

**LYNCHBURG CITY COUNCIL
PHYSICAL DEVELOPMENT COMMITTEE**

**Tuesday, July 10, 2018
8:00 a.m.**

Information Items

Recent/Pending Contract Awards: n/a

Update on priority projects: -See attached report.

General Business

1. Review of PDC guidelines
2. Roll Call

Lee Newland

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

Next Meeting: August 14, 2018

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

July 10, 2018

Projects of Interest	Phase	Phase Completion	Sch	Bud	Notes
Timberlake / Logan's Lane Intersection	* Construction	October 2018	■	■	Construction Underway - Ramp Closed Monday July 9; Scheduled to Re-open August 7
Wards Ferry Road Improvements @ Heritage	Construction	October 2018	■	■	Construction Underway
Main Street Bridge	* Construction	November 2018	■	■	Construction Underway - Beams set July 5 & 6
Fifth Street Phase 3	Construction	June 2019	■	■	Construction Underway
Liberty Mountain Drive - Phase 3	* Construction	August 2019	■	■	Construction Underway
Odd Fellows Road - Sections A and B1	* Construction	August 2018	V	V	Ribbon Cutting July 30th - Open to Traffic August 3
Odd Fellows Road - Section B2	* Construction	May 2019	V	V	Construction Underway - Bridge to Close in September
VDOT Median Barrier Replacement 29 North	Construction	December 2018	V	V	Construction Underway
Downtown Watermain Replacement & Streetscape 2	Design	May 2019			Survey and Design Underway
Indian Hill Road Bridge	Design	August 2018			In Design
College Lake Dam	Preliminary	June 2018			Permit Renewed - Reviewing Preliminary Engineering Report
One Way Pairs @ 501/221	Preliminary	June 2019			NEPA Document Underway
Police Department Headquarters	Preliminary	December 2018			Environmental and Demolition RFP's Being Prepared

LEGEND

Schedule -

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

Budget -

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

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **July 10, 2018 PDC**

AGENDA ITEM #:

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Physical Development Committee Guidelines

KEY ELEMENTS:

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

RECOMMENDATION:

Review and approve the attached guidelines for the operation of City Council's Physical Development Committee (PDC).

SUMMARY:

The Physical Development Committee (PDC) reviews the guidelines every two years to ensure the committee is organized for a high degree of effectiveness and efficiency.

PRIOR ACTION(S):

FISCAL IMPACT:

None

CONTACT(S):

Lee Newland – City Engineer – 455-3947

ATTACHMENT(S):

Physical Development Committee Guidelines

REVIEWED BY:

Lynchburg City Council

Physical Development Committee Guidelines

2018

General Purpose Statement

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

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

I. Items considered as General Business include:

1. Presentations by and requests from City departments, citizens, outside agencies and private entities including those seeking relief from City Code requirements (preliminary review) and City policies, such as utility connection fees;
2. Petitions for non-routine utility line extensions;
3. Reallocations (greater than \$100,000) of non-project specific Capital Budget appropriations.

II. Items considered as Other Information include:

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

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

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

IV. Committee Procedures Regarding Items from the General Public

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