

**LYNCHBURG CITY COUNCIL  
PHYSICAL DEVELOPMENT COMMITTEE  
Tuesday, February 14, 2023  
3:00 p.m.**

**Information Items**

None

**General Business**

- |  |             |
|--|-------------|
| 1. PDC Guidelines & Procedures                   | Lee Newland |
| 2. Discussion of Franchise Process for R/W Usage | Lee Newland |
| 3. Roll Call                                     |             |

pc: Wynter C. Benda, City Manager  
Greg Patrick, Deputy City Manager  
Council Members  
Gaynelle Hart, Director of Public Works  
News & Advance  
File

## AGENDA ITEM SUMMARY

### MEETING DATE

February 14, 2023

### PRESENTED BY

Lee Newland, City Engineer

### AGENDA ITEM # VI.12

Review and Approve the City Council's Physical Development Committee (PDC) Guidelines

### RECOMMENDATION

Approve the 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 in conjunction with the Committee's chair. After review by the Committee, City Council is required to approve the guidelines.

### PRIOR ACTION(S)

- None

### FISCAL IMPACT

None

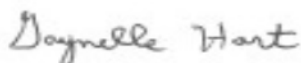
### CONTACT(S)

Lee Newland, City Engineer  
Gaynelle Hart, Director of Public Works

### ATTACHMENT(S)

1. PDC Guidelines 2-14-23 Mark-up
2. PDC Guidelines 2-14-23 Clean

### REVIEWED BY



\_\_\_\_\_  
Gaynelle Hart, Director of Public Works

Date: February 07, 2023

Date:

# Lynchburg City Council

## Physical Development Committee Guidelines

**2020 2023**

### 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. Meetings are held the 2<sup>nd</sup> Tuesday of the month at 3pm.

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 & development requirements;
2. Petitions for non-routine utility line extensions;
3. Reallocations (greater than \$~~100,000~~ 200,000) of non-project specific Capital Budget appropriations that do not meet City Code and City policies, such as cross allocations of funds and citizen driven requests that are unclear in the Code or policies.

#### 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, economic impact reports 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~~ three 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 Public Works Director or 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.

# Lynchburg City Council

## Physical Development Committee Guidelines

2023

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