use center around the Albert Lankford / Murray Place roundabout, where many of the surrounding properties are owned either by Genworth Financial or Liberty University, both growing entities. New employment and student housing infill development should complement and support the existing retail, restaurant, employment and student housing uses, particularly those which are currently zoned for non-residential uses. Buildings should 1) be compact low- and mid-rise with retail, restaurant and service uses on the street level, 2) place parking in the rear in landscaped surface lots or tucked under the new buildings when compatible with the landform, 3) be “built to the sidewalk,” and 4) feature “permeable” building fronts (no blank walls). The architectural styles may vary but the scale, massing and setbacks of the primary infill structures should be compatible with one another; buildings should have vertically distinct components, such as a “base level” on the street, a middle set of 2 to 3 floors above, and a clear “top” such as a cornice line or articulated parapet wall. Pedestrian walks, plazas, street trees, furnishings and other amenities should be incorporated into the streetscape design, with all blocks connected by safe street crossings. Bicyclists will be afforded easy access to the shared use path link to the Liberty University campus as well as to bicycle parking facilities. Unified master plans with sets of guidelines governing design and implementation are recommended for large area infill projects.

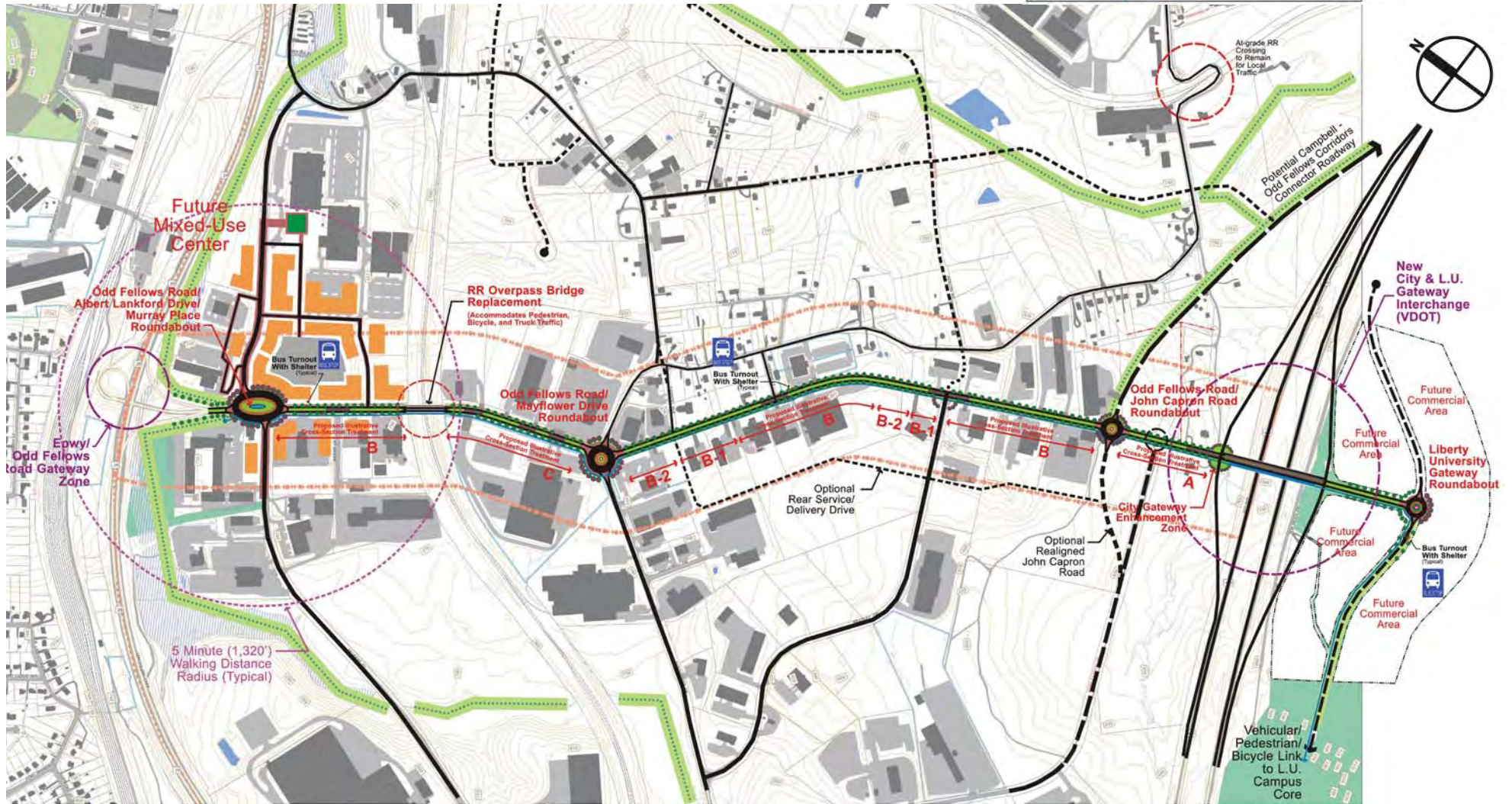


EXAMPLE OF POTENTIAL WAYFINDING FOR ODD FELLOWS ROAD

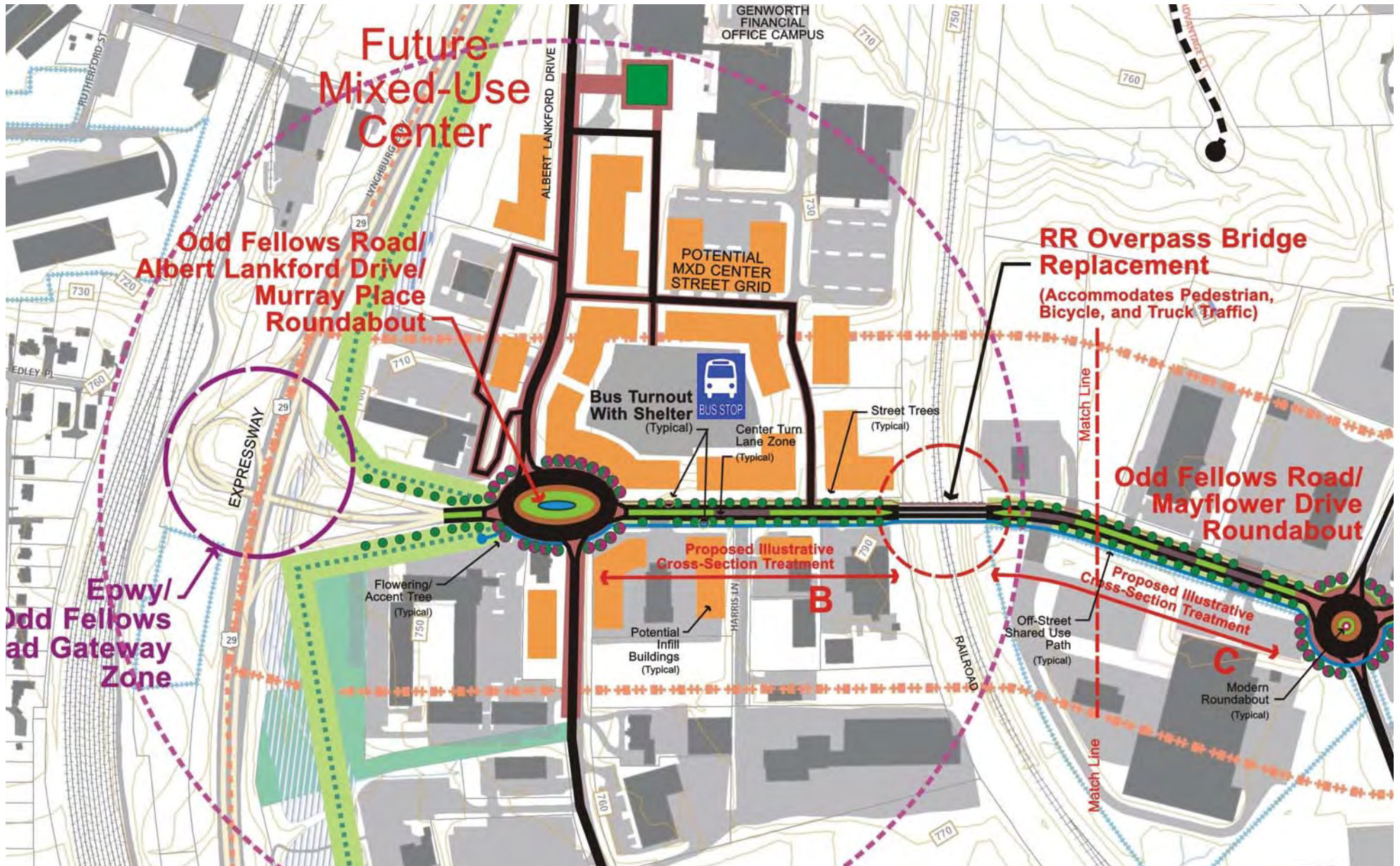


5.2 Master Plan

This page shows the entire Odd Fellows Road master plan and the pages immediately following break the area down into three segments.



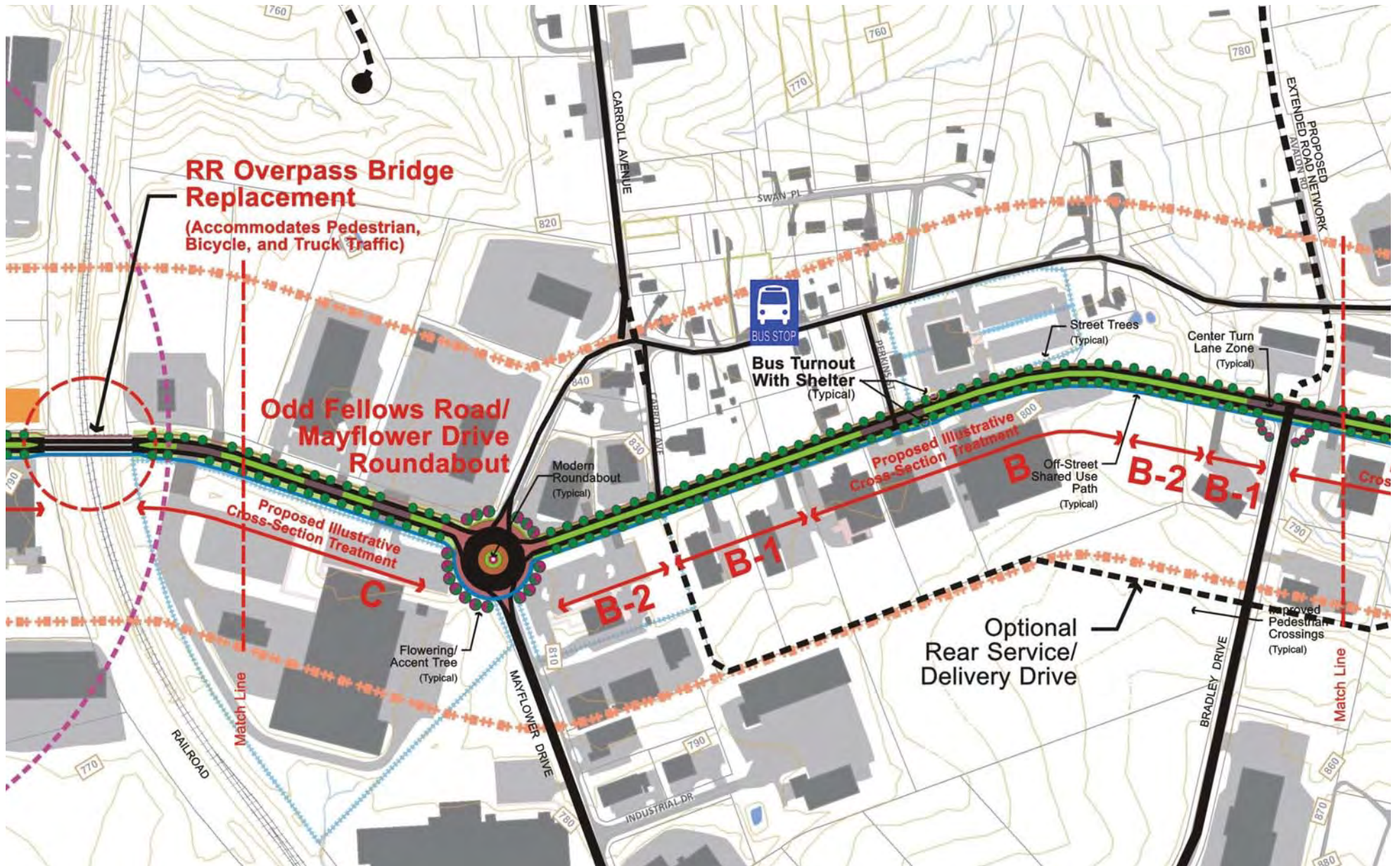
ODD FELLOWS ROAD MASTER PLAN



ODD FELLOWS ROAD MASTER PLAN, NORTHERN SEGMENT

ORANGE SEGMENT OF LINE SHOWS
LOCATION OF IMAGE ON ODD FELLOWS ROAD

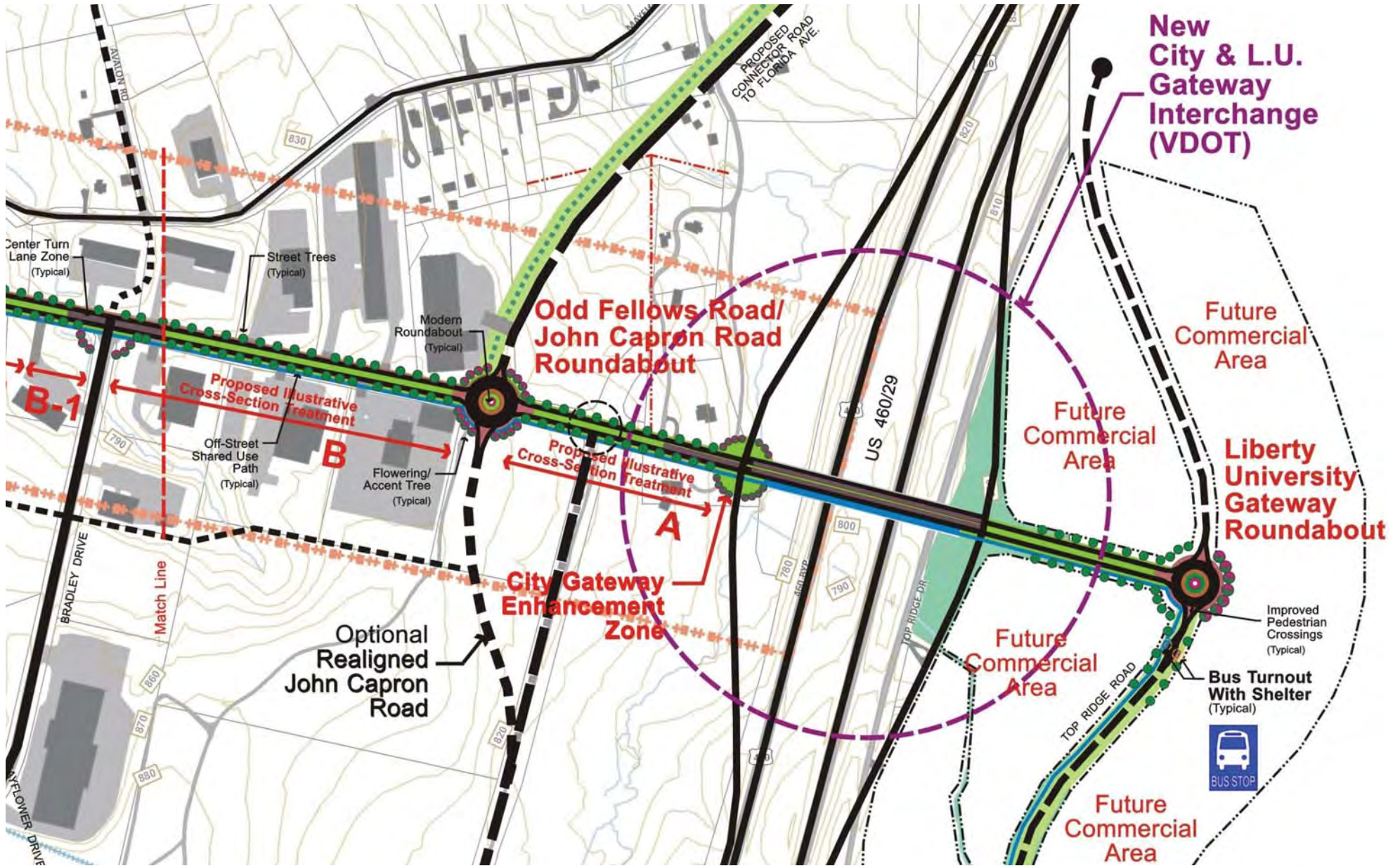




ODD FELLOWS ROAD MASTER PLAN, CENTRAL SEGMENT

ORANGE SEGMENT OF LINE SHOWS
LOCATION OF IMAGE ON ODD FELLOWS ROAD



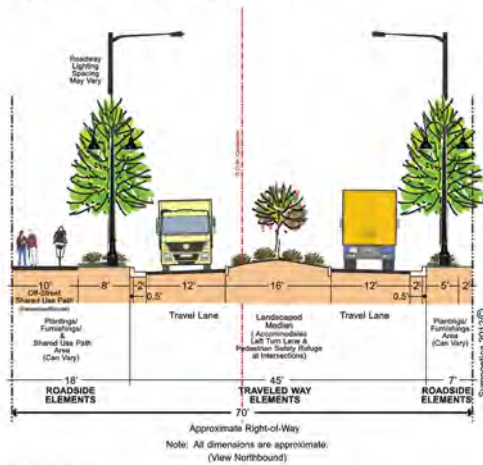


ODD FELLOWS ROAD MASTER PLAN, SOUTHERN SEGMENT

ORANGE SEGMENT OF LINE SHOWS
LOCATION OF IMAGE ON ODD FELLOWS ROAD



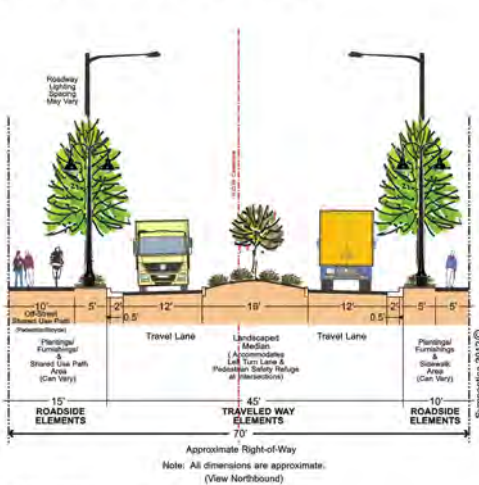
A City Gateway Segment A



KEY FEATURES:

1. A 16'-wide landscaped median with left turn capacity and pedestrian refuge.
2. Two 12'-wide travel lanes.
3. A 10'-wide off-street shared-use path (west side) in lieu of on-street bicycle lanes; no sidewalk on east side in this segment.
4. Opportunity for street trees, lighting & signage within right-of-way.
5. Right-of-way may vary. This option illustrates a 70'-wide R.O.W.

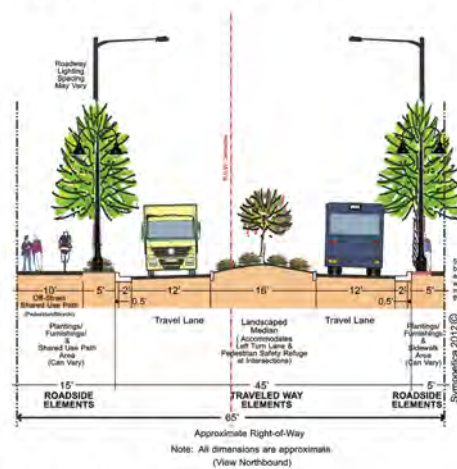
B City Gateway Segment B



KEY FEATURES:

1. A 16'-wide landscaped median with left turn capacity and pedestrian refuge.
2. Two 12'-wide travel lanes.
3. A 10'-wide off-street shared-use path (west side) in lieu of on-street bicycle lanes; 5'-wide sidewalk on east side.
4. Opportunity for street trees, lighting & signage within right-of-way.
5. Right-of-way may vary. This option illustrates a 70'-wide R.O.W.

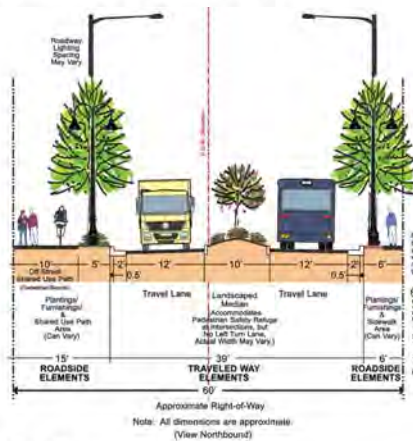
B-1 City Gateway Segment B-1



KEY FEATURES:

1. A 16'-wide landscaped median with left turn capacity and pedestrian refuge.
2. Two 12'-wide travel lanes.
3. A 10'-wide off-street shared-use path (west side) in lieu of on-street bicycle lanes; 5'-wide sidewalk/furnishings zone on east side featuring tree grates flush with sidewalk and 36" minimum sidewalk clearance.
4. Opportunity for street trees, lighting & signage within right-of-way.
5. Right-of-way may vary. This option illustrates a 65'-wide R.O.W.

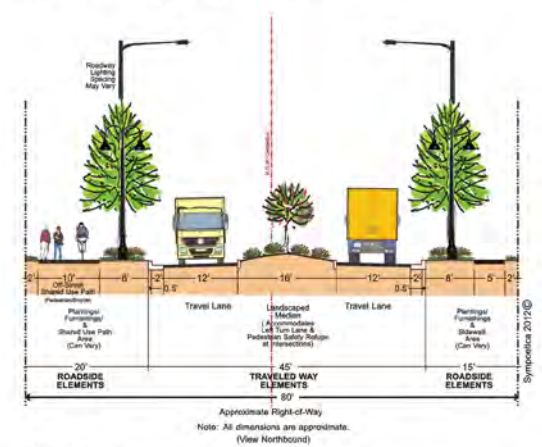
B-2 City Gateway Segment B-2



KEY FEATURES:

1. A variable width landscaped median of (10' maximum width) with pedestrian refuge, but no left turn lane.
2. Two 12'-wide travel lanes.
3. A 10'-wide off-street shared-use path (west side) in lieu of on-street bicycle lanes; 6'-wide sidewalk/furnishings zone on east side featuring tree grates flush with sidewalk and 36" minimum sidewalk clearance.
4. Opportunity for street trees, lighting & signage within right-of-way.
5. Right-of-way may vary. This option illustrates a 60'-wide R.O.W. condition.
6. Note that northbound traffic from the intersection at Bradley Drive will need to travel around the proposed roundabout at Mayflower Drive, then proceed southbound in order to make turns into properties on the west side of Odd Fellows Road in this segment.

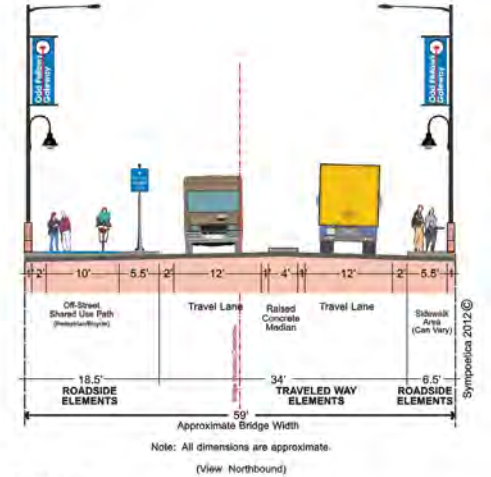
C City Gateway Segment C



KEY FEATURES:

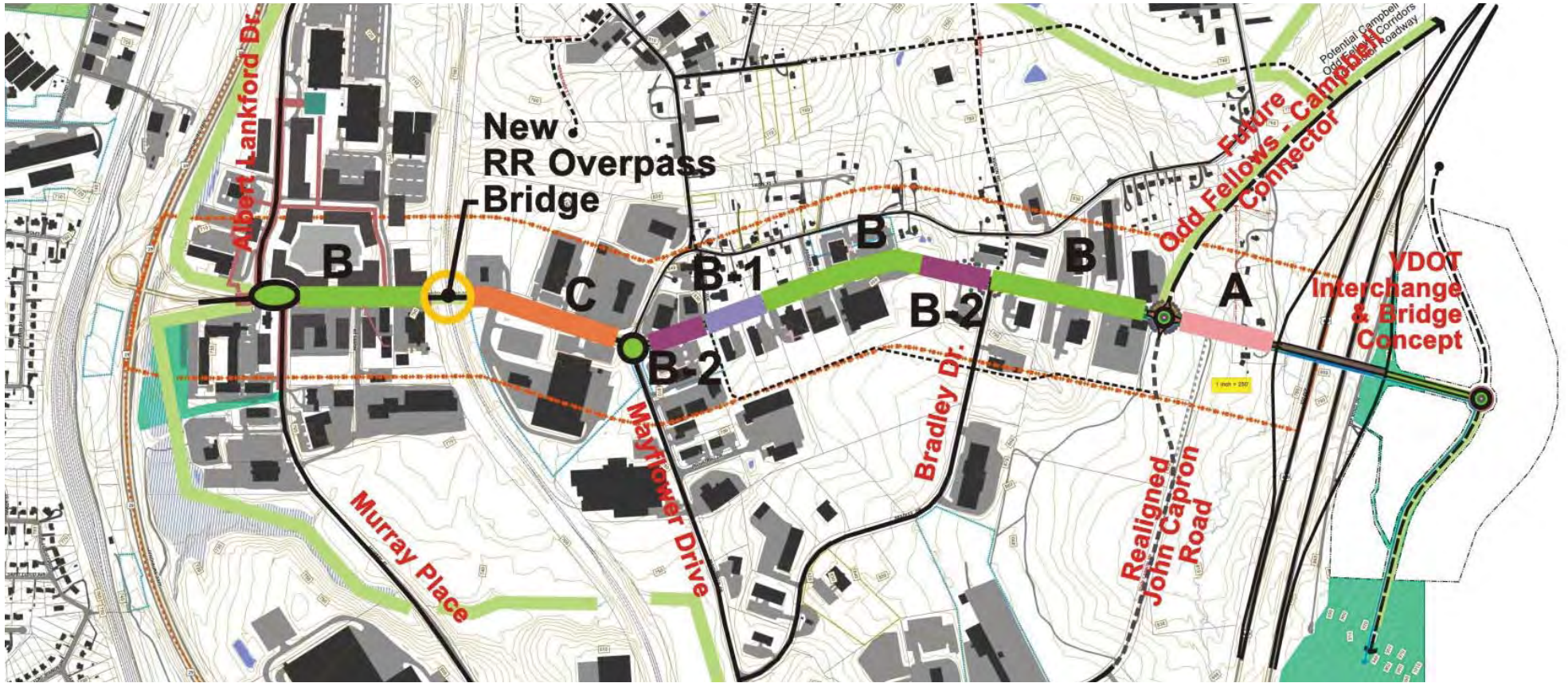
1. A 16'-wide landscaped median with left turn capacity and pedestrian refuge.
2. Two 12'-wide travel lanes.
3. A 10'-wide off-street shared-use path (west side) in lieu of on-street bicycle lanes; a 5'-wide sidewalk on east side in this segment.
4. Opportunity for street trees, lighting & signage within right-of-way.
5. Right-of-way may vary. This option illustrates an 80'-wide R.O.W.

RR Bridge Railroad Overpass Bridge Concept



KEY FEATURES:

1. 12'-wide travel lanes (2) with 4'-wide raised concrete median.
2. Off-street shared-use path (west side) in lieu of on-street bicycle lanes within broader raised concrete zone which accommodates "silly away" and signage zones. Bridge features crash-tested ornamental railing with view-through capability.
3. 5.5'-wide sidewalk on east side.
4. Overhead roadway and pedestrian lighting on ornamental poles; accommodates placemaking banners on light poles.
5. Approximate bridge width is 59'. Can be accommodated within existing right-of-way.



SECTION LOCATION MAP: SEGMENT LABEL DENOTES WHICH CROSS SECTION FROM THE PREVIOUS PAGE SHOULD BE USED

5.3 Furnishings

Odd Fellows Road trash receptacles, benches, and bus shelters should be the same as on Campbell Avenue, however street lights vary as this is a newer area of the city. Bike racks should be included on both corridors, especially at major destinations. Banners can be included to highlight an area's identity. Bollards may be necessary to protect pedestrian zones. *See Chapter 4.3 for information on trash receptacles, benches and bus shelters for Odd Fellows Road.*

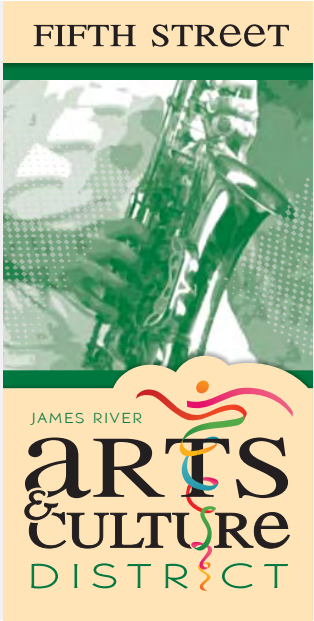
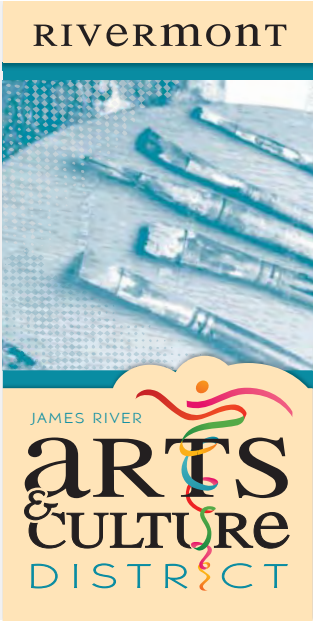
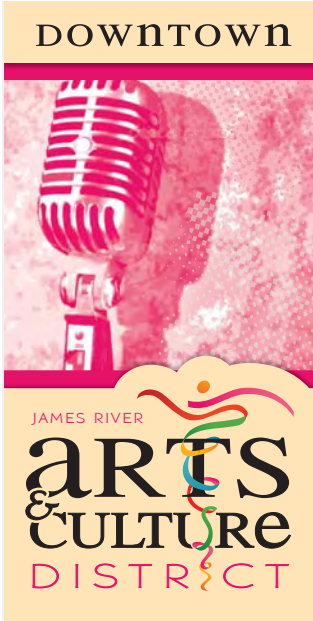
STREET LIGHTS			
	Manufacture	Holophane	
	Item #	Hallbrook Extended Cover Glassworks II Hallbrook 15' Post w/ Decorative Base Hallbrook Single Sheppard Crook	
	Description	150w/120v Metal Halide Aluminum Post with 22" Decorative Base Single Sheppard Crook	
	Color	Black	

NOTES: THESE SHOULD ALTERNATE WITH THE SPACING OF STREET TREES



BIKE RACKS

Both sites should use bike racks similar to these to promote the use of the bike lanes along Campbell Avenue to a variety of destinations. These designs are the most efficient for bicycle storage and can be placed one at a time or expanded for larger bicycle parking areas.

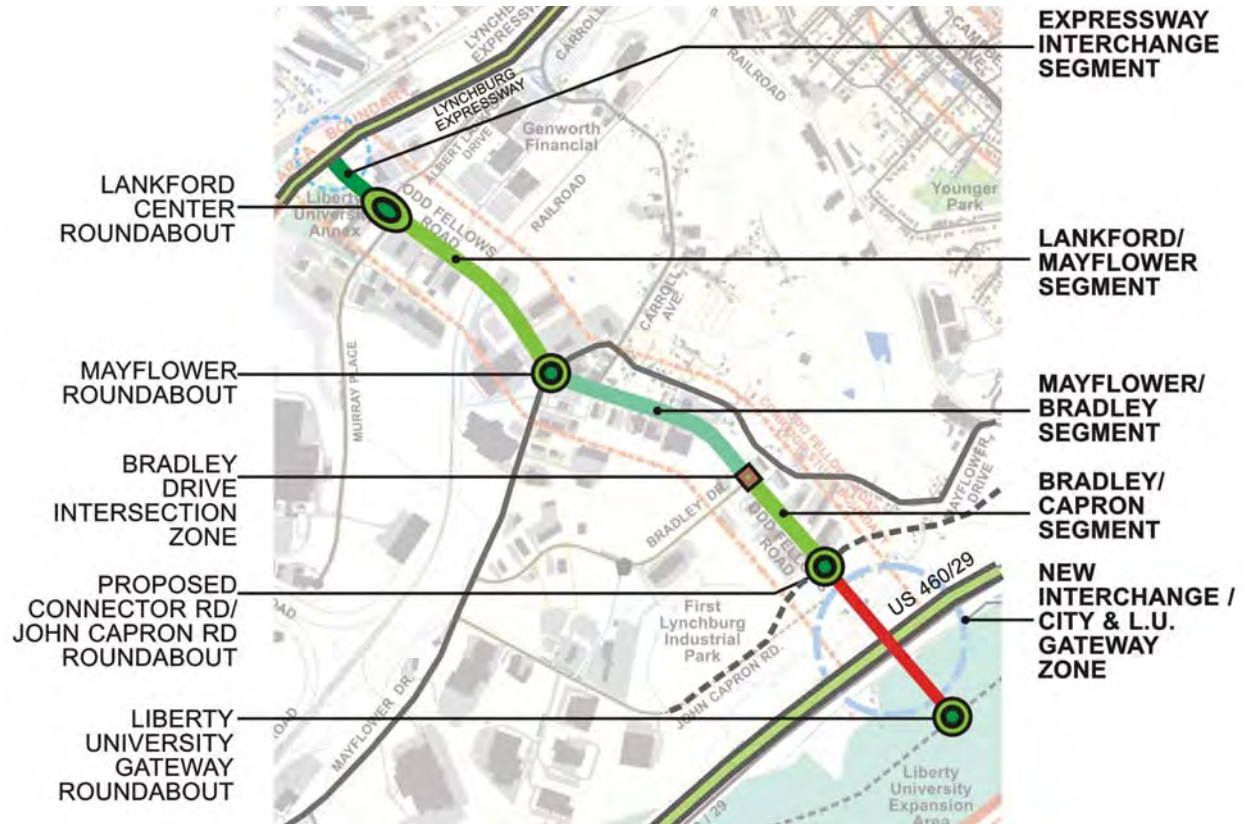


BANNERS

Banners can be used to highlight the character and bring out the identity of an area. Both Campbell Avenue and Odd Fellows Road should consider using banners similar to the Arts & Cultural District banners.

5.4 Landscaping

There are two core themes proposed for streetscape plantings along the Odd Fellows Road corridor. From the new US 460/29 interchange northward to the proposed Mayflower Drive roundabout, the theme is one of a high quality roadway serving a rejuvenated employment and industrial district for the City; the new interchange also provides a new City gateway opportunity. From the Mayflower Drive roundabout to the Lynchburg Expressway, the landscape character of the roadway becomes more urban and formal, thereby supporting the opportunity for a new mixed use development pattern. The proposed roundabout at Albert Lankford Drive and Murray Place provides a unique placemaking opportunity through the application of special streetscape and center island design treatments. The new interchange also provides a new gateway to the Liberty University campus, with a roundabout focal element at Top Ridge Road. This short segment of Odd Fellows Road should be treated much like the more formal streetscape prescribed for the Albert Lankford/Mayflower segment. Refer to the illustrative birdseye sketch of the proposed new US 460/29 interchange for more design guidance for this important gateway zone. The accompanying map and table offer more specific landscape character guidance for the key streetscape elements of this street; as with the Campbell Avenue guides, these tools are organized by identifying a series of unique segments, roundabouts and intersections.



	Expwy Segment	Lankford/Mayflower & Bradley/Capron Segments	Mayflower/Bradley Segment	Roundabouts	Bradley Drive Intersection
Street Trees:					
Function	Corridor Definition Placemaking	Corridor Definition Pedestrian Safety	Corridor Definition Pedestrian Safety	Spatial Definition Placemaking	Pedestrian Safety Placemaking
Planting Pattern	Informal Pattern Parkway Treatment Naturalistic Clusters	Regular Spacing Opposing/Both Sides	Regular Spacing Opposing/Both Sides Adjust Spacing for curves & curb cuts	Regular Spacing Opposing/Both Sides Flower & Leaf color attributes	Regular Spacing Opposing/Both Sides Flower & Leaf color attributes
Mature Crown Spread	Intermediate (35'-50') to Wide (50'-75')	Intermediate (35'-50')	Narrow (20'-35')	Narrow (20'-35')	Very Narrow (>20')
Mature Height	Varies by Species	Varies by Species Maintain Min. 10' Clearance from Overhead Lines	Varies by Species	Varies by Species	Varies by Species Maintain Min. 10' Clearance from Overhead Lines
Spacing	40'-80' (Clusters)	40'-80'	20'-40'	Varies by geometry of roundabout	Varies by geometry of intersection
Median/Center Island Plantings					
Ornamental/Flowering Trees	Yes	Yes	Yes	Yes	Yes
Low Shrubs	Yes	No	No	Yes	No
Ground Covers	Yes	No	No	Yes	Yes
Lawn	Yes	Yes	Yes	Yes	Yes

NOTES:
1. FINAL STREETSCAPE PLANTINGS TO BE DETERMINED BY CITY ARBORIST AND HORTICULTURALIST IN CONSULTATION WITH CITY PLANNER.
2. REFER TO INTERCHANGE BIRDSEYE ILLUSTRATIVE GATEWAY SKETCH FOR LANDSCAPE CONCEPT FOR NEW US 460/29 INTERCHANGE.

6.0 Implementation Measures

This plan provides a vision and sets goals for the Campbell Avenue & Odd Fellows Road Corridors. The following sections provide an approach to a 10 year implementation that will achieve the type of rehabilitation / redevelopment and infill that is desired, to implement streetscape improvements, provide for alternative modes of transportation, to create memorable gateways to the City, and encourage economic development activities.

6.1 Policy Considerations

This plan is the direct result of the planned construction of the US 460/29 and Odd Fellows Road Interchange, the establishment of Liberty University Student Housing at Odd Fellows and Albert Lankford Drive, the growth of the Virginia University of Lynchburg and a grass roots planning effort in the Campbell Avenue / Fairview Heights Neighborhoods. There are three items required for the successful implementation of any plan document: Inclusion within the broader Comprehensive Plan, appropriate zoning designations and inclusion within the Capital Improvement Plan. The successful implementation of this plan is dependent on phasing with special attention being given to recommendations for plan elements. Failure to implement plan elements in one phase could result in unsuccessful implementation of future phases.

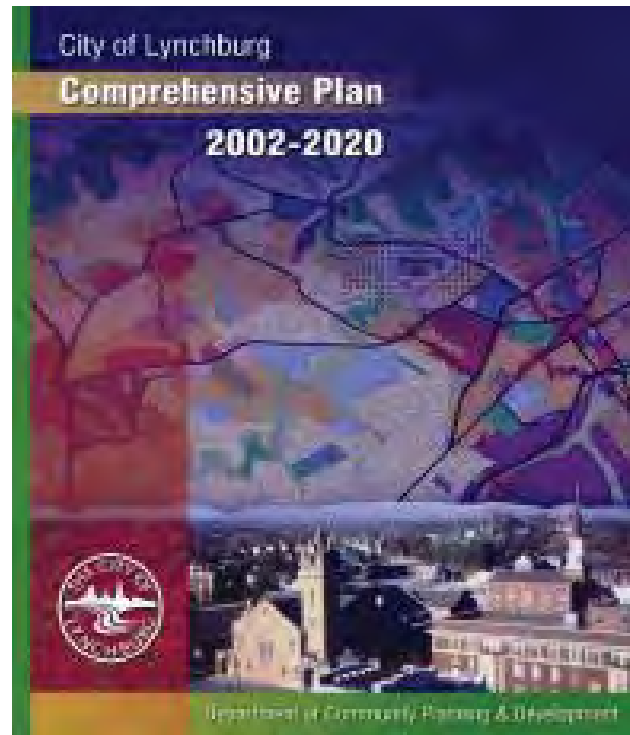
The Campbell Avenue & Odd Fellows Road Land Use Study and Corridor Master Plan is an amendment to the City of Lynchburg Comprehensive Plan 2002-2020 and policies specific to the study areas are adopted in the form of vision, goals and plan elements as identified in this document. The City will consider the policies contained within this document in all road designs planned or underway and in private developments requiring rezoning or conditional use permit.

6.2 Zoning

The zoning of the areas is a mixture of residential, commercial and light industrial as identified in Section 2.3. As the City moves forward with the rewrite of the City's Zoning Ordinance and revision of the Official Zoning Map, careful attention should be given to ensuring appropriate zoning designations and design considerations are in place to implement the policies contained within this document. The Zoning Ordinance rewrite and revision of the Official Zoning Map is scheduled for completion in 2014 which is before the scheduled construction start for the Odd Fellows Road interchange. In the interim the City should refrain from rezoning properties unless proffers are offered to insure the successful implementation of this plan.

6.3 Future Land Use Map

The Future Land Use Map in the City of Lynchburg Comprehensive Plan 2002-2020 is amended to change the land use designations for Campbell Avenue and Odd Fellows Road as shown on page 31 of this document. A mixed use designation is shown for the Florida Avenue Shopping Center located at Florida and Campbell Avenue and for the Genworth Campus and Liberty University Annex located at Odd Fellows Road, Murray Place and Albert Lankford Drive. A Community Commercial designation is indicated on the southern side of U.S. Route 460/29 at the terminus of the proposed Odd Fellows Road interchange. Smaller areas currently used as residential with an Employment 2 future land use designation and zoned Industrial along with other minor refinements to land use should be considered as part of the overall Comprehensive Plan update scheduled for completion in October 2013.



6.4 Phasing & Budget Considerations

Phasing Strategy. The primary catalyst for proposed corridor and area improvements is the proposed construction of, and extension of Odd Fellows Road to, a new interchange at US 460/29. This state-funded interchange project creates a new City gateway opportunity and offers the potential to rejuvenate the older employment area it currently serves. The interchange project will also significantly reduce traffic volume growth on Campbell Avenue within the study area, allowing for implementation of a lane reduction and reconfiguration project, termed a “road diet”, which includes new bicycle lanes and improved streetscape elements along the roadway. Therefore, the timing of multi-modal improvements along Campbell Avenue and Odd Fellows Road are dependent on, and must follow, the completion of the Odd Fellow Road interchange at US 460/29. The proposed phasing of key multimodal projects under this study includes:

1. Odd Fellows Road and US 460/29 Interchange (From US 460/29 to relocated John Capron Road; estimated completion date: Summer, 2017.)
2. Odd Fellows Road Improvements/Phase I (From new interchange to Mayflower Drive; estimated completion date: Summer, 2017.)
3. Odd Fellows Road Improvements/Phase II (From Mayflower Drive to Lynchburg Expressway; and construction of a replacement railroad underpass bridge within that segment; estimated completion date: Summer, 2018.)

4. Campbell Avenue Improvements/Phase I (VUL Gateway Roundabout at Edmunds Street; Road Diet improvements from Edmunds Street to Fairview Avenue; and Road Diet pavement striping from Fairview Avenue to Florida Avenue; estimated completion date: 2019.)
5. Campbell Avenue Improvements/Phase II (Rail-Trail Link from VUL Campus to Kemper Street Station trailhead; estimated completion date: 2020.)
6. Campbell Avenue Improvements/Phase II (City Gateway Roundabout at Florida Avenue; estimated completion date: 2021.)
7. Campbell Avenue Improvements/Phase III (Road Diet improvements from Fairview Avenue to King Street; estimated completion date: 2022.)
8. Campbell Avenue Improvements/Phase IV (Road Diet improvements from King Street to Florida Avenue; estimated completion date: 2023.)
9. Odd Fellows Road – Campbell Avenue Connector Road (Odd Fellows Road to Campbell Avenue via Martin Street; estimated completion date is dependant on local real estate development demand.)
10. John Capron Road Extension (John Capron Road extension to Odd Fellows Road; estimated completion date is dependant on local real estate development demand.)

Concept Construction Budget. A concept planning-level budget for the phased development of key multimodal infrastructure projects identified in this study was developed by the study team. A summary of these project budget estimates, set within the phasing approach described earlier, follows:

ODD FELLOWS RD. / CAMPBELL AVE. DESIGN, ENGINEERING & CONSTRUCTION (BY PHASE)					
	Plan Component	Location	Estimated Cost*	Completion Date	Funding
<u>ODD FELLOWS ROAD</u>					
1	Odd Fellows Road Interchange / Odd Fellows Rd.	Odd Fellows Rd. & U.S. Route 460 Interchange to relocated John Capron	\$31,715,145	Summer 2017	VDOT
2	Phase I - Odd Fellows Road Improvements	Odd Fellows Interchange to Mayflower Drive	\$5,040,000	Summer 2017	VDOT / Capital
3	Phase II - Odd Fellows Road Improvements - New RR-Underpass Bridge	Mayflower Drive to Lynchburg Expressway	\$8,000,000	2018	VDOT / Capital
Odd Fellows Rd. Plan			\$13,040,000		
<u>CAMPBELL AVENUE</u>					
4	Phase I - Campbell Ave. - VUL Gateway Roundabout - Road Diet (Edmunds St. to Fairview Ave.) - Road Diet striping to Florida Ave,	Old Campbell Ave to Florida Ave.	\$1,400,000	2019	Capital
5	Phase II - Rail Trail Link - VUL to Kemper St. Station	VUL to Kemper St. Station	\$1,040,080	2020	Capital
6	Phase II - Campbell Ave. / Florida Ave. Roundabout	Campbell Ave. / Florida Ave.	\$600,000	2021	Capital
7	Phase III - Campbell Ave. Road Diet	Fairview Ave. to King St.	\$1,100,000	2022	Capital
8	Phase IV - Campbell Ave. Road Diet	King St. to Florida Ave.	\$755,000	2023	Capital
Campbell Ave. Plan			\$4,895,080		
<u>CONNECTOR ROADS</u>					
9	Odd Fellows Rd. / Campbell Ave. Connector	Odd Fellows Rd. to Campbell Ave. via Martin St.	\$5,500,000	Demand	Private/ED
10	John Capron Road Extension	John Capron Road to Odd Fellows Road	\$785,000	Demand	Private/ED
			\$6,285,000		
Total Implementation			\$24,220,080		
<i>* Planning level costs in 2013 dollars 10% Engineering & 20% Contengency included per Plan component</i>					

6.5 Federal & State Funding Opportunities

There are a wide range of grants available from state and federal agencies and programs, as well as from institutions and foundations. Some state monies are pass-through funds from federal agencies; most grant opportunities require a 'local match' and some are reimbursement-based. Following is a summary outline of those funding sources:

MAP-21 Moving Ahead for Progress in the 21st Century (Federal Funding via VDOT). Signed into law by President Obama on July 6, 2012, MAP-21 (P.L. 112-141) creates a streamlined, performance-based, and multimodal project funding program to address the many challenges regarding the U.S. transportation system. The act builds upon and refines earlier programs and policies, while restructuring core highway funding programs. Transportation enhancement activities under the former SAFETEA-LU have been redefined as "transportation alternatives" under MAP-21. Key transportation alternatives under MAP-21 that are applicable to project funding opportunities for Campbell Avenue and Odd Fellows Road Corridor improvements include:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
- Construction, planning, and design of infrastructure-related projects that will provide safe

routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.

- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.

More information of MAP-21 can be found at <http://www.fhwa.dot.gov/map21>.

Safe Routes to School Program (Federal Funding via VDOT). Safe Routes to School (SRTS) is a federally funded program that offers both infrastructure and programmatic grants to encourage healthier lifestyles and safe opportunities for school age children (K-8) to walk or bike to school. Since many of the design elements needed to improve walkability for children coincide with the Campbell Avenue Corridor Plan recommendations, this is a special funding opportunity to implement much needed pedestrian improvements around W.M. Bass Elementary School on Seabury Avenue.

A January 2013 infrastructure grant application submission included \$263,825 for improvements around Bass Elementary. Key elements of that application include widening sidewalks along Campbell in the immediate vicinity of the school, improving pedestrian crosswalks and signals, and improving Seabury Avenue sidewalks with "curb extensions/bump-outs," creating a safe, enjoyable route from Campbell Avenue to the school. Other improvements, including filling gaps in disconnected sidewalks, are planned for later grant applications. The City is waiting to hear the status of the 2013 application.

Additional Federal Government Funding Sources:

Federal Economic Stimulus Funding (via VDOT)
Community Development Block Grant Program
U.S. Environmental Protection Agency, Environmental Education Grants Program
Chesapeake Bay Gateways Program
Conservation Reserve Program (USDA)
Wetlands Reserve Program (USDA)
Watershed Protection and Flood Prevention (Small Watersheds) Grants (USDA/NRCS)
Urban and Community Forestry Assistance Program (USDA)
Small Business Tree Planting Program (SBA)
Economic Development Grants for Public Works and Development of Facilities (The US Department of Commerce, Economic Development Administration (EDA))

State Funding Opportunities:

Virginia Land Conservation Foundation
Virginia Department of Conservation and Recreation (DCR)
Virginia Recreation Trails Fund
Land and Water Conservation Fund (LWCF)
Virginia Department of Forestry (DOF)
Water Quality Improvement Fund

6.6 Local Funding Opportunities

CIP Funding. Local governments can commit an annual appropriation for transportation improvements, including multi-modal projects, roadway improvements, pedestrian & bicycle facilities and park & open space development through their Capital Improvements Programs (CIP). The area land use/master plan will define projects for inclusion into the CIP. CIP funds can be earmarked for matching funds when seeking grants with such requirements.

Private Real Estate Developer Funding.

In Virginia, many new residential and non-residential development projects include roadways, pedestrian/bicycle, open space, greenway and other improvements which are funded by the real estate developers of those projects. The developer “proffers” (proactively offers) a set of infrastructure improvements as part of her application for project approval by the local governing bodies. A number of roadway improvements within the study area, including the proposed corridors connector road and the extension of existing roadways, may be funded in part through the proffer approach.

Local Private-Sector Funding. Private industries and businesses may donate property, cash, discounted materials, and/or in-kind services. Examples include: Donations of trail easements; cash for a way-finding signage systems, pedestrian links, street furnishings or specific greenway projects. Donations of services by businesses, including equipment and labor, can reduce the costs of park and trail improvements.

Volunteer Organizations. Volunteer organizations can be created to aid in the development of greenways and trails within the area. Volunteers are an invaluable resource either in actual greenway construction or by conducting fund-raisers. A manual for park volunteers should be developed to guide and regulate their work. The manual should include a description of appropriate volunteer efforts, request forms, waiver and release forms, and a completion form (where volunteers are asked to summarize their accomplishments). Virginia State Parks has been quite successful in using such ‘friends’ groups for special park project implementation.

Trail and Greenway Sponsors. A sponsorship program for greenway amenities and trails system elements of the master plan, allows for smaller donations to be received both from individuals and businesses. Lynchburg has already had success in using private sector sponsorship of street and roadway landscaping projects. The program must be well planned and organized, with design standards and associated costs established for each amenity. Project elements can include mile markers, call boxes, trash receptacles, benches, entry signage, directional signs, interpretive brochures, bollards, and picnic areas.

Public Private Transportation Act of 1995 (PPTA). The Public Private Transportation Act of 1995, as amended, is a legislative framework that allows the Commonwealth of Virginia and qualifying local governments to enter into agreements with private entities to construct, improve, maintain and/or operate transportation facilities. A PPTA offers benefits in that faster project solutions can be realized while enhancing economic efficiency such that greater return of investment (ROI) is realized.

6.7 Private Sector Assistance

With about 300 businesses and 6,700 employees in the area as of 2010, implementing this plan will be a joint effort between public institutions and private stakeholders and landowners. The City of Lynchburg’s Office of Economic Development helps administer a number of federal, state, and local programs that can be used to promote plan implementation through the private sector.

HUB Zone. Small businesses in high-unemployment, low-income areas can receive an economic boost from the HUBZone contracting program. The HUBZone (Historically Underutilized Business Zones) program provides contracting assistance to small businesses located in economically distressed communities to promote job growth, capital investment and economic development in these areas. The program’s benefits for HUBZone-certified companies include competitive and sole source contracting, a 10% price evaluation preference in full and open contract competitions, as well as subcontracting opportunities. The Federal government has a goal of awarding 3% of all dollars for Federal prime contracts to HUBZone-certified concerns.

EDA Capital Investment Grant. A local incentive of cash or infrastructure improvements to eligible projects for capital investment. 2% of capital investment up to \$10M, 1% of capital investment over \$10M, maximum incentive value \$350,000. All taxes generated by capital investment must generate a positive ROI over a 36-month period, subject to verification and the terms of a performance agreement.

EDA Job Creation Grant. A local incentive of cash or other improvements, generally up to 2% of the increase of the annual payroll for full-time employees with health benefits if base employment is increased by more than one-third, netting a minimum of thirty new FTEs in one year, subject to payroll audit and performance agreement.

Virginia Jobs Investment Program. This program offers customized recruiting and training assistance to companies that are creating new jobs or experiencing technological change.

Revolving Loan Fund. This is a source of money that offers innovative financial services, by providing working capital at competitive rates when traditional bank financing is not feasible, and tax-exempt Industrial Revenue Bonds.

Technology Zone. The entire city is a Technology Zone, offering tax abatement for capital investment and job creation for qualified businesses. Technology businesses are broadly defined, and include sectors from advanced manufacturing to engineering, electronics to pharmaceuticals.

Enterprise Zones. The City of Lynchburg has two Enterprise Zones encompassing over 4,000 acres of the City that includes prime commercial real estate and industrial park lots. The Enterprise Zone program is an economic development tool administered at the local level. E-Zones provide cash grants for real property improvements and job creation within the designated zones.

State Grants: The Real Property Investment Grant provides up to \$200,000 for real estate rehabilitation or new construction with over \$100,000 of initial investment. The **Job Creation Grant** provides a cash grant up to \$800 per job per year or per 5-year period.

Local Grant: The Local Enterprise Zone Redevelopment Grant Program is designed to assist property owners and/or businesses with real property and capital investment projects, while decreasing vacancy rates, revitalizing designated areas, and increasing the City's tax base. Commercial, industrial, and mixed-use commercial (with no more than 80% residential) are eligible for funding of up to 1/3 of the qualified renovation, rehabilitation or capital improvement costs, with a maximum of \$25,000. Unlike the State grant, it has no required minimum of initial investment, but does have limited total amounts available each year.

New Market Tax Credits (NMTC). NMTC is a federal program that permits taxpayers to receive a credit against Federal income taxes for making qualified equity investments in designated Community Development Entities (CDEs). Substantially all of the qualified equity investment must in turn be used by the CDE to provide investments in low-income communities. The credit provided to the investor totals 39% of the cost of the



ENTERPRISE ZONES WITHIN AND AROUND THE STUDY AREA

investment and is claimed over a seven-year credit allowance period.

Real Estate Rehabilitation & Renovation Tax Credits. A local incentive that provides a tax exemption for five years on the value added to commercial or industrial real estate through rehabilitation or renovation.

Federal and State Rehabilitation Tax Credits. These income tax credits, administered by the state, are available to help offset investment in buildings that were built prior to 1936, or are “certified historic.” 10% and 20% options are available on the Federal level and 25% is available from the State depending on which category the building falls into. All alterations must adhere to the Secretary of the Interior’s Standards for Rehabilitation.

APPENDIX

Roundabouts: (VDOT WEBPAGE) <http://www.virginiadot.org/info/faq-roundabouts.asp>
(VDOT BROCHURE): <http://www.virginiadot.org/info/resources/roundabouts.pdf>

Selection from the above brochure ([click link for full document](#)):

Roundabouts in Virginia

The Virginia Department of Transportation has begun using roundabouts in certain situations to enhance safety and reduce delays encountered by the motoring public.

Roundabouts have been used effectively throughout the world for many years. In recent years, they have been used here in the United States to reduce crashes, traffic delays, fuel consumption, air pollution and construction as well as maintenance costs, while quite often moving more traffic and enhancing intersection beauty. They have also been used to control speed in residential neighborhoods and are accepted as one of the safest types of intersection designs.

Roundabouts differ from the old, larger traffic circles in three major areas:

- 1) A roundabout is generally smaller in diameter, requiring lower traveling speed.
- 2) At roundabouts, the entering traffic yields the right-of-way to the circulating traffic. This yield-at-entry rule keeps traffic from locking up and allows free flow movement.
- 3) The splitter and center islands of a roundabout deflect entering traffic and reinforce the yielding process.

Why use a roundabout?

- ❖ **Safety** — Roundabouts have been shown to reduce fatal and injury crashes as much as 75 percent. The reduction in crashes is attributed to slower speeds and reduced number of conflict points.

- ❖ **Low maintenance** — Eliminates maintenance and electricity costs associated with traffic signals, which could possibly be as much as \$5,000 per year per intersection.
- ❖ **Reduced delay** — By yielding at the entry rather than stopping and waiting for a green light, delay is significantly reduced.
- ❖ **Capacity** — Intersections with high volumes of left turns are often better handled by a roundabout than a multi-phased traffic signal.
- ❖ **Environmental** — A reduction in delay corresponds to a decrease in fuel consumption and air pollution.
- ❖ **Aesthetics** — The central island provides an opportunity to beautify the intersection with landscaping.

What do roundabout signs look like?

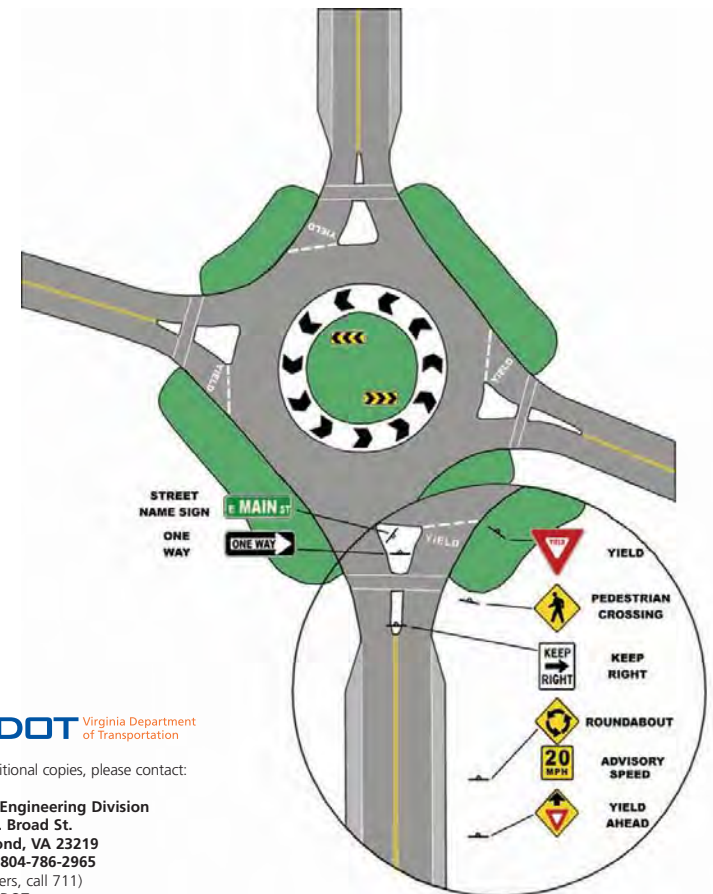
Roundabouts are easy to use. You simply position your vehicle correctly and indicate where you want to go.

Roundabout "Yield" signs together with "Yield" line markings are placed at the intersection of each approach road with the roundabout.

Advance Roundabout Warning Signs advise that you are approaching a roundabout.

In Virginia, roundabouts will be either one lane or two lanes. Listed here are the procedures one must take to negotiate turns when approaching a roundabout.

Sample signing and pavement marking plan for a roundabout



VDOT Virginia Department of Transportation

For additional copies, please contact:

Traffic Engineering Division
1401 E. Broad St.
Richmond, VA 23219
Phone 804-786-2965
(TTY users, call 711)
VirginiaDOT.org

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Complete Streets: <http://www.smartgrowthamerica.org/complete-streets/complete-streets-fundamentals/complete-streets-faq>

From the National Complete Streets Coalition (click the link above for more information):

Complete Streets are streets for everyone. They are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. Complete Streets make it easy to cross the street, walk to shops, and bicycle to work. They allow buses to run on time and make it safe for people to walk to and from train stations.

Creating Complete Streets means transportation agencies must change their approach to community roads. By adopting a Complete Streets policy, communities direct their transportation planners and engineers to routinely design and operate the entire right of way to enable safe access for all users, regardless of age, ability, or mode of transportation. This means that every transportation project will make the street network better and safer for drivers, transit users, pedestrians, and bicyclists – making your town a better place to live.

What does a “Complete Street” look like?

There is no singular design prescription for Complete Streets; each one is unique and responds to its community context. A complete street may include: sidewalks, bike lanes (or wide paved shoulders), special bus lanes, comfortable and accessible public transportation stops, frequent and safe crossing opportunities, median islands, accessible pedestrian signals, curb extensions, narrower travel lanes, roundabouts, and more.

A Complete Street in a rural area will look quite different from a Complete Street in a highly urban area, but both are designed to balance safety and convenience for everyone using the road. Check out our ‘Many Types of Complete Streets’ slideshow to see examples from across the country.

Why do we need Complete Streets policies?

Incomplete streets – those designed with only cars in mind – limit transportation choices by making walking, bicycling, and taking public transportation inconvenient, unattractive, and, too often, dangerous.

Changing policy to routinely include the needs of people on foot, public transportation, and bicycles would make walking, riding bikes, riding buses and trains safer and easier. People of all ages and abilities would have more options when traveling to work, to school, to the grocery store, and to visit family.

Making these travel choices more convenient, attractive, and safe means people do not need to rely solely on automobiles. They can replace congestion-clogged trips in their cars with swift bus rides or heart-healthy bicycle trips. Complete Streets improves the efficiency and capacity of existing roads too, by moving people in the same amount of space – just think of all the people who can fit on a bus or streetcar versus the same amount of people each driving their own car. Getting more productivity out of the existing road and public transportation systems is vital to reducing congestion.

Complete Streets are particularly prudent when more communities are tightening their budgets and looking to ensure long-term benefits from investments. An existing transportation budget can incorporate Complete Streets projects with little to no additional funding, accomplished through re-prioritizing projects and allocating funds to projects that improve overall mobility. Many of the ways to create more complete roadways are low cost, fast to implement, and high impact. Building more sidewalks and striping bike lanes has been shown to create more jobs than traditional car-focused transportation projects.

Road Diets: http://safety.fhwa.dot.gov/provencountermeasures/fhwa_sa_12_013.htm

From the Federal Highway Administration (click the link above for more information):

The classic roadway reconfiguration, commonly referred to as a "road diet," involves converting an undivided four lane roadway into three lanes made up of two through lanes and a center two-way left turn lane. The reduction of lanes allows the roadway to be reallocated for other uses such as bike lanes, pedestrian crossing islands, and/or parking. Road diets have multiple safety and operational benefits for vehicles as well as pedestrians, such as:

- Decreasing vehicle travel lanes for pedestrians to cross, therefore reducing the multiple-threat crash (when one vehicle stops for a pedestrian in a travel lane on a multi-lane road, but the motorist in the next lane does not, resulting in a crash) for pedestrians,
- Providing room for a pedestrian crossing island,
- Improving safety for bicyclists when bike lanes are added (such lanes also create a buffer space between pedestrians and vehicles),
- Providing the opportunity for on-street parking (also a buffer between pedestrians and vehicles),
- Reducing rear-end and side-swipe crashes, and
- Improving speed limit compliance and decreasing crash severity when crashes do occur.

other resources:

VDOT page on US 460/29 and Odd Fellows Road Interchange:

click
here!

Campbell Avenue Access Management Study (June 2012):

click
here!

Cursory Lane Reduction Analysis:

click
here!





MEMORANDUM

The Department of Community Development

Planning

455-3900

To: Planning Commission
From: Tom Martin, AICP, City Planner
Subj: Campbell Avenue / Odd Fellows Road Land Use & Corridor Master Plan
Date: April 24, 2013

The Campbell Avenue / Odd Fellows Road Land Use & Corridor Master Plan is the culmination of planning efforts for this important area of the City. The catalyst for the plan was a “grass roots” planning effort spearheaded by the Office of Economic Development and Department of Parks & Recreation in the Campbell Avenue area and the announcement of full funding for the Odd Fellows Road and U.S. Route 460/29 interchange in July 2011.

During preparation of the plan, City Staff and consultants worked with a group of key stakeholders and fostered citizen engagement and input through a series of neighborhood meetings. The resulting document provides an “area-wide” plan and individual “master plans” for Campbell Avenue and Odd Fellows Road. While Campbell Avenue and Odd Fellows Road have unique conditions and land uses, they are closely related in that what happens on one affects the other.

During the Planning Commission public hearing on April 24, 2013, City Staff and the City’s consultant Mr. Barry Carpenter, Sympoetica will present the plan and answer questions. Comments from the Planning Commission will be incorporated into the document and forwarded to Council for adoption and inclusion within the City’s *Comprehensive Plan 2002-2020*.

If you have questions concerning the plan prior to the public hearing, please contact me at 455-3909 or at tom.martin@lynchburgva.gov.

MINUTES FROM THE APRIL 24, 2013 PLANNING COMMISSION MEETING (MINUTES HAVE BEEN APPROVED):

- a. **Consideration of adopting the Campbell Avenue/Odd Fellows Road Land Use & Corridor Master Plan Study as part of the City's *Comprehensive Plan 2002 -2020*. The proposed master plan encompasses the area of the City between the Lynchburg Expressway and the City Limits and Candler Mountain Road and Florida Avenue. The plan proposes specific recommendations for Campbell Avenue and Odd Fellows Road improvements. Campbell Avenue is proposed to have two lanes with a center median and turning lane, complimented by bicycle lanes and wider sidewalks. Roundabouts are proposed at Campbell Avenue and Florida Avenue and Campbell Avenue and Old Campbell Avenue. Odd Fellows Road is proposed as a two lane road with a center median and turn lanes, complimented by a parallel bike/pedestrian path and sidewalk. Roundabouts are proposed at Odd Fellows and a relocated John Capron Road, Odd Fellows and Mayflower Drive and Odd Fellows at Albert Lankford Drive Drive and Murray Place. The plan also proposes a future connector road from Odd Fellows Road to Campbell Avenue and an extended road network in the Odd Fellows Road area. A series of greenway trail systems throughout the planning area is also proposed. As part of the plan, the Future Land Use Map is recommended for amendment for property located at Odd Fellows Road at Albert Lankford Drive Drive and Murray Place from Resource Conservation, Community Commercial and Employment 2 to Mixed Use; property at U.S. Route 460 at Odd Fellows Road extended and Top Ridge Road from Resource Conservation to Community Commercial; property located at Campbell Avenue and Florida Avenue from Medium Density Residential and Community Commercial to Mixed Use and property currently zoned B-1, Limited Business District, B-3, Community Business District and B-5, General Business District located on Campbell Avenue from Traditional Residential, Neighborhood Commercial and Community Commercial to Mixed Use.**

Mr. Martin explained that this study is the direct result of two things that started occurring at the same time. In the fall of 2011, there was a grassroots planning effort on Campbell Avenue that started with the office of Economic Development and Parks Recreation looking at ways to improve the livability of the Campbell Avenue neighborhood. About that same time, the governor announced the full funding of the Odd Fellows Road/460/29 interchange. Staff and Economic Development undertook a study of the entire area. You might not think of the two areas as being related, but what happens on one affects the other and provides opportunities for improvement. Mr. Martin acknowledged staff's appreciation of the team effort with Economic Development and acknowledged that Economic Development actually funded the study. Staff also worked closely with VDOT and its design team.

A key group of stakeholders was put together which included VDOT, City staff, GLTC, Region 2000, Virginia University of Lynchburg, Liberty University and the citizens of Lynchburg. The consultant team included Barry Carpenter of Sympoetica and Bill Wuensch of Engineering and Planning Resources, who did the traffic analysis of Campbell Avenue. We really relied on VDOT for the traffic piece of Odd Fellows Road.

Mr. Barry Carpenter presented an overview of the study. He explained the *Comprehensive Plan* calls for corridor studies and specifies Campbell Avenue. The interchange at 460 and 29 with Odd Fellows Road creates a new corridor and these are sister corridors in some ways. Mr. Carpenter explained that we worked with the stakeholder group and held a number of public forums over the last year.

The broad area of the study was approximately 3,000 acres with a focus on the two-mile Campbell Avenue corridor and the mile-and-a-half Odd Fellows Road corridor. The planning principles used in the study included "Complete Streets," which is a policy to encompass all the users of a street not just cars and trucks, as well as streetscape and utility improvements. Another principle used was "Contact

Sensitive Solutions,” a widely accepted set of principles that comes from the Federal Highway Administration, which is meant to make the streets fit the community. The overarching principle is to look at transportation planning and land use planning at the same time.

Mr. Carpenter went on to explain the land uses currently proposed in the plan show Campbell Avenue as a mixed use of commercial and residential uses. The uses around Odd Fellows Road are proposed for employment and industrial uses. The same is true of the current zoning patterns. Mr. Carpenter showed an overview of the study area and pointed out that the new interchange will benefit several vacant parcels in the Odd Fellows Road area. He remarked that the Odd Fellows Road corridor plan looks at three major components. It is looking at an upgrade around Albert Lankford Drive as a new mixed use center because there is a lot of opportunity for infill. The interchange is bringing dramatically improved traffic into this area and opening up possibilities for employment or distribution uses. They want to show that the existing street grid can be extended to improve and incentivize economic development. It also shows a connector from the extended Odd Fellows Road near 460 going up to Florida Avenue.

They have worked with GLTC to see where their highest transit stops are within both corridors. New transit amenities and bus pull offs are proposed for these sites. Mr. Carpenter explained that roundabouts are being proposed to promote better circulation, safety and place making. There is an oval roundabout proposed for Albert Lankford Drive and Murray Place that resolves the traffic problem of conflicting left turns. The cross section for this roadway is essentially 12-foot wide lanes to accommodate trucks with a center lane that alternates with left turn lanes as needed. Landscaping is proposed in areas not needing a left turn lane. Mr. Carpenter remarked that this is a conceptual plan and it will all have to be designed. The right-of-way for Odd Fellows Road is variable and they have looked at very different kinds of treatments with that in mind.

A key piece is the bridge overpass over the railroad. That is scheduled for replacement and when replaced, the recommendation is for it to accommodate trucks, bicycles and pedestrians. Mr. Carpenter pointed out there is a major shared used path shown outside of the traffic lanes behind the sidewalks on one side of the road that connects the whole annex area down along Odd Fellows Road to the new interchange, across the interchange and south into the campus. It is a brand new, very safe pedestrian and bicycle facility.

Mr. Carpenter pointed out another proposed roundabout at Mayflower Drive. It is important to note that the traffic engineers looked at VDOT traffic studies generated as part of their traffic analysis of the interchange and its impact on the area. This affords us another opportunity to reposition how these roads work and look and fit into their communities. The plan proposes rear access to some properties. Some of those parcels may actually change in use or redevelop because of the improved access.

Mr. Carpenter explained that the connector road has a number of reasons behind it. It is obviously for connectivity but will also open a whole lot of road frontage along 460. The shared access path continues here and VDOT has integrated a ten-foot path on one side of the bridge as it goes across 460. VDOT is building a roundabout at the terminus of the base of the mountain on Top Ridge Road. That roundabout will be a new gateway into Liberty University. There will be some commercial activity around that area as well.

Mr. Carpenter moved into an overview of the Campbell Avenue corridor plan. The studies that were conducted for the Odd Fellows Road interchange indicated a reduction in the pace of traffic on Campbell Avenue. Therefore, the traffic engineer has shown that the number of lanes can be reduced (called a “road diet”). The “road diet” would reduce it to one lane in each direction but will allow for left turns where possible, landscaping where possible and bicycle lanes. This will also allow for better pedestrian improvements behind the curb as well. The right-of-way varies along Campbell Avenue and the plan allows for that with different contours.

Mr. Carpenter touched on the way that access management plays into this plan as well. Access management is a principle that manages the number of curb cuts at intersections and tries to cut down on left turn movements and conflicting movements along the roadway. For instance, cutting down on the number of driveway entrances makes the road much more readable and safer for the public.

Mr. Wuensch did a feasibility study of the road diet for Campbell Avenue. Currently, the traffic numbers have increased slowly over the past 25 years, but the new interchange redistributes traffic. That is what makes the road diet possible for the future of Campbell Avenue. There are also two more roundabout opportunities at Florida Avenue and at the Virginia University of Lynchburg. He also pointed out where bike paths can go along an abandoned railway path behind Virginia University of Lynchburg connecting with the Kemper Street station.

Mr. Carpenter pointed out a major crossing for children going to Bass Elementary School and Younger Park. This area is recommended for very careful treatment for pedestrian crossing facilities. The plan implements the opportunity afforded by the Safe Routes to Schools grant funded by VDOT for such purposes.

Mr. Carpenter gave an overview of the proposed changes to the *Future Land Use Map* if this plan is adopted as well as the proposed changes to the public transit system. He also went over the proposed timeline for implementing this plan. The interchange is proposed for 2017. After that, improvements up to Mayflower Drive would occur followed by improvements up to Albert Lankford Drive. Improvements on Campbell Avenue would start with the roundabout at Virginia University of Lynchburg and then building the road diet down to Fairview Avenue. Then the bicycle trails would be developed up to Kemper Street station. Next, the Florida Avenue roundabout would be constructed followed by the completion of the road diet from Fairview Avenue to King Street. The last road diet would be finished to Florida Avenue. Then the connector road would be constructed; however, this could be a market driven connector road built as demand dictates. The last component would be to fulfill dead ended John Capron Road up to Odd Fellows Road.

Chair Sale asked for anyone who wished to speak in favor of the plan. No one came forward. He asked for anyone who wished to speak in opposition to the plan or with questions.

Mr. Jim Harris of Harris Trucking came forward to speak. He has owned and operated the business since 1968 and has been at Harris Lane, one block east of Albert Lankford Drive, since 1972. He would like to commend the City for looking into the future and trying to beautify it. He would like to caution them that the largest truck users in the City come off Odd Fellows Road at Murray Place going to RR Donnelly (about 60 to 80 a day). Mr. Harris was not sure how you would maneuver from Murray Place if you wanted to back east to the bypass. Mr. Carpenter said that the alignment would pick up Albert Lankford Drive and Murray Place and that is the reason it is extended. The roundabout will be designed to accommodate traffic off both of those arteries. Mr. Harris cautioned them not to run one of their largest taxpayers out of the City. Mr. Harris sees three roundabouts within three quarters of a mile from 460 to get to RR Donnelly. Mr. Carpenter assured Mr. Harris that the movements he is concerned about would be totally acceptable and the roundabouts will be designed to accept the trucks. Mr. Carpenter assured Mr. Harris that they will look at the left turn movement as they get into the design and respond to his need as much as they can.

Mr. John Thornhill, one of the developers of Lynchpin Industrial Park and owner of property in that area, came forward to speak. They welcome the improvements but have a couple of concerns. The rerouting of John Capron Road cuts through two parcels and they feel that would be detrimental to the development of those two parcels. They also feel that the cross sections shown in the report merit more study. There are a number of businesses in the industrial park that have driveways that do not line up. Some of them have to back their tractor trailers in off the road. They feel that the area should be kept

open with a left turn lane rather than a raised landscape median. Overall, Mr. Thornhill thinks it is a good plan and looks forward to the new interchange and the improvements that will come after it.

Mr. Gary Case came forward to speak. He noted that on page 24 there was a recommendation that Odd Fellows Road should be a four-lane road with a center turn lane. He notes that the proposed plan shows a landscape median. He endorses a four-lane road because of the staggered driveways. Trucks coming in and out of those driveways, if it is only two lanes, will create dangerous situations. He thinks the roundabout when you are coming off the expressway by the LU Annex will create a dangerous situation. He also cautioned them about rezoning industrial land for mixed use because that does not help the long-term job situation. He also did not understand the reason for spending \$5.5 million on the connector road because it will parallel 460, which is a four-lane road. Why not just have cars go down 460 and get off at Campbell Avenue and use that money to improve the other end of Odd Fellows Road. He thinks things always look good on paper but do not always get done. He would like to see them design something that is economically practical. He thinks this plan has a lot of good in it but is overdone, in his opinion. He does like the fact that the interchange will take a lot of truck traffic off of Candler's Mountain Road.

Mr. Jeff Catlett came forward to speak. He wondered what the latest traffic counts are on Campbell Avenue. He thinks there will be a big impact on the businesses along Campbell Avenue during peak hours with people being able to get in and out of them easily. Chair Sale said they would get an answer for him during the rebuttal period.

Ms. Deb Pond came forward to speak. She represents Support Services of Lynchburg across from Advance Auto Parts on Campbell Avenue. She is concerned with the emergency vehicles getting through the roundabout and then maneuvering through the road diet plan. She is also concerned with the backup of traffic that she sees every day during rush hour. It does not seem to her that the Odd Fellows Road interchange would affect that traffic much.

Mr. Martin read a letter from Reverend Peter Stazen II, the pastor of the Grace Presbyterian Church at 3300 Carroll Avenue. It is addressed to the "City of Lynchburg Planning Commission Public Hearing RE: Odd Fellows Road Land Use and Corridor Master Plan. As a representative of the congregation of Grace Orthodox Presbyterian Church located at the corner of Odd Fellows Road and Carroll Avenue, I express some concerns we have about the Odd Fellows Road Corridor and Master Plan. Thank you for the opportunity to give comment.

A few of us from our congregation have attended a couple of the VDOT public meetings concerning the proposed construction of an interchange on Interstate 460 connecting with Odd Fellows Road. Our interest in attending these meetings were to learn how this interchange would affect our church's physical and related safety issues. We were surprised to learn that any widening of Odd Fellows Road would fall under the city of Lynchburg's purview and even more surprised to learn that their (the City's) drawings of road improvement is only conceptual having yet to be approved and funded. Hence this is why this public meeting is being held today by the Planning Commission.

Most would likely agree that an interchange at the proposed site would reduce the traffic congestion at the Candler's Mountain Road interchange as well as open up more ready access to some of the businesses on and off Odd Fellows Road. Plus an Odd Fellows interchange makes easier direct connection with the 29 expressway. It appears to be a win-win situation for all, but it will be a lose-lose situation until the Odd Fellows Corridor is constructed. It appears that the City is already behind the proverbial 8-ball with VDOT planning construction beginning in 2014/15 with completion scheduled for 2017.

To our thinking this raises four major traffic and safety problems if the interchange is completed before the City has made any improvements and enhancements to the Odd Fellows Road corridor. First,

according to a traffic engineer from VDOT the current volume of vehicles using Odd Fellows Road will increase six times to 8000. That is only projected and the volume may prove to be higher. Such volume without any widening of Odd Fellows Road will congest the intersection of Mayflower and Odd Fellows Roads making it very difficult for vehicles to move with ease in and out of driveway entrances at the businesses near that intersection (i.e., DMV, Fleet Pride, Custom Converting). Such congestion could feasibly back up traffic as far as Carroll Avenue affecting entrance and exits from our parking lot.

A second problem is that such an increase in the volume of traffic will potentially cause collisions where Carroll Avenue intersects Odd Fellows Road. Even now drivers need extra caution making a left hand turn onto Carroll Avenue as there is currently a blind spot at that juncture with a slight hill obscuring oncoming traffic. To my knowledge there has never been a collision at this site, but an addition of 6500 hundred cars and trucks per day sure gives increased potential to collisions. Sundays are generally not a problem but that will drastically change once the interchange becomes a reality. The Master Plan removes the left hand turn onto Carroll Avenue but even so, the plan is still only conceptual pending approval by the Planning Commission, the City of Lynchburg, funding, and construction. Yes, a simple NO LEFT TURN would solve the problem at least temporarily.

A third potential problem is the safety of the children of our congregation. While our children do not play in the street they do find themselves adjacent to Odd Fellows Road even though well within and on church property. Sundays pose little hazard as traffic volume is minimal with the commercial businesses closed on this day, but with increased traffic volume from the interchange we trust you understand our concern for the safety of our children and other pedestrians. The Master Plan offers solutions; but what are we and our neighbors to do until the Corridor is completed?

A fourth problem, is the noise pollution, that is, the increase of the level of noise that added traffic will add to the community and within our buildings. Being a commercial area the truck traffic will greatly increase as will the noise levels.

In summary, without the City of Lynchburg Odd Fellows Road corridor improvements being completed at or near the same time of VDOT interchange construction we envision four major problems: 1. Major congestion of the Odd Fellows Road intersection with Mayflower Road making access to our driveways (DMV, Fleet Pride, Custom Converting, Grace Presbyterian Church) difficult and hazardous, not to mention the wait time to exit driveways of Jefferson Lighting, the Catering company, and other businesses located on Odd Fellows Road. 2. Potential collisions occurring at the intersection of Odd Fellows Road with Carroll Avenue. 3. Safety of children and other pedestrians. 4. Noise pollution.

The Master Plan appears favorable, but our issue is the apparent lag time between the interstate construction and construction of the Odd Fellows Corridor. Thank you for your time."

Mr. Carpenter addressed the concerns raised by the speakers. Mr. Carpenter pointed out that the recommendation for a four-lane road on Odd Fellows Road was made by a citizen group at the public forum meeting and not by VDOT. The VDOT proposal is for one lane in each direction and the bridge accommodates only that as well. He understands the other concerns about the median and configurations and those can be considered. He does not know the traffic counts on Campbell Avenue, however, there are two documents referenced in the appendix where that data can be found. Mr. Carpenter reiterated Mr. Wuensch's finding that the road diet is feasible once the interchange is constructed due to the volume of traffic on Campbell Avenue projected to be reduced. Mr. Carpenter remarked that the cross sections with the treatment of left turn lanes and roundabouts will improve both flow and safety.

With regard to the emergency vehicles on Campbell Avenue, city staff has talked about the Opticum system. It allows emergency vehicles to activate traffic signals. There will be opportunities for people to move over both in the turn lanes and in the bicycle lanes.

Mr. Martin wanted to address Mr. Thornhill's comments. He called Mr. Thornhill and discussed the relocation of John Capron Road. Quite frankly, if Mr. Thornhill is not willing to allow it, it will not occur. It would have to occur within the current right-of-way. Staff feels that the relocation of John Capron Road is fully reasonable and justified in order to open up Mr. Thornhill's land for development. If it is not relocated, more than likely, that roundabout will go away because it would be too close to the ramps of the interchange.

With regard to the connector road between Odd Fellows Road and Campbell Avenue, it has a two-fold purpose. One was to take some of the traffic off of Mayflower Drive, which is a very narrow road that goes through some residential areas. We will be looking at ways to conserve those neighborhoods as we go through the upcoming *Zoning Ordinance* rewrite. The connector road would be constructed as the market demanded and that is the important piece—to open up areas for development and to allow more visibility to 460 and 29.

Mr. Martin also wanted to be very clear about where VDOT's interchange will begin and end and he pointed out those improvements on a diagram. What staff is looking to do is to deal with the traffic all the way from the interchange to the expressway. VDOT's data shows that if the intersection with Mayflower Drive stays a signalized intersection, it becomes a Level of Service F, which means grid lock. Roundabouts are good scenarios because they do not stop traffic. They yield traffic to vehicles already in the roundabout and maintain a smooth, efficient traffic flow. At the time of design, it may be necessary to take a different look at the median. There could be the opportunity for a center lane treatment similar to what is being done in the Midtown Connector.

Mr. Martin also addressed Mr. Harris' question about the roundabout. If a truck were going from Murray Place to Odd Fellows Road, it would turn right. If a truck were coming from Odd Fellows Road, it would go around the roundabout onto Murray Place. Mr. Martin reiterated that the roundabouts are designed for truck traffic. Mr. Martin pointed out that this prevents trucks from having to stop and wait in order to make a left turn onto Murray Place. Mr. Martin acknowledged Mr. Case's remark that the roundabout is very close to the ramp and that will have to be looked at in the design phase but the roundabout would actually function very well in this area.

In terms of maintaining industrial land, Mr. Martin commented that he had spoken with Genworth about this plan. They did not have any negative comments about the plan. This is not the final plan. Obviously the property owners have the ultimate say. What we are trying to do is create opportunities. We would like to put zoning in place in the future to allow this plan to evolve. This is a different place now. It is a Liberty University annex. You can see the ill effects of not having pedestrian access in this area. Liberty has relayed to the City that they have no intention of eliminating the student housing in this area. So mixed use is certainly reasonable to see in this area to go along with already existing commercial uses.

With regard to Campbell Avenue, we are trying to create livable communities. The citizens said they would like to see bicycle lanes and pedestrian amenities. Recently, the Planning Commission resolved to do a Complete Streets study, which thinks about all users. We cannot continue to focus just on the vehicular traffic.

Mr. Gary Case came back to say that he likes many things about the plan such as the bicycle lanes and pedestrian amenities. He just thinks that there needs to be a lot more study of the landscape median and the turning movements.

Chair Sale closed the public hearing portion of the petition. Commissioner Swienton asked if the Fifth Street roundabout is currently designed for tractor trailers. Mr. Martin said it is and also handles our largest fire truck. Commissioner Swienton asked if there is any crash data for tractor trailer accidents in

roundabouts. Mr. Martin said he is not aware of any data specific to tractor trailers. He knows that there is data that shows roundabouts to be safer than signalized intersections in general. They eliminate T-bone accidents. Mr. Martin thinks there have only been two or three accidents in the Fifth Street roundabout and those have been DUI related.

Commissioner Swienton asked Mr. Case to come up for a question. He asked Mr. Case if he sees a difference between a four-lane road and a two-lane road in terms of realizing the most tax revenue base as parcels open up for development. Mr. Case did not think that there is any question that four lanes is the only way to go because it will allow trucks to get in and out of driveways without stopping traffic.

Commissioner Swienton asked Mr. Carpenter if the road diet allows for right turn cuts. Mr. Carpenter said that conceptually there is no dedicated deceleration lane for right turns except at major intersections. Mr. Carpenter remarked that it is a good point that can be worked out in the details.

Commissioner Swienton asked how much Resource Conservation acreage will go into commercial. Mr. Martin said the only Resource Conservation acreage affected is near the interchange. There is no doubt that once the interchange opens, there will be pressure for some type of retail development. He does not have the exact acreage.

Commissioner Kennedy asked about what will be done with the utility poles when the sidewalks are widened on Campbell Avenue. Mr. Martin said that in recent projects, the trend has been to relocate all the utility poles on one side of the street. Burying the utilities is very expensive, somewhere between \$500,000 and \$1 million a block. Moving the utility poles from one place to another is at the cost of the utility company since they are located on City property. Mr. Martin said that they did not get into that level of detail with this plan but burying the utilities could possibly be looked at in some key areas.

Commissioner Hooper thinks it is a good plan but we need to research the comments made by citizens today. He asked if the plan will be amended based on those comments. Mr. Martin said it would be amended based on comments made by the Planning Commissioners today. With regard to the center turn lane issue on Odd Fellows Road, Mr. Martin suggested that they could create some cross sections showing a paved center turn lane with some architectural treatments. When they go into final design, they would pick the best option.

Commissioner Hooper asked about addressing the letter from the church. Mr. Martin said that he agrees with what the church is concerned about which is not developing the rest of Odd Fellows Road along with the new interchange. Staff is looking at getting this plan in place so that they can start securing funding to get these improvements started. Commissioner Hooper pointed out that the pedestrian improvements should make Odd Fellows Road safer, thus addressing one of the concerns of the church.

Commissioner Swienton asked if the purpose of the interchange is to get traffic off of Wards Road or is it to open up land for development. Mr. Martin thinks it has multiple purposes. One is to create a more convenient truck access to Odd Fellows Road. In doing so, it takes some of the truck traffic off of Mayflower Drive in both directions and creates another gateway into Liberty University. It will also take some of the truck traffic off of Candler's Mountain Road. It is increasing the routes that people can take from point A to point B. What it looks like is very important to the City because it will be here for fifty to seventy-five years. Do we want it to look like everywhere else or do we want to create a unique employment opportunity area?

Commissioner Swienton is concerned with taking traffic from a four-lane road to a four-lane road but doing that with a two-lane road. Mr. Martin pointed out that we did all our cross sections within existing right-of-way. If you go to four lanes, more than likely you will not have room to do the sidewalks or the multi-use trail. So at what cost are you doing four lanes? You are throwing the Complete Streets

concept right out the window when you know there are students at the other end that need to get to the university and we would like to give them the opportunity to walk or ride a bike. Mr. Carpenter pointed out that VDOT's interchange is designed for two through lanes. The bridge is designed for two through lanes.

Chair Sale thought Mr. Case had made a compelling argument about how difficult it is for traffic to get on and off Odd Fellows Road at the expressway and wondered if there are improvements proposed for it in terms of a deceleration lane and dealing with traffic that might back up due to the roundabout. He wondered if that had been part of the study. Mr. Martin pointed out that there will be a lot of storage of cars at these points and reminded them that roundabouts do not stop traffic. If you put a traffic signal in its place, that would be a very concerning situation. Chair Sale thinks that we need to look at that in terms of it being affected by the interchange and the Odd Fellows Road traffic pattern because he concurs with Mr. Case's concerns.

Mr. Martin reminded them that this is a planning document. We are trying to get a plan in place with which we can move forward. VDOT is aware of this plan but this is definitely something we would like at when we go to design.

Chair Sale thinks this plan will be as important to this area of the City and likened it to how the downtown plan has been instrumental in revitalizing that area. Chair Sale would like to move this plan forward and understands that the plan will evolve during the design phase.

Commissioner Swienton asked how students will cross the street at the roundabout. Mr. Martin explained how they will cross one lane and then there is a pedestrian refuge and then they cross another lane.

Commissioner Coleman asked if they are adopting this plan today as part of the *Comprehensive Plan*. Mr. Martin said he is asking for their edits and then their recommendation to move this forward to City Council. Commissioner Coleman said he would be abstaining because of his involvement with the Virginia University of Lynchburg.

Commissioner Hooper said he is in favor of recommending this go forward to City Council but he is not sure he understands all the points they want to put in as far as amendments. Mr. Martin said that he heard that they would like particular attention to be paid during the design phase to the ramps coming off the expressway in relation to the placement of the roundabout. Commissioner Swienton said he would be most comfortable with a written list of suggestions prior to their next meeting.

Mr. Martin said they are trying to get the plan in place as soon as possible for when they go to VDOT to talk about the interchange. They were hoping to get this to Council in June. Mr. Martin wanted clarification about what points they would like addressed.

Commissioner Swienton would like the issue of the Resource Conservation acreage that will go to commercial to be addressed. Maybe it is not even supposed to be designated Resource Conservation. We are being asked to change possibly 60 acres (Mr. Carpenter's estimate) without much information.

Mr. Martin asked if they would like more information on tractor trailers using roundabouts. Commissioner Swienton stated he would.

Commissioner Coleman said he has some concerns about the area around Virginia University of Lynchburg but he will allow stakeholders to address those concerns.

Mr. Martin had a list of the concerns and stated that some of them will have to come back as proposed amendments. One is the option of a center turn lane on Odd Fellows Road. Another is the

supporting traffic study of the expressway 29 to the roundabout at Albert Lankford Drive—basically that the study would have to be done prior to any final design. They would like more information about the Resource Conservation area on the south side of 460 and if there is anything significant about the acreage that it should remain Resource Conservation. They would like more information about tractor trailers using roundabouts. They would like more information about not using John Capron Drive with its current alignment. Commissioner Swienton would like more information from the City's Traffic Engineer about having or not having right turn cuts at major curb cuts on Campbell Avenue and any expected impact on traffic. Commissioner Swienton would also like an opinion from the Economic Development Authority on any industrial land that would be lost. Mr. Martin said the EDA only meets every so often but he could get that from the director of Economic Development. Mr. Martin will also check the figure given by Mr. Case that only four percent of the City's land is currently zoned for industrial purposes.

Commissioner Hooper would like to know if there will be any change in the speed limits on these roads. Mr. Martin thought it would force people to follow the posted speed limits.

Commissioner Swienton noted that overall, the plan is very solid. Commissioner Swienton made a motion to table this item until the next meeting, which was seconded by Commissioner Hooper. The motion passed by the following vote:

AYES:	Hooper, Kennedy, Sale and Swienton	4
NOES:		0
ABSTENTIONS:	Coleman	1
ABSENT:	Barnes and Hannon	2

Campbell Avenue/Odd Fellows Road Corridor Study Plan
April 24, 2013

PLEASE PRINT

[illegible]

Odd Fellows Rd and Campbell Ave

Master Plan Meeting

Wednesday, May 15, 2013

5:00-6:30pm

	First Name	Last Name	Company	Email Address
	Aubrey N.	Blanks Jr.	R.E. Michel	
	David	Brooks	RR Donnelley	
	Cathy	Fitzgerald	CA Tooling	
	Paul	Fitzgerald	CA Tooling	
	Steve	Gatzke	Lynchburg City Schools	
	Steve	Harrington	Harrington Corp	
	Larry	Jackson	APCO	
	Thomas	Johnson	Thomas Johnson Furniture Co	
	Steve	Jones	Delta Star	
No show	Deb	Pond	Support Services of VA	
	Mike	Rudder	Lynchburg City Schools	
	Andy	Sale	Planning Commission	
	Mamoon	Staya	Delta Star	
	Jeff	Thompson	Fleet Labs	
No show	John	Thornhill	Modern Buildings	
	City Staff			
	Don	De Berry		
	Melissa	Dismond		
	Kevin	Henry		
	Tom	Martin		
	Lee	Newland		
	Ann	Nygaard		
	Marjette	Upshur		
	Kent	White		



MEMORANDUM

The Department of Community Development

Planning

455-3900

To: Planning Commission
From: Tom Martin, AICP, City Planner
Subj: Campbell Avenue / Odd Fellows Road Land Use & Corridor Master Plan
Date: May 22, 2013

The Planning Commission conducted a public hearing concerning the Campbell Avenue / Odd Fellows Road Land Use & Corridor Master Plan on April 24, 2013. After the public hearing the Planning Commission discussed and/or requested additional information on the following topics:

1. *The use of a center turn lane v. a landscaped median on Odd Fellows Road.*

The plan as currently drafted recommends a center turn lane with strategically placed left turn lanes for access management purposes. The proposed cross sections indicate roadside elements on the west side of Odd Fellows Road which would include a ten (10) foot shared use path (for pedestrians and bicyclists) and a varying width zone for the installation of streetlights, street trees and other roadside elements. The ten (10) foot shared use path retains a constant width throughout the corridor. The proposed cross sections indicated roadside elements on the east side of Odd Fellows Road would be varying in width and would include sidewalks, street lights and other roadside elements.

As discussed during the April 24, 2013 Planning Commission meeting, a center turn lane could be added as an alternative to the median. This center turn lane could contain a decorative treatment as is being used on the "Midtown Connector" currently under construction and would facilitate easier left turn movements for heavy truck traffic. Additional plan graphics have been prepared to indicate a center turn lane as an option and will be included in the plan at the direction of the Planning Commission.

2. *That an additional traffic study be conducted concerning the Business 29 Lynchburg Expressway / Odd Fellows Road ramps and the installation of a roundabout at Albert Lankford Drive, Murray Place and Odd Fellows Road.*

When the proposed Odd Fellows Road / U.S. 460 interchange opens it is anticipated that the majority of truck traffic will no longer access Odd Fellows Road via Business 29 Lynchburg Expressway. While the removal of truck traffic and the construction of a roundabout in this area is anticipated to improve conditions in this area, the location and function of the roundabout in relation to the ramps will be considered in detail during the design phase prior to construction. Under the sponsorship of the Office of Economic Development, *City Staff met with owners and tenants of the First Lynchburg Industrial Park on May 15, 2013. The purpose of the meeting was to further explain the proposed plan, and discuss the functionality of roundabouts in relation to truck traffic. Planning Commissioner Chair, Andy Sale was in attendance at the meeting.*

3. *The area of Resource Conservation being proposed for Community Commercial and supporting reasons for change.*

The plan recommends amending the *Future Land Use Map (FLUM)* for forty (40) acres located on the eastern side of U.S. 460/29. Of the forty (40) acres, five and five tenths (5.5) acres are currently designated for Low Density Residential Uses and the remaining thirty-four and five tenths (34.5) acres are currently designated for Resource Conservation uses on the *FLUM*. (Attachment 3A) Of the forty (40) acres, fifteen and three tenths (15.3) acres are currently zoned Resource Conservation and twenty-four and seven tenths (24.7) acres are currently zoned R-2, Low-Medium Density Residential Conditional. (Attachment 3B) The area is currently wooded and contains moderate to steep slopes of eight percent (8%) to more than twenty percent (20%). A mapped stream is located in the south western portion of the area proposed for amendment. While the current designation of Resource Conservation is reasonable for the area as it currently exists, the area will dramatically change as a result of the construction of the proposed interchange. The area will be graded with a series of cut and fill slopes and will include a roundabout and "stub" streets to Top Ridge Road. (Attachments 3C & D) The area will become an additional gateway to Liberty University, which is anticipating growth in this area extending west towards the existing campus. Due to the grading which will occur, the location in relation to the interchange and the University, the proposed Community Commercial use is justified for the area.

4. *Additional information on tractor trailers using roundabouts.*

Roundabouts can and do effectively handle large truck traffic. By design roundabouts include a truck apron to accommodate large trucks. Information received from the Virginia Department of Transportation indicates the roundabout located in Amherst County at Business 29 and U.S. Route 460 is currently accommodating over 7100 vehicles per day of which 1491 are trucks. (Attachment 4A) Informative videos on roundabouts and their use by trucks have been posted in the Planning Commission drop box and will be shown during the May 22, 2013 meeting. (Attachments 4B & 4C) At the direction of Planning Commission a statement indicating particular attention to truck traffic should be considered during the design phase of all proposed roundabouts.

5. *Alignment of John Capron Road extension.*

The plan proposes the relocation of right-of-way to the north for an extension of John Capron Road. This realignment would allow the construction of a roundabout at the intersection of John Capron Road and Odd Fellows Road. The current property owner has stated that he is not in agreement with the proposed realignment as it may decrease development potential of the property. While staff believes this realignment could create better development potential and access to the property with the construction of a roundabout (a roundabout may be prohibited in this location if right-of-way is not relocated) staff recommends the plan be amended to show the roundabout at the current alignment of John Capron Road. Final location and feasibility of a roundabout without realignment of John Capron Road will need to be considered during the design phase.

6. *The use of right turn lanes on Campbell Avenue.*

The City's Transportation Engineer has stated that right turn lanes on Campbell Avenue may be warranted in some locations. At the direction of Planning Commission a statement indicating that right turn lanes should be considered and included where applicable during the design phase.

7. The designation of Industrial Property as Mixed Use.

The area proposed for a Mixed Use Designation consists of 66.29 acres and contains multiple zoning designations (Attachment 7A) The table below indicates the existing zoning of the area:

Zoning	Acres
R-C	0.59
B-3	1.8
B-5	25.74
I-2	38.16

While the majority of the area proposed for a mixed use designation is currently recommended for Employment 2 uses (Attachment 7B) it has developed as a mix use area. The area currently contains the Liberty University Annex, Multiple Restaurants, Retail Stores, and a large office use (Genworth). While heavy industrial uses would not be appropriate in the area proposed as Mix Use, it would allow for the expansion of Genworth or other office uses, it would also allow other supporting retail, restaurant, and residential as a refinement of what currently exists.

8. The current percent of land zoned industrial in the City.

The table below indicates the percent of land zoned industrial in the City:

Industrial Zoning		
Zoning	Acres	Percent of Zoned Property
I-1	180.91	0.67%
I-2	1380.7	5.13%
I-3	1920.04	7.14%
Total Industrial Zoning	3481.65	12.94%
Total All Zones	26,904.85	100.00%

MINUTES FROM THE MAY 22, 2013 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

Campbell Avenue/Odd Fellows Road Corridor Master Plan (tabled from April 24, 2013 Planning Commission meeting): Anne Nygaard gave a summary of the changes that have occurred since that meeting. There were diagrams showing the possible options for the turn lane on Odd Fellows Road. One option shows the original landscape median and another option shows it with a paved center lane similar to what is being done on the Midtown Connector. It would not be an "all or nothing" scenario. There would be points where it would be landscaped and points where it would be a paved center turn lane. These decisions would be made when it goes to the design phase.

With regard to converting approximately 40 acres of Resource Conservation to Community Commercial on the *FLUM*, approximately 15 acres are currently zoned Resource Conservation and approximately 25 acres are zoned R-2, Low to Medium Density Residential. Approximately five acres are currently designated Low to Medium Density and approximately 35 acres are currently designated Resource Conservation on the *FLUM*. It is important to note that as this area is graded and the new interchange is put in, the area is becoming ripe for new commercial development. It will also be a new gateway to Liberty University.

With regard to whether roundabouts can accommodate trucks, the Amherst County roundabout was examined. The Amherst County roundabout actually sees more traffic than what VDOT is projecting Odd Fellows Road will see by the year 2037. There are very few accidents at this roundabout and when there are accidents, there are very few injuries. At the meeting with stakeholders held on May 15th, staff showed two videos of trucks navigating roundabouts, which showed them doing so quite fluidly. Ms. Nygaard noted that the local business representatives that attended the meeting gave staff favorable feedback telling staff that the plan looked great and to go ahead with it.

There was some concern expressed by the commission about the property (approximately 66 acres) that is being converted to mixed use at the end of Odd Fellows Road. The current zoning already shows multiples uses in place. Ms. Nygaard commented that although the *FLUM* shows the area to be designated for Industrial or Employment 2 uses, the area has really developed as mixed use already. There are restaurants there, as well as Liberty's annex and Genworth Financial.

Chair Sale asked for the motion that was tabled from the April 24th meeting. Staff clarified for him that there was no motion on the table. The commission had tabled the matter for further consideration. Chair Sale asked staff what motion they would be asking them to make today. Staff clarified for him that it would be a recommendation to move the plan forward to City Council for their consideration. Staff also clarified for him that the legal notice for the April 24th meeting was broad in nature and covers the changes that are for their consideration today.

Commissioner Hooper asked about the feedback from the stakeholder meeting. Ms. Nygaard said the feedback was very positive. She said that the meeting was dealing mainly with the roundabout issue. With regard to traffic coming off 29, Ms. Nygaard reported that they are anticipating that most of the traffic is projected to be coming off 460 and that there should not be much of an issue at 29. Once they get to the design phase, that part will have to be looked at a little bit more.

Commissioner Coleman asked for Mr. Harris, who was in the audience to come forward for his comment. Mr. Harris said he has had two meetings with the largest stakeholder in this game, R R Donnelly. If his representative at the stakeholder meeting, David Brooks, was noted as positive toward this plan, that was totally misconstrued. They met with Mr. Brooks' boss and he has a great concern about the proposed shape of the roundabout, which is currently oblong. They are concerned about its narrow shape. Mr. Harris reiterated a warning that they should not run one of Lynchburg's biggest commercial truck users and employers out of the city by making it impossible for trucks to get to their

plant. Another concern they have is where the Liberty students will enter the roundabout because that is not shown. Mr. Harris encourages them from a safety standpoint to have a little bit more work done on the plan.

Mr. Don DeBerry came up to address those comments. He first wanted to state that this is a planning document; it is not a set of designed road documents. Mr. Harris is correct that more engineering design work will need to be done to understand what will work best at the offset intersection at Albert Lankford Drive. This is basically an illustration of a concept. It is certainly one that will work. Roundabouts will work with trucks. They certainly have to be designed to accommodate trucks and that is a process that has not taken place yet. The work to understand how much right-of-way is needed for this project has been done by VDOT from 460 through the Mayflower Drive intersection. The work to understand the right-of-way needed and the road configuration from Mayflower Drive to the expressway has not been done yet and will need to be done as part of the design work. There are at least three configurations of that offset intersection that will be examined. Aligning the intersection is certainly one of the options that will be examined. A standard signalized intersection will be studied. A roundabout and probably an offset roundabout will be studied, which is what is shown in this planning document.

Chair Sale remarked that they discussed at the April 24th meeting the backup of traffic at this offset intersection coming from 29. It is their understanding that the intersection is not proposed for a signalized intersection so that the traffic can flow freely. It is also their understanding that the roundabout is a safer configuration for the Liberty students to negotiate. Mr. DeBerry said he is not sure he would agree that it is safer for pedestrians; however, he would agree completely that the roundabout is a better way to keep traffic moving freely and eliminate the possibility of a backup onto the expressway. If traffic stops, that would probably be safer for pedestrians, but the roundabout would be safer than the existing conditions because they cross one lane at a time and have a refuge island in between.

Chair Sale also mentioned that he heard at the meeting that the connector from Odd Fellows Road to Campbell Avenue will be market driven and asked Mr. DeBerry if that is how it would be in the design phase. Mr. DeBerry said he would agree with Chair Sale's assessment from the meeting. That road will not be of a high priority to the City until developers would need its construction.

Commissioner Swienton wanted to know if there are any traffic studies that look at accident data on oval roundabouts, particularly in terms of tractor trailers. Mr. DeBerry was not aware of any such studies. In his opinion, the shape of the roundabout should have no bearing on the safety considerations because the way they are entered and exited does not change. You have completely eliminated left turns out of the intersections. Commissioner Swienton said he is still very concerned with those with disabilities making their way onto a refuge island. Mr. DeBerry reiterated that the oval roundabout has not been settled upon. He is fairly certain that the roundabout at Mayflower Drive has been settled upon from a design perspective and a safety analysis. However, roundabouts are certainly safer for pedestrians to cross than an unsignalized intersection, which is the existing condition at Albert Lankford Drive. Roundabouts eliminate the majority of conflicts in an intersection. The drivers, as well as the pedestrians, have to look at fewer conflicts than a standard intersection.

Commissioner Swienton called Mr. Harris up for a question. He asked Mr. Harris for his personal experience driving a tractor trailer in roundabouts. Mr. Harris said they are no problem where there is not a large volume of traffic, if they are wide enough. Mr. Harris does not have a problem with roundabouts in general. He has a problem with the entrances and exits going off of this proposed one and its proposed width. With this proposed roundabout, if a truck is coming from the east, it has to go almost 360 degrees around it in order to get into R R Donnelly. Mr. Harris' problems are with how the pedestrians will navigate the oval roundabout and the fact that it has five turns that a tractor trailer will have to make if it wants to go into R. R. Donnelly.

Commissioner Swienton asked Ms. Nygaard if the plan calls for this roundabout explicitly or can it be changed in the design phase if it is determined that a roundabout is not the best option at this intersection. Ms. Nygaard answered that this roundabout will not be designed if it will not accommodate tractor trailers. The City wants to keep these businesses on Odd Fellows Road. The plan is not locked into a roundabout at this intersection.

Commissioner Swienton asked Mr. DeBerry what the trigger would be that would drive them away from a roundabout. Mr. DeBerry said it would probably be the inability to obtain enough property to design it properly. Because we are likely to spend federal dollars on this part of the road configuration, they will go through the federal process. That federal process requires that they have public meetings and a public hearing before we adopt a plan that identifies how much right-of-way we are going to buy and exactly whom that right-of-way is coming from. The cost benefit analysis will include the safety factor as well and it is used to compare the alternatives of a signalized intersection and a roundabout. At that point, the cost of realigning the intersection and putting in a traditional roundabout versus not realigning the intersection and making an oval roundabout work will be analyzed.

Commissioner Swienton asked about looking down the road twenty or thirty years and whether or not this could be a four-lane road with pedestrian features. Mr. DeBerry said it could be adapted and designed for four lanes in the future but can you afford to buy the right-of-way needed.

Chair Sale asked if this roundabout can be designed to accommodate R R Donnelly's trucks maneuvering it efficiently. Mr. DeBerry said it certainly can be. Chair Sale assured Mr. Harris that he is hearing from staff that the roundabout will be designed with R R Donnelly's efficiency in mind, as well as other users' efficiency and safety in mind. Mr. Harris said he hears what everyone is saying. You just don't want to put it in concrete.

Commissioner Hannon asked Ms. Nygaard to read the text in the plan that deals with this roundabout. She read from page 47 of the plan: "Albert Lankford Drive and Murray Place: This large roundabout will be oval in shape to accommodate the current alignments of these two streets. The roundabout will be the focal element for future mixed-use development in the surrounding area." Commissioner Hannon made a motion to change the language to "This proposed roundabout may be oval in shape to accommodate the current alignments of these two streets. The roundabout may be the focal element for future mixed-use development in the surrounding area." The motion was seconded by Commissioner Swienton. Commissioner Hooper thought that all the items they are considering from Mr. Martin's memorandum would need to be changed in the plan.

Ms. Nygaard said she has a list of four items they would like to considered for changes in the plan: 1) include center turn lane as an alternate option for median in cross section on Odd Fellows Road; 2) include that there will be consideration of right turn lanes on Campbell Avenue; 3) include option for John Capron Road to maintain its current alignment and 4) change wording on page 47 to: "This proposed roundabout may be oval in shape to accommodate the current alignments of these two streets. The roundabout may be the focal element for future mixed-use development in the surrounding area."

Commissioner Coleman wanted to clarify that it sounds like that in the end the design is going to ensure that what we are able to do and what needs to be done will all have been done. Mr. DeBerry said yes.

The commissioners voted on the motion made by Commissioner Hannon about the wording on page 47 and the vote was as follows:

AYES:	Barnes, Coleman, Hannon, Hooper, Sale and Swienton	6
NOES:		0
ABSTENTIONS:		0
ABSENT:		0
VACANCIES:		1

The next item to consider was the option for a center turn lane as an alternate option for median in cross section on Odd Fellows Road. Where it will be appropriate will be determined in the final design phase. There was no objection from the commissioners to include this option.

The next item to consider was the consideration of right turn lanes on Campbell Avenue. This is proposed as an alternative depending on how the final design goes. There was no objection from the commissioners to include this option.

The next item to consider was that John Capron Drive not be realigned. The proposed plan shows John Capron Drive being realigned. There was no objection from the commissioners to include this option.

Commissioner Swienton asked if the Economic Development Authority had been able to comment on the plan. Ms. Marjette Upshur was present and stated that they had not been able to provide their comment for this meeting.

Commissioner Swienton asked if there were any concerns brought up at the stakeholder meeting last week. Ms. Nygaard said there were none that she recalled. Chair Sale was present at that meeting and stated that the principle focus of that meeting was the utilization of a roundabout by tractor trailers and there had been a couple of videos shown at that meeting that showed very large pieces of equipment being moved safely and efficiently through a roundabout.

Commissioner Swienton stated that the concept of connecting Route 460 and the expressway is great. If there was a separate proposal that came before them unrelated to this that wanted to change 34.5 acres of Resource Conservation area on the *FLUM* to Community Commercial would they just approve it without discussion and move on or would they discuss it. He thinks they would normally have discussion about it and that is his biggest concern. He will feel compelled to rezone Resource Conservation land in this area in the future because the *FLUM* will already have been amended. Personally, he thinks they are just skipping over that part.

With regard to four lanes on Odd Fellows Road, Commissioner Swienton seems to remember that the 501 bypass was originally designed for four lanes but started off as two lanes. In the mid 1980's, if there had been a plan for Wards Road to be put on a "road diet" to shrink it down to two lanes, what would be the current conditions traveling through that area. He is thinking about how this connector will be decades from now limited to two lanes. Commissioner Swienton would like to see some type of language in the plan that says there is a long-term option to expand this connector to four lanes and maintain access for pedestrians and other modes of transportation to the extent possible. Ms. Nygaard said the plan is not locking us into two lanes. Commissioner Swienton interprets that it is locking us into two lanes for many decades. Commissioner Swienton did acknowledge that it would be a very major and expensive undertaking to take it to four lanes.

Mr. DeBerry wanted to explain how the state and federal funding process works. The design and planning horizon for that process is 25 years past the supposed open date of the project. VDOT looked at the projected traffic for the next 25 plus three years and said it is only seeing the need for a two-lane facility. That particular transportation plan has been approved by the federal government. That does not stop the City from going back in the future and acquiring more land or filling out the existing right-of-way to four lanes. Ms. Nygaard commented that good urban planning does not say to expand your roads. It

says to provide alternate routes, which is what this plan is doing. The grid is being extended so that traffic is not forced to compile on Odd Fellows Road. Mr. DeBerry reiterated that this is the reason a "road diet" can be proposed for Campbell Avenue.

Mr. Kent White came up to make a comment. He reminded them that the City is adopting this corridor as they have done with all of their corridor plans, as part of the *Comprehensive Plan*. We evaluate all those plans, along with the *Comprehensive Plan*, every five years and we do continuous updates. The language anywhere in the *Comprehensive Plan* is recognized as a vision for the future but that vision will change. There are residential, commercial and industrial uses on this corridor already. It is the City's hope that those uses continue to be symbiotic relationships all the way through, but we recognize that this corridor may be very different decades from now and at that time, we would need to do another update to this corridor plan.

Commissioner Swienton said he is trying to make sure that nothing is constructed in the areas where they might need to acquire land for the expansion of this road into four lanes. He would like to see the chess pieces laid out properly. Mr. White said this goes back to the fact that this is a planning document. This is our best vision today. There are procedures in our ordinance to allow the changes Commissioner Swienton is referring to more so than a concept plan. Mr. White wanted to point this out for the commissioners as well as for the audience and wanted to reiterate that once this interchange is put in, if we do not improve this corridor at the Mayflower Drive/Odd Fellows Road intersection, the level of service is projected to drop to a level of service "F." The idea is that we want to get this plan moving and identify funding sources is the key driver for this corridor plan but recognizing that it may change in the future.

Commissioner Hannon noted that the City cannot stop development from occurring on a piece of property where it allowed by right because of a plan that it might do in the future. That would be the taking of property without just compensation or eminent domain. Commissioner Swienton noted that he understands that; however, a developer might want to make a proffer to make their proposal more desirable if the City's future for expansion were known.

Commissioner Hooper asked if the timeline for construction has changed so that it will coincide with the construction of the interchange or at least shortly thereafter in terms of the City's priorities in the CIP. Mr. DeBerry said the City Manager and VDOT have been in discussions but he does not think that the funding priorities of the City have been changed around yet but it may very well happen shortly, as City Council realizes the importance of moving this project up in priority.

Commissioner Barnes noted that they could pass this plan without amending all the Resource Conservation area to Community Commercial. It could be separated until there is a more specific proposal before them as to how that land should be developed. He is not sure about the resource value of this property and would need more information in order to make an informed decision. Mr. DeBerry assured them that the state completed an environmental impact study of the resource conservation area needed to construct the interchange as part of the federal funding process requirements. Commissioner Swienton pointed out that the entire 34.5 acres in question is not necessary for the construction of the interchange. Mr. DeBerry said that the entire area has been looked at by the state and they found that there was no significant impact on the environment by making this change; however, he recognizes that has nothing to do with what the City's take on that issue.

Chair Sale asked if there was anyone in the audience who wished to comment. Mr. Case came forward. He said he understands that this plan is considered conceptual but these types of plans tend to get memorialized. Mr. Case was on the original group that formed the *Comprehensive Plan* and had predicted that it would become part of zoning, which it has. Rezoning is now a two-part process where you first have to amend the FLUM. Mr. Case feels that there have been no changes to the plan since the April 24th meeting and they are being asked to recommend the same plan that was presented to them at

that meeting. He would like to see the commission put some caveats in its recommendation that there were major concerns expressed by the public about safety and commerce.

Chair Sale said he is hearing Mr. Case say that the concerns of the commercial and industrial area should be a significant part of the design concept. Mr. Case said that would be fair to say and would like it emphasized to Council that the plan needs a lot of study. Chair Sale noted that Council reads the commission's minutes and all these comments will be read by Council. To further clarify, Chair Sale and Ms. Upshur both noted that it is the City's desire that the improvements to this corridor will both enhance and expand commercial and industrial interests in this area.

Commissioner Coleman said it is apparent to him that staff is not just arbitrarily picking stuff out of the sky but has done some level of research and has been instructed by other appropriate authorities as to what to do. Our job is certainly to check on that but he does not think staff is just pulling things out of the sky or seeking to misrepresent the intent of individuals in this process.

Commissioner Barnes said it is his understanding that they are not being asked to approve the same thing that came before them at their April 24th meeting. Some changes have been made to address some of the commission and the public's concerns.

Commissioner Coleman made a motion to recommend that this plan be forwarded to council for its consideration with the understanding that the minutes will reflect all the comments put forth by the public and with the list of amendments voted on previously at this meeting. The motion was seconded by Commissioner Barnes.

Commissioner Swienton noted that he fully appreciates the professionalism and knowledge of the staff and notes that they have put a lot of time into this and created a vision of what their experience shows would be best for the area. He is going to vote for it but if he were grading it, he would grade it as a "B." Connecting the two major roads is a big plus but the environmental side is still a great concern for him.

Commissioner Hannon noted that this is a problematic intersection and they are not going to be able to solve it at the planning commission level, so he will be voting in favor of this plan.

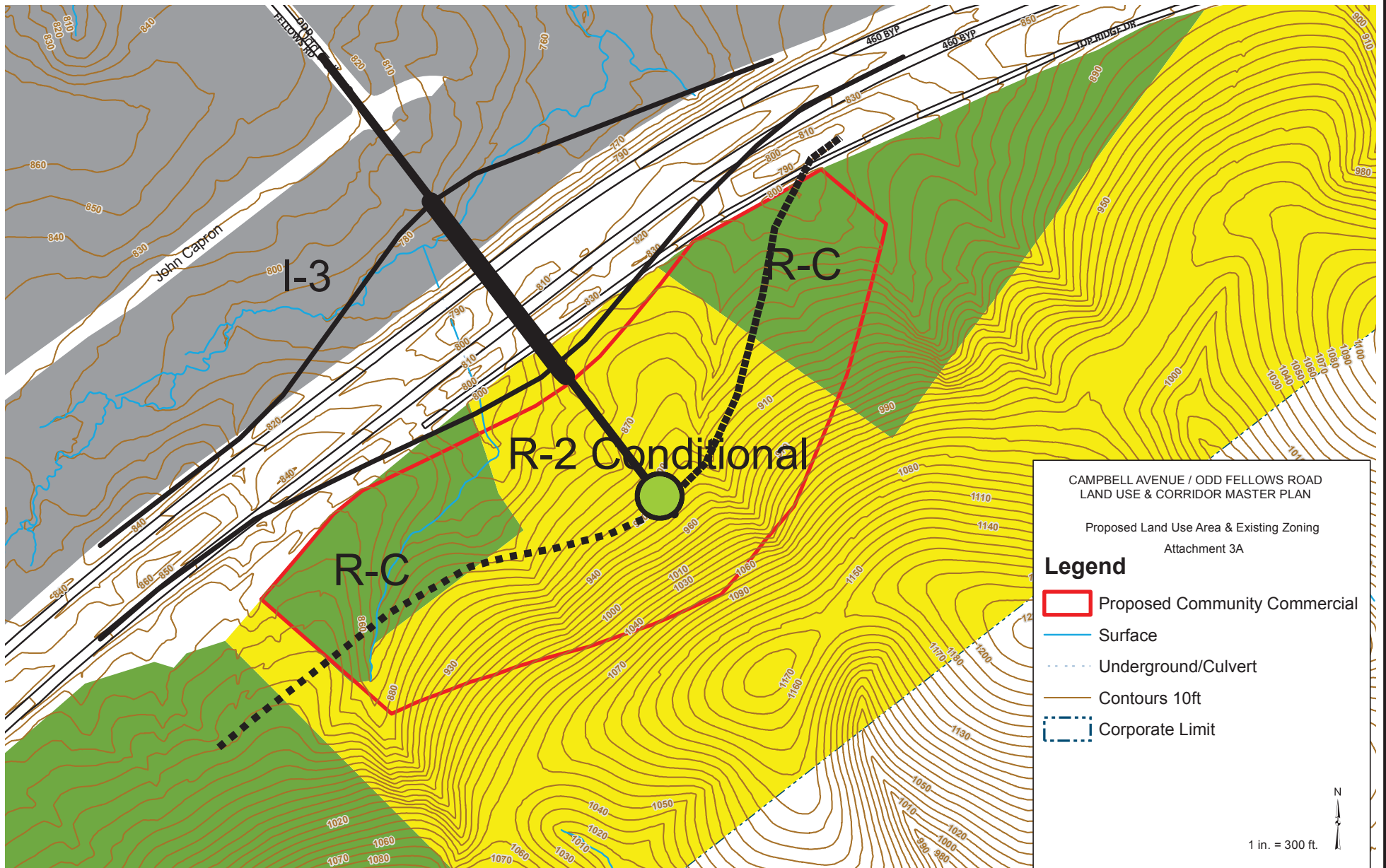
Commissioner Hooper noted that he is in construction and you are never going to put something in place that you are going by each step of the way. It is going to take a lot of people a lot of time to develop this from a concept to a reality. He thinks the public's concerns are valid and need to be considered heavily during this process. He will be voting for this but with the knowledge that a lot of people are going to have to work together to do what is best for everyone.

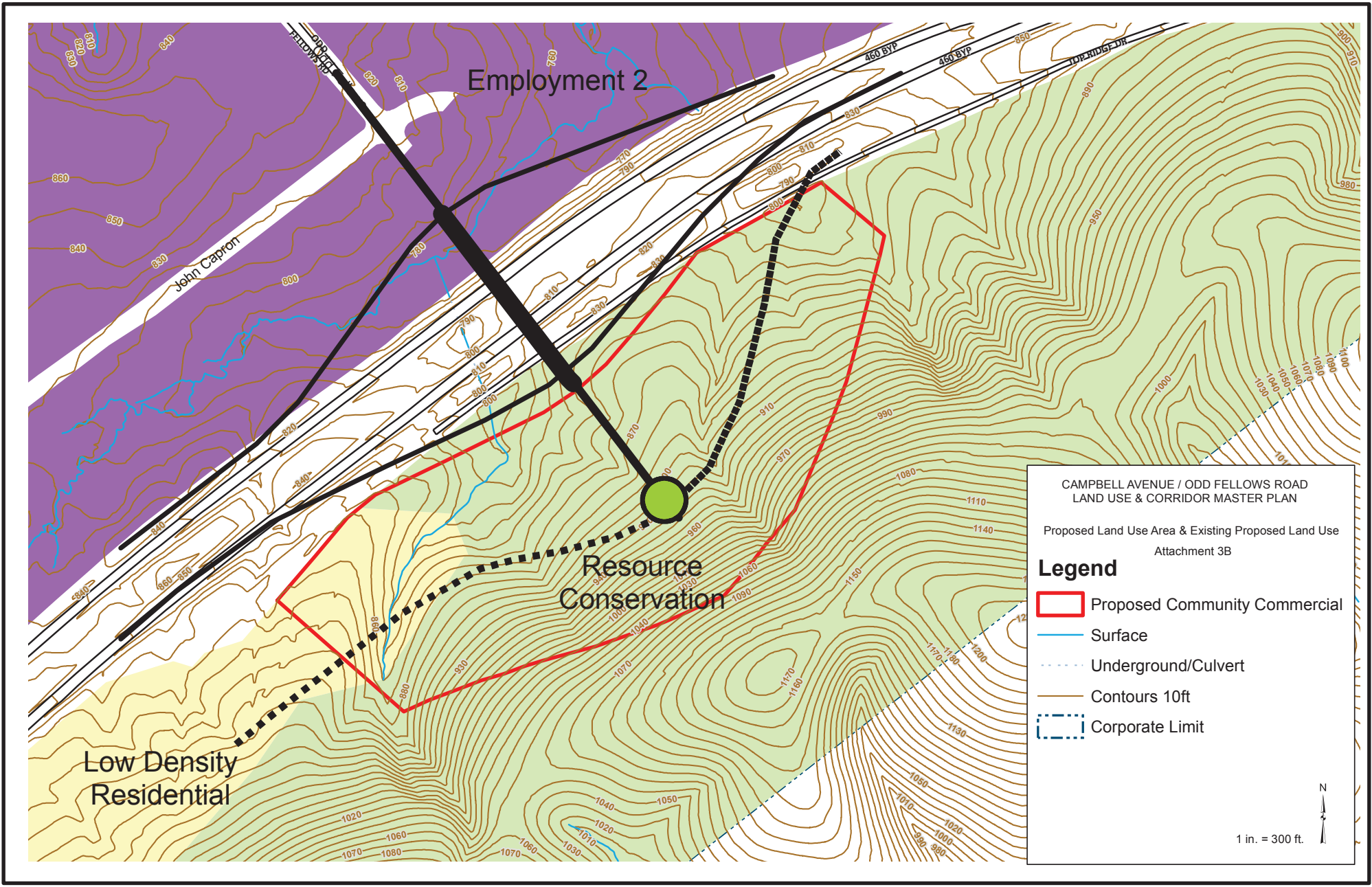
Commissioner Coleman noted that he appreciates those that have come to these meetings and articulated their concerns. That always helps this process in a great way.

Chair Sale noted that they have been given an interchange somewhat surprisingly and he sees it as a new entrance into Liberty and a new entrance into commercial/industrial Lynchburg. We now have an opportunity to create a new environment in this area. He thinks it is a great opportunity and we have taken a great shot at it. It is a concept plan and we have looked at the safest, most efficient ways of doing this. As we go into the design phase, he hopes that there is continued discussion between the City and the stakeholders with regard to how this plan can be empowered for the economic development of this part of the City.

The motion passed by the following vote:

AYES:	Barnes, Coleman, Hannon, Hooper, Sale and Swienton	6
NOES:		0
ABSTENTIONS:		0
ABSENT:		0
VACANCIES:		1





LIMITED ACCESS HIGHWAY

By Resolution of Commonwealth Transportation Board dated

PROJECT MANAGER: [Name]
SUPERVISOR: [Name]
DESIGNED BY: [Name]
CHECKED BY: [Name]

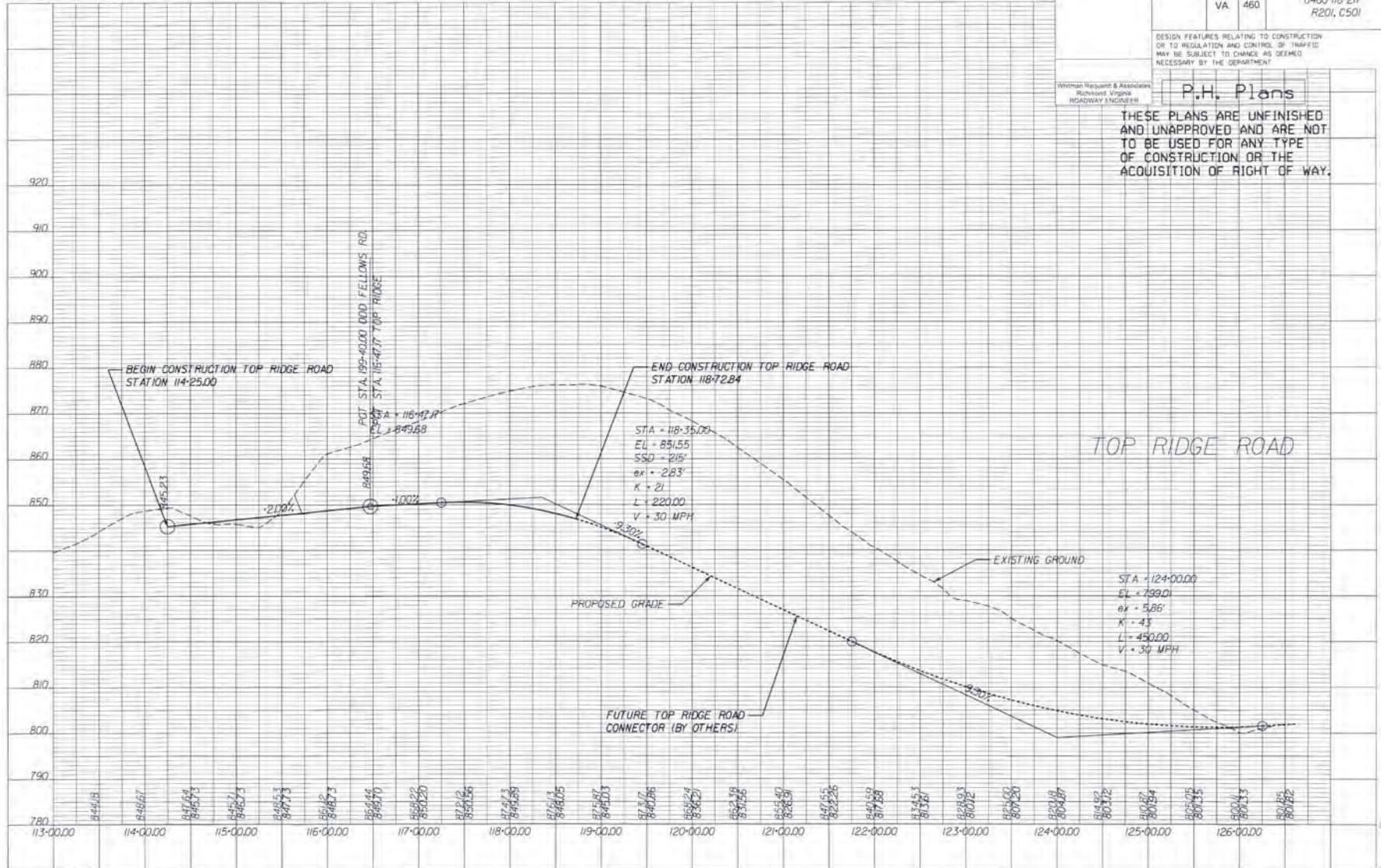
REVISION	STATE	ROUTE	PROJECT	SHEET NO.
	VA	460	0460-118-217 R201, C501	5A/51

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

Whitman Requardt & Associates
Richmond, Virginia
ROADWAY ENGINEERS

P.H. Plans

THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION OR THE ACQUISITION OF RIGHT OF WAY.



PROJECT
0460-118-217
SHEET NO.
5A/51

View:
Profile, Elevation
Grade...

LIMITED ACCESS HIGHWAY

By Resolution of Commonwealth Transportation Board dated

Utility Owners
City of Lynchburg
Lynchburg, Virginia 24502
Contact: Scott Perkins
Telephone: 434-455-4248
scott.perkins@lynchburg.gov

Utility Owners

Water & Sewer
City of Lynchburg
Lynchburg, Virginia 24502
Contact: Scott Perkins
Telephone: 434-455-4248
scott.perkins@lynchburg.gov

Gas
Columbia Gas
1500 Rutherford Street
Lynchburg, VA 24502
Contact: Steven Bishop
Telephone: 434-238-1304
steven.bishop@columbia.com

Electric
Approach Power
400 Mayflower Road
Lynchburg, VA 24502
Telephone: 434-660-8285
doyle.bracks@approach.com

CATV
Comcast Cable
2820 Unimark Drive
Lynchburg, VA 24502
Contact: David Brooks
Telephone: 434-660-8285
doyle.bracks@comcast.com

Telephone
Verizon
553 Leesville Road
Lynchburg, VA 24502
Contact: Leslie Schmitt
Telephone: 434-237-9522
leslie.schmitt@verizon.com

Telephone (Fiber)
Lumina Networks
828 Main Street Suite 902
Lynchburg, VA 24502
Contact: Tim Agee
Telephone: 434-420-5334
agee@lumina.com

Telephone (Fiber)
MBC - Mid-Atlantic Broadband Cooperative
100 Conroy Drive Suite 4
South Boston, VA 24592
Contact: Chris Coleman
Telephone: 434-570-1306
chris@mbc.vic.com

ROUTE	DATE	ROUTE	PROJECT	SHEET NO.
VA	460	0460-118-217	R201, C501	5

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

Within Right-of-Way and Associated
Right-of-Way and Associated
HYDRAULIC ENGINEER

P.H. Plans

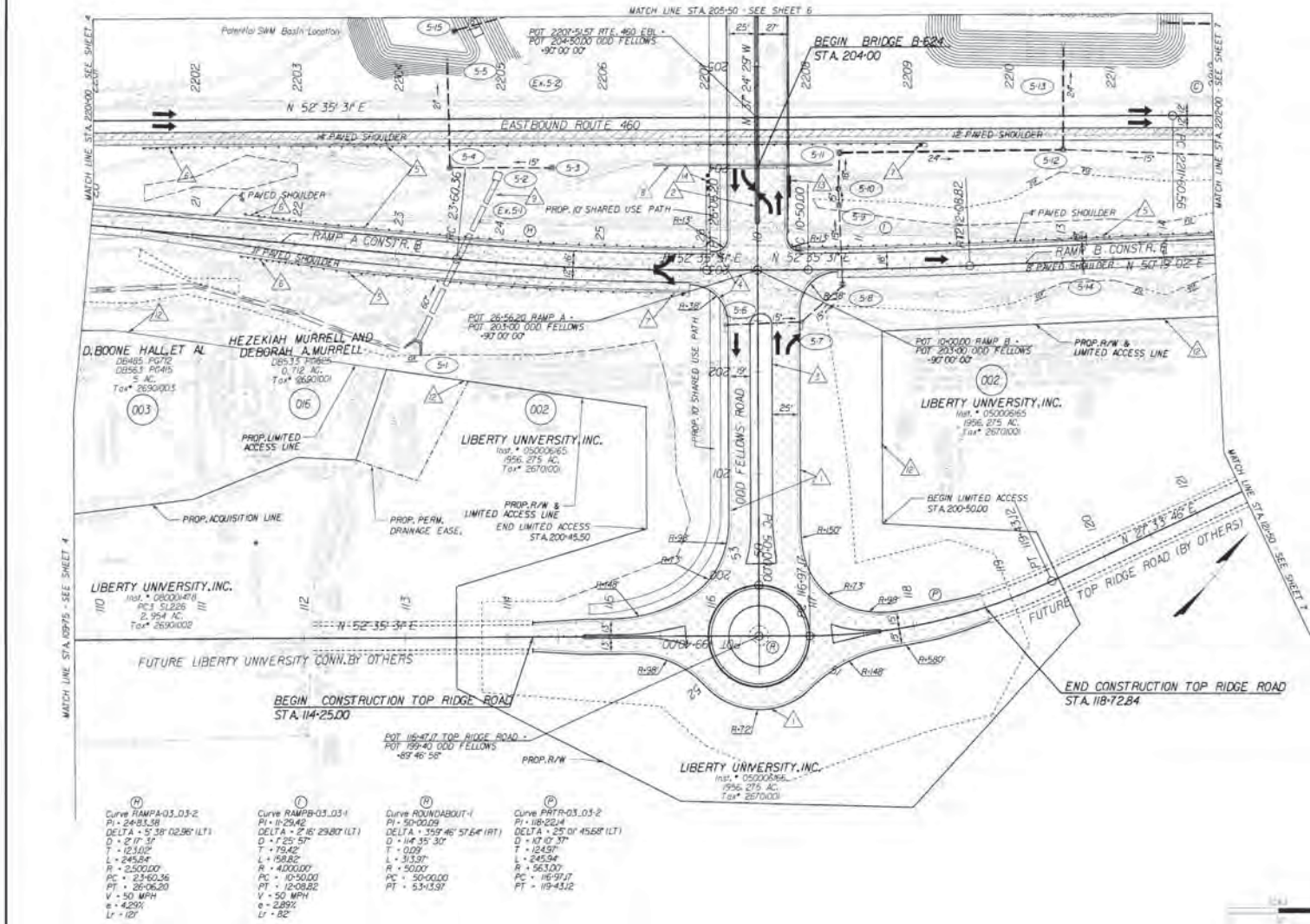
THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION OR THE ACQUISITION OF RIGHT OF WAY.

- Denotes Construction Units in Cuts
- Denotes Construction Units in Fills
- Denotes Proposed Pavement
- Denotes Pavement Paving and Resurfacing
- Denotes Pavement Paving and Build-up
- Denotes Demolition of Pavement
- STANDARD REQ'D.
- STANDARD REQ'D.
- STANDARD REQ'D.
- STANDARD TYPE B REQ'D.
- STANDARD REQ'D.
- STANDARD REQ'D.
- STANDARD REQ'D.
- SPECIAL DESIGN M.S.E. WALL
- PIPE TO BE REMOVED
- DRAINAGE STRUCTURE TO BE REMOVED
- PIPE TO BE ABANDONED AND PLUGGED
- FENCE FE-4
- GR-FOA-2 TYPE 1
- GR-FOA-2 TYPE 2

Sheet	Reference Drawing
SA	Route 460 EB Profile Sheet
SA(1)	Ramp A Profile Sheet
SA(2)	Ramp B Profile Sheet
SA(3)	Old Fellows Road Profile Sheet
SA(4)	Roundabout Profile Sheet
SA(5)	Top Ridge Road Profile Sheet
SA(6)	Ramp C Profile Sheet
SA(7)	Ramp D Profile Sheet
29(1)	Drainage Description Sheet

PROJECT
0460-118-217

SHEET NO.
5



View:
Plan
Create

Attachment 4A

U.S. Route 60 / 29 Business Amherst, VA



Within 250 Feet of Roundabout

January 1, 2009 – December 31, 2011

- 9 Reported Accidents
- 3 Involving Trucks/Buses
- 2 Injuries

A.
2300 Vehicles Per Day
483 Trucks

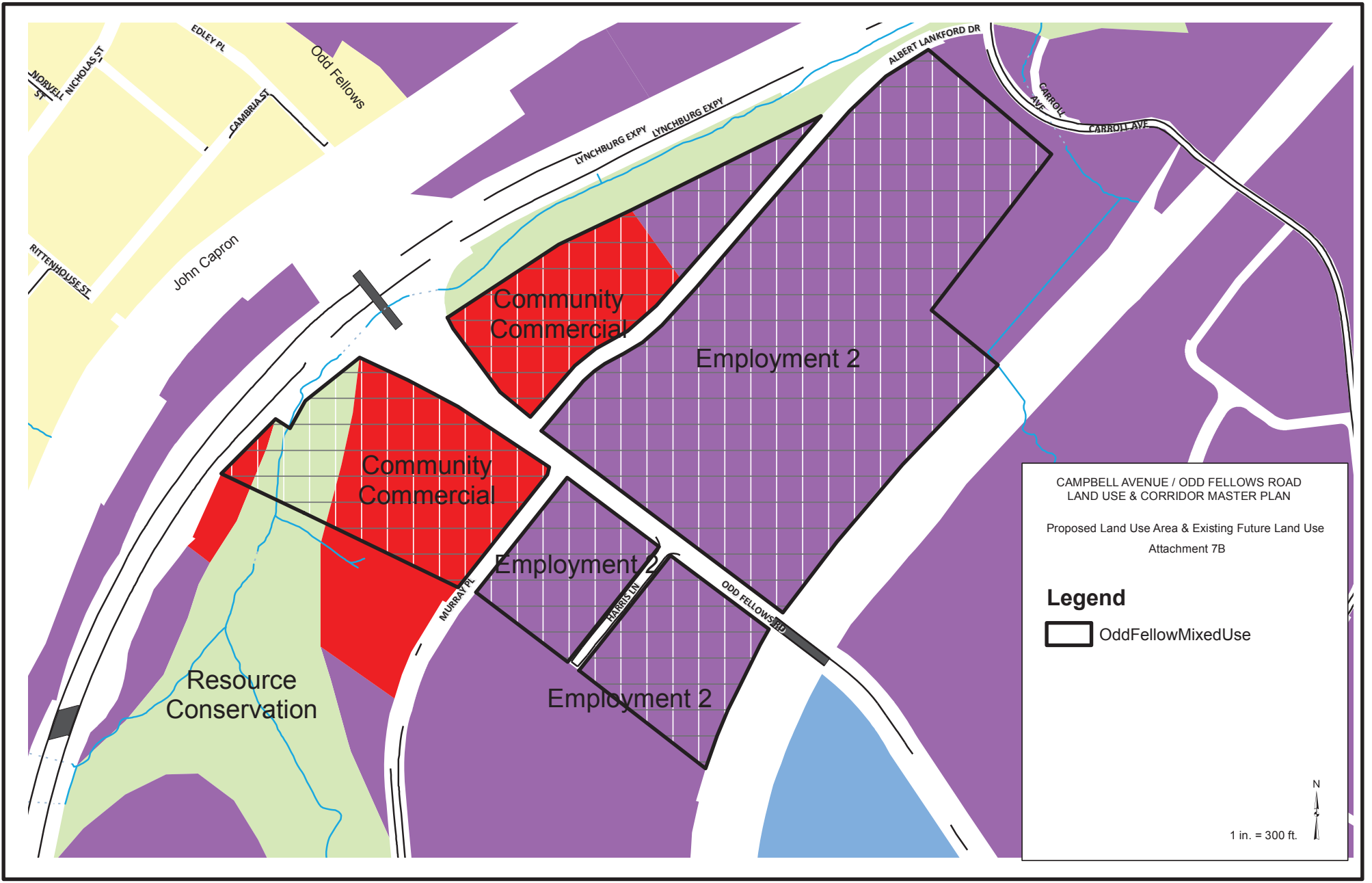
B.
7100 Vehicles Per Day
1491 Trucks

C.
3800 Vehicles Per Day
76 Trucks

ODD FELLOWS

2037 Projection
8,125 Vehicles Per Day
650 Trucks





CAMPBELL AVENUE / ODD FELLOWS ROAD
LAND USE & CORRIDOR MASTER PLAN

Proposed Land Use Area & Existing Future Land Use
Attachment 7B

Legend

OddFellowMixedUse

N
1 in. = 300 ft.



The City of Lynchburg, Virginia

MEMORANDUM

AGENDA ITEM NO: 15

TO: City Council

FROM: L. Kimball Payne, III, City Manager 

DATE: June 6, 2013

SUBJ: Proposed Building Swap with Centra Health re the Health Department

This matter is included for Council's further consideration. If Council wishes to approve the proposal, a resolution is attached.

At the time of composition of this memorandum Centra Health had not completed its financial analysis of the two options; namely, the proposed swap or the purchase of the current building from the City and the lease of the renovated building at the Plaza to the state by Centra.

What I understand regarding the potential impact to the City of Centra leasing the renovated building to the state is that the City would be responsible for approximately 40% of the lease cost. If the renovated building leased for a market rate, the annual rental cost could be as much as \$500,000 a year with the City's share being at least \$200,000.

In implementing this option the City would:

- Lose rental revenue on both the current and the renovated building. The current revenue is \$100,000/year.
- Have to pay 40% of any future lease amount.
- Gain the sale proceeds of the current building, which was appraised at \$2.35 million.
- Rid itself of the obligation to maintain any building for the Health Department.

It is doubtful that eliminating the obligation to maintain a building for the Health Department would produce cost savings that would overcome the loss of lease revenue and the 40% share of the new lease cost. Furthermore, maintenance

costs in the renovated building should be relatively low for the first ten or so years.

Staff will continue to evaluate this and will be prepared to discuss it further with Council on Tuesday. Please let me know if there are any questions in the meantime.

Attachment

RESOLUTION:

BE IT RESOLVED that the City Manager and City Attorney are hereby authorized to sign the Memorandum of Understanding between the City of Lynchburg and Centra Health and any documents that may be needed to complete the exchange of the properties at 1900 Thompson Drive and 901 Lakeside Drive.

Adopted:

Certified:

Clerk of Council

089V



COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH

CENTRAL VIRGINIA HEALTH DISTRICT
1900 THOMSON DRIVE
LYNCHBURG, VIRGINIA 24501

PHONE: (434) 947-6785

SERVING THE COUNTIES OF
AMHERST
APPOMATTOX
BEDFORD
CAMPBELL
and the
CITY OF LYNCHBURG

May 31, 2013

Mr. L. Kimball Payne, III
Lynchburg City Manager
900 Church Street
Lynchburg, VA 24504



Honorable Members of the Lynchburg City Council:

I am writing in response to concerns that have been expressed regarding the proposed property-swap and moving the Lynchburg Health Department from its current location to the StarTek building. I believe that due diligence is being exercised by all parties in this matter.

Representing the Health Department, I appreciate both Centra's and the City's inclusion of me and my District Management Team in the discussions surrounding the swap and move. As we are part of a state agency, our decision-making power has limits – one of which is known as DRES (the Division of Real Estate Services). It is DRES' responsibility to represent the interests of the Commonwealth's taxpayers with regard to real estate transactions; we here at the Lynchburg Health Department could not on our own enter into a bad deal or a good deal. DRES has been present in the background for all discussions between us, Centra, and the City. Even without DRES, I believe that I and my management team are very capable of assessing these arrangements for their suitability to the needs of the Health Department and for the purposes of promoting the Lynchburg public's health.

In a nutshell, the City of Lynchburg provides a little over 40% of our general operating budget; this includes Maternal and Child Health, Environmental Health, Chronic Disease Prevention and facilities (rent, maintenance, etc.). If the rent goes up, so does the City's required contribution. If major maintenance is needed, and it is not provided directly by the City, the City's required contribution goes up.

This is a major reason that most local health departments lease their facilities from local governments, so as to have more direct and predictable influence over these expenses. It is also why often health department leases are at rates lower than commercial norms. It is unlikely, for example, that we or DRES or the City would go along with a sudden increase in our rent to commercially-prevailing rates – a disincentive to an aspiring private landlord.

We have spent a number of hours in discussions of these issues with representatives from Centra, the City, DRES, facilities managers, architects, etc. I am satisfied that all parties understand our needs and concerns. As I have already stated publicly, I view these proceedings as a rare opportunity to gain a new and improved location and facility for the Lynchburg Health Department, and should the project proceed I will be involved in all aspects of it, representing the interests of public health.

Based on my 20+ year career experiences, Lynchburg is to be applauded for the working relationship between the City, a major healthcare organization like Centra, and the Health Department. Such a good partnership is rarer than it should be! I am confident that the City's support and Centra's commitment to "hold harmless" the Health Department – to make sure that our services to citizens are not only preserved but enhanced – will result in a win for all stakeholders.

Respectfully,

A handwritten signature in black ink, appearing to read "Kerry W. Gateley". The signature is stylized with a large, looped "K" and a cursive "Gateley".

Kerry W. Gateley, M.D., MPH, CPE
Director

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **May 28, 2013**

AGENDA ITEM NO.: 18

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Proposed Swap of Buildings with Centra Health and Relocation of the Lynchburg Health Department**

RECOMMENDATION: After a public hearing, approve the Memorandum of Understanding and authorize the City Manager and City Attorney to sign the necessary documents for the exchange of properties subject to all appropriate conditions being satisfied.

SUMMARY: For a number of years Centra Health has had in interest in obtaining the city-owned building on Thompson Drive that houses the Lynchburg Health Department in order to expand the foot print of Lynchburg General Hospital. While not opposed in principle to Centra's acquisition of the property, it has been the City's position that the Health Department needed to be relocated to another comparable or better location at no cost to the City.

Last year Centra acquired the building at 901 Lakeside Drive (or alternately identified as 307 Allegheny Avenue), which is currently leased by a call center. The lease expires on September 30th. Centra Health now proposes to renovate the building at its expense, swap buildings with the City, and relocate the Health Department to this building.

The terms of this property exchange are outlined in the Memorandum of Understanding (MOU) that is in substantially final form and is attached.

The two buildings are roughly comparable and the newly renovated building is acceptable to the local Health Director, Dr. Kerry Gately. Dr. Gately and City staff will be involved with the development of the plans for the building's renovation. The newly renovated building will be leased by the City to the state.

PRIOR ACTION(S): None

FISCAL IMPACT: The current lease provides \$100,000 in annual revenue to the City. It is anticipated that the new lease will be comparable.

The property at 1900 Thompson Drive is assessed at \$3,060,900 and was appraised at \$2,350,000. The property at 307 Alleghany Avenue is assessed at \$3,046,300 and was appraised at \$2,100,000, as currently leased. The market value of the property, after renovation, is appraised as \$5,500,000.

CONTACT(S): Kimball Payne, 455-3990

ATTACHMENT(S): Proposed Memorandum of Understanding

REVIEWED BY: lkp

077K

MEMORANDUM OF UNDERSTANDING (this “**MOU**”)

for

EXCHANGE AGREEMENT

by and between

The City of Lynchburg, Virginia (the “**City**”)

and

Centra Health, Inc. (“**Centra**”)

May __, 2013

1. **Background.**

- a. The City presently owns 2.476 acres in the City of Lynchburg, which includes a two-level, 42,514 square foot medical office building, located at 1900 Thomson Drive, Lynchburg, Virginia 24501 (the “**1900 Thomson Dr. Property**”). The 1900 Thomson Dr. Property is immediately adjacent to Centra’s Lynchburg General Hospital campus.
- b. The Virginia Department of Health (“**VDH**”) presently operates the Central Virginia Health District headquarters (the “**Lynchburg Health Department**”) from the 1900 Thomson Dr. Property, which it leases from the City on a month-to-month basis.
- c. Centra owns 3.944 acres in what is commonly referred to as the lower level of the Plaza Shopping Center, which includes a 37,040 square foot commercial building, located at 901 Lakeside Drive, Lynchburg, Virginia 24501 (the “**901 Lakeside Dr. Property**”).
- d. The 901 Lakeside Dr. Property is presently leased by Centra to StarTek USA, Inc. for use as a call center. That lease expires September 30, 2013.
- e. Centra and the City desire to exchange the 901 Lakeside Dr. Property for the 1900 Thomson Dr. Property (the “**Exchange**”). Centra will, at its expense, design and construct renovations to the 901 Lakeside Dr. Property for purposes of VDH’s operation of the Lynchburg Health Department from offices to be located in the existing building on the 901 Lakeside Dr. Property (“**Centra’s Work**”). The

Exchange will allow (i) Centra to expand its hospital facilities to improve the welfare of the community served by Centra and (ii) the City to improve the welfare of the community served by the Lynchburg Health Department.

- f. The parties agree that the value of the 901 Lakeside Dr. Property, upon substantial completion of Centra's Work, will equal or exceed the value of the 1900 Thomson Dr. Property, according to appraisals performed by Hallmark Properties Inc.
 - g. This MOU describes the terms on which the City and Centra intend to enter into an exchange agreement (the "**Exchange Agreement**") for the purpose of more fully describing all of the terms and conditions of the Exchange. The parties agree to negotiate in good faith to enter into the Exchange Agreement.
- 2. **Approval by VDH; Possession.** The City represents that during the Planning Period (as defined in paragraph 3 below) it will obtain all approvals from VDH (including negotiation of a new lease if necessary) to move VDH's Lynchburg Health Department to the 901 Lakeside Dr. Property on the basis described in this MOU. Centra represents that StarTek USA, Inc.'s lease of the 901 Lakeside Dr. Property ends on September 30, 2013 so that it may begin construction of Centra's Work at that time. Centra will deliver possession of the 901 Lakeside Dr. Property to the City and VDH upon substantial completion of Centra's Work. The City represents that it will deliver possession of the 1900 Thomson Dr. Property to Centra at Closing of the Exchange, subject to continued occupancy of such property by VDH until such time as Centra has substantially completed Centra's Work and relocated VDH to the 901 Lakeside Dr. Property (the "**Relocation**"). VDH will pay Centra on the same basis VDH pays the City for the period of its occupancy of the 1900 Thomson Drive property between the dates of Closing and Relocation, and Centra will pay to the City all rent (but not any charges for utilities or services) collected from VDH on account of its occupancy of the 1900 Thomson Dr. Property until the date of the Relocation.
- 3. **Planning Period.** During the 90-day period from the last of the parties to sign this MOU (the "**Planning Period**") the following will occur:
 - a. *Plans and Specifications for Centra's Work.* Centra will, at its expense, engage an architectural and engineering team to provide space planning services for Centra's Work, and the City (including input from VDH) and Centra will agree on the space plan and specifications for Centra's Work (the "**Plans and Specifications**"). Centra will cooperate with the City and VDH in developing the Plans and Specifications. The Plans and Specifications will generally be

consistent with VDH's standard requirements, as specified in Exhibit C, titled "Guidelines for Interior Tenant Improvements," attached hereto and incorporated herein. Where the Plans and Specifications are silent as to a particular item, construction will be average to good quality medical office space consistent with Centra's customary practices for building out medical office space for primary care physicians.

- b. *Schedule for Construction and Relocation of VDH.* The parties will agree to a schedule for construction of Centra's Work (the "**Construction Schedule**") during the Planning Period, including dates estimated for commencement, substantial completion and any interim milestones. At the time of this MOU, the parties intend that Centra will bid Centra's Work by August 31, 2013. Additionally, Centra will cooperate with the City and VDH in developing the schedule for the Relocation of VDH's Lynchburg Health Department to the 901 Lakeside Dr. Property (the "**Relocation Schedule**"), which Relocation will begin promptly upon substantial completion of Centra's Work. These schedules will be subject to adjustment for delays outside of Centra's control.
 - c. *Title & Survey.* Either party may conduct title work and survey work on the property that such party will acquire in the Exchange. Each party must notify the other party of any objections to title or survey matters during the Planning Period. Any title or survey matters not objected to during the Planning Period will be considered permitted exceptions and conveyance will be subject to such exceptions.
 - d. *Exchange Agreement.* Upon execution of this MOU, Centra's counsel will prepare an Exchange Agreement for approval by the City.
4. **Construction.**
- a. *Performance of Centra's Work.* Centra will, at its expense, construct Centra's Work according to the Plans and Specifications and the Construction Schedule.
 - b. *Selections.* The City will promptly confirm any selections that require the City's approval as set forth in the Plans and Specifications, or if the City does not make such selections within 7 days of request Centra may make such selections according to its standard construction procedures for medical office space of the type described in paragraph 3. a. above.

- c. *The City's Work.* The term "**City's Work**" means any work (including planning, materials, labor and supervision) that increases the scope (including quantity or quality) of Centra's Work as described in the Plans and Specifications, including as may be needed for the City to provide upgrades for VDH above the scope of Centra's Work. The City shall be responsible, at its expense, for the City's Work. Centra will not have any responsibility to perform or provide any of the City's Work unless agreed in a written change order, which shall set forth the price to the City of the City's Work (including the cost of the work, overhead, profit, and any extended general conditions costs) and any extension of the Construction and Relocation Schedules.
 - d. Any of the City's Work to be performed by the City shall occur after substantial completion of Centra's Work.
- 5. **Exchange.** The Exchange Agreement will set forth in greater detail the terms of the Exchange, which shall be consistent with this MOU and shall provide for the following terms to govern the Exchange:
 - a. *Price and Terms.*
 - i. No cash consideration; real estate exchange as provided in this MOU.
 - ii. Centra will, at its expense, construct Centra's Work according to the Plans and Specifications and the Construction Schedule.
 - iii. The City will pay for the City's Work.
 - iv. Centra will, at its expense, relocate VDH's Lynchburg Health Department (including placing furniture and installing fixtures and equipment) to the 901 Lakeside Dr. Property upon substantial completion of Centra's Work, according to the Relocation Schedule.
 - b. *Exchange Documents.*
 - i. The parties will exchange deeds, owner's affidavits as to possession and mechanic's liens, a settlement statement, and other closing papers as necessary or appropriate to consummate the Exchange.
 - c. *Settlement Costs.*
 - i. Subject to item c. ii. below, all settlement costs will be paid by Centra.
 - ii. Each party will pay its own attorney fees.
 - d. *Brokers.*
 - i. Neither the City nor Centra is represented by a broker or real estate agent in this transaction, so no brokerage fees or commissions will be payable as a result of the Exchange.
 - e. *Closing of the Exchange ("Closing").*
 - i. Closing will occur in Lynchburg, Virginia.

- ii. The parties will consummate the Exchange and transfer title no later than 30 days after the end of the Planning Period.
- f. *Transfer of Possession.*
 - i. At Closing, the City will deliver possession of the 1900 Thomson Dr. Property to Centra, subject to VDH's continued occupancy as provided in paragraph 2 above until the date of Relocation.
 - ii. Upon substantial completion of Centra's Work, Centra will deliver possession of the 901 Lakeside Dr. Property to the City and VDH for the Relocation of VDH to the 901 Lakeside Dr. Property.
- g. *Approval by Lynchburg City Council.* The parties' obligations under this MOU, including the City's conveyance of the 1900 Thomson Dr. Property to Centra and Centra's conveyance of the 901 Lakeside Dr. Property to the City, are conditioned upon the approval of this MOU for the exchange of said properties by the Lynchburg City Council as required by Section 15.2-1800 of the Code of Virginia.

[SIGNATURES ON FOLLOWING PAGE]

SIGNATURES TO MEMORANDUM OF UNDERSTANDING, DATED _____, 2013:

THE CITY OF LYNCHBURG, VIRGINIA

By _____
L. Kimball Payne, Jr., City Manager

Date of Execution: _____

CENTRA HEALTH, INC.

By _____
E.W. Tibbs, Jr., CEO

Date of Execution: _____

EXHIBIT C

GUIDELINES FOR INTERIOR TENANT IMPROVEMENTS

This listing is intended to be a comprehensive description of the general level of acceptable finishes the Commonwealth of Virginia expects, however, the requirements of the Tenant will vary from site to site and specific finishes will be defined in the course of the design of the Tenant Improvements.

ADA Accessibility

- All facilities shall comply with applicable ADA codes and regulations for access and ability to work in a barrier free space.
- Accessible facilities to include parking, building entrance, elevators, toilets and other ancillary spaces as well as tenant office areas.

Environmental

- The building is to be free of friable asbestos, or friable asbestos must be properly abated prior to occupancy. ACM's must be managed under an appropriate management plan. Certification will be required as part of the lease.
- Only low VOC adhesives, paint and other materials to be used.
- Space to be mold free. Certification of mold free environment may be required.

Ceiling

- Lay-in acoustical 2' x 2' tiles with suspended grid, with minimum NRC of 0.65.

Lighting

- Luna 2' x 4' recessed indirect light with narrow 4" perforated center basket fluorescent fixtures with energy efficient lamps (T-8 or better) and electronic ballasts shall be provided. Fixtures shall be capable of producing and maintaining a uniform lighting level of 50-foot candles at working surface height throughout the space. Indirect lighting to be suspended when ceiling height allows.
- Restroom lighting shall be 30 foot candles measured at counter height and 20 foot candles measured at the floor in enclosed corridors.
- Dimmable ballast fluorescent or zoned lights shall be provided for conference/training rooms and reception areas.
- Emergency egress lighting as required by applicable life safety codes shall be provided throughout the entire space.

Walls

- Gypsum wallboard, minimum thickness of 5/8" with studs at a maximum of 24" on center, level 4 finish.
- Acoustical treatment in walls for all conference/meeting/training rooms, e.g. 3 ½" sound attenuation batt insulation.
- Walls to be finished with primer and two finish coats of paint.

Windows

- 1" wide, metal blade mini blinds shall be provided and installed.

Doors

- Flush solid wood core.
- Minimum 3'-0" wide x 7' high.
- ADA compliant lever hardware.
- Locks and closers provided as required in compliance with ADA and as required by Tenant.
- Automatic assist on building and/or suite entry doors as required by ADA code.

Floor

- Finished floor to be ½" over 10 feet level and clean, ready to receive carpet or resilient flooring.

Carpet

- Branded 100% nylon with minimum density of 6,000.
- Minimum face weight for carpet tiles to be 20 oz. per sq. yd.
- Minimum face weight for broadloom products to be 26 oz. per sq. yd.

Resilient Flooring

Acceptable:

- If Vinyl Composition tile is specified/used – 12" x 12", Armstrong, Tarkett, or equal.
- If Ceramic Tile is specified/used – thinset in 12" x 12" Crossville or equal.

Vinyl Base

- Shall be 1/8" gauge x 4" high, cove profile in longest lengths possible, continuous roll preferred.

Casework

- To meet A.W.I. Standard for custom grade.
- High pressure plastic laminate on all exposed surfaces.
- To be designed and constructed to meet ADA codes.

- Solid surface countertops on all toilets having multiple fixtures.
- Storage shelving as required by Tenant.

Electrical Power

- 7.5 watt per square foot.
- Clean source power available, free of distortion and harmonics.
- Core drills as needed for tenant systems furniture layout.

Sprinkler System

- Certified, compliant, fully operational sprinkler system to be provided to meet local building codes.

HVAC System

- Must provide a temperature throughout the Building of not less than 68° F nor more than 74° F year round, during regular business hours of the Occupants, with a minimum of 20% relative humidity when heat is being provided and with a maximum of 60% relative humidity when air conditioning is being provided.
- Provide terminal device every 1,200 square feet.
- Fresh air exchange rates and CO2 levels shall comply with Ventilation Standard for Virginia MEP code 62.1, 2007.

Exhaust System

- Required for all toilet facilities.

Drinking Fountains

- The Lessor shall provide a minimum of one (1) chilled water drinking ADA Compliant fountain on each floor. Travel from any part of the leased space to this water fountain must not exceed 150 feet.

High Density Filing

- Live floor load shall be sufficient to accommodate modern high density filing system in specified locations.

Building Vending Area

- Water lines for supply and drainage.
- Dedicated/separate electrical circuits for appliances and vending as required.
- Supplemental cooling if required.

Cabling/Telecommunications/Electrical

- Accessible and appropriately sized conduit from the demark location to all occupied floors.
- Core drills as needed to accommodate tenants systems furniture layout.
- 1" conduit within the premises.

Server Room

- VCT or raised floor if required.
- Full height insulated walls.
- Supplemental HVAC system.
- Separate electrical panel with an emergency shut off button within the server room.

Security

- Card reader access system with electric strikes as identified on Tenant's space.
- Controlled access into specified areas, if required.
- Security glass as required by Tenant in reception area

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 11, 2013**

AGENDA ITEM NO.: **16**

CONSENT:

REGULAR: **X**

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Real Estate Tax Refund for River Ridge Mall**

RECOMMENDATION: Adopt the attached resolution settling the lawsuit of River Ridge Mall, LLC v. City of Lynchburg and appropriating a partial refund of the real estate taxes paid by River Ridge in the amount of \$139,036.

SUMMARY: In December of 2010 River Ridge filed a lawsuit challenging the City's tax assessment for the Mall for the 2007 through the 2010 tax years. The City and River Ridge have agreed to settle the lawsuit upon the following terms: (i) River Ridge dropped its challenge to the tax assessments for the 2007 and 2008 tax years, (ii) the City and River Ridge agreed the tax assessments for the 2009 and 2010 tax years will be \$45,000,000, (iii) the City and River Ridge agreed the tax assessments for the 2013 and 2014 tax years will be \$46,604,400 and (iv) the City agreed to pay River Ridge a partial refund of the real estate taxes paid by River Ridge for the tax years 2009 through 2012, which does not include interest.

The settlement allows the City and River Ridge to (i) avoid the uncertainty of litigation, (ii) save the fees and expenses associated with a trial and possible appeals, and (iii) maintain a good working relationship for the future.

PRIOR ACTION(S): Closed meeting with City Council on May 14, 2013, to discuss a possible settlement.

FISCAL IMPACT: Appropriation of \$139,036 from the General Fund Reserve for Contingencies.

CONTACT(S): Walter C. Erwin, City Attorney, 455-3973

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the settlement agreement between River Ridge Mall and City of Lynchburg is hereby approved.

BE IT FURTHER RESOLVED that the FY 2013 General Fund budget is amended and \$139,036 is appropriated with resources from the General Fund Reserve for Contingencies for a partial refund of the real estate taxes paid by River Ridge Mall, LLC, for the tax years 2009 through 2012.

Introduced:

Adopted:

Certified: _____
Clerk of Council