

City Council Work Session

Tuesday, August 20, 2013

6:00 p.m.

Council Chambers – Rouss City Hall

AGENDA

1.0 Call to Order

2.0 Public Comments: (Each person will be allowed 3 minutes to address Council with a maximum of 10 minutes allowed for everyone)

3.0 Items for Discussion:

3.1 O-2013-14: AN ORDINANCE TO AMEND AND REENACT ARTICLES 18, 21, AND 23 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO SIGNS, VIOLATION AND PENALTY, FEES, AND CORRIDOR ENHANCEMENT TA-13-138 (*Revision to temporary sign provisions and permit requirements*) - Aaron Grisdale, Director of Zoning & Inspections (pages 3-21)

3.2 O-2013-26: AN ORDINANCE TO MODIFY SECTION 14-53 OF THE WINCHESTER CITY CODE PERTAINING TO PROHIBIT PARKING IN LOADING ZONES (*Limits parking in a loading zone to 15 minutes*) - Kevin Sanzenbacher, Chief of Police (pages 22-25)

3.3 R-2013-39: Resolution – Adoption of the Street Maintenance Master Plan to be used as the City’s guide for future street maintenance program – Perry Eisenach, Utilities Director (pages 26-49)

3.4 R-2013-40: Resolution – Approval to create a formal policy for Council review and approval of grant applications – Dale Iman, City Manager (pages 50-54)

3.5 Discussion: Reformation of the Community Development Committee and Economic Development Authority– Doug Hewett, Assistant City Manager (pages 55-57)

3.6 Discussion: Creation of “Green Team” Sustainability Taskforce – Doug Hewett, Assistant City Manager (pages 58-60)

4.0 Executive Session

4.1 MOTION TO CONVENE IN EXECUTIVE SESSION PURSUANT TO §2.2-3711(A)(7) OF THE CODE OF VIRGINIA FOR THE PURPOSE OF RECEIVING LEGAL ADVICE AND STATUS UPDATE FROM THE CITY ATTORNEY AND LEGAL CONSULTATION REGARDING THE SUBJECT OF SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL

ADVICE BY THE CITY ATTORNEY AND MATTERS OF ACTUAL OR
PROBABLE LITIGATION

5.0 Liaison Reports

6.0 Monthly Reports

6.1 Police Department (page 61)

6.2 Fire & Rescue Department (pages 62-65)

7.0 Adjourn

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: 8/20/13 (work session), CUT OFF DATE: 8/14/13
9/10/13 (first reading) 10/8/13 (second reading/public hearing)

RESOLUTION ___ ORDINANCE X PUBLIC HEARING X

ITEM TITLE:

TA-13-138 AN ORDINANCE TO AMEND AND REENACT ARTICLES 18, 21, 23, AND 14.2 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO SIGNS, VIOLATION AND PENALTY, FEES, AND CORRIDOR ENHANCEMENT. (Revision to temporary sign provisions and permit requirements)

STAFF RECOMMENDATION:

Approval.

PUBLIC NOTICE AND HEARING:

Public hearing on 10/8/13

ADVISORY BOARD RECOMMENDATION:

Planning Commission recommended approval.

FUNDING DATA: N/A

INSURANCE: N/A

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. Planning			8/14/13
2. City Attorney			8/14/2013
3. City Manager			8-15-13
4. Clerk of Council			

Initiating Department Director's Signature: 8/19/13
(Zoning and Inspections)



APPROVED AS TO FORM:

8/14/2013
CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council

AMB From: Aaron Grisdale, Director of Zoning and Inspections

Date: August 14, 2013

Re: O-2013-14, Zoning Text Amendment (TA-13-138) – Temporary Signs

THE ISSUE:

The proposed Zoning Ordinance text amendment will modify the existing Zoning Ordinance language pertaining to temporary signs, fees, and penalties.

RELATIONSHIP TO STRATEGIC PLAN:

This text amendment correlates to the 2018 Goal #4 of "Create a More Livable City for All" as well as the policy agenda item of City Gateway Beautification for the major entrance corridors of the City.

BACKGROUND:

Council considered this item during their April 23rd work session, and held a public hearing on June 11, 2013. After hearing concerns from several local entities and businesses during the public hearing, staff held meetings with the Chamber of Commerce, Museum of the Shenandoah Valley, and other interested local businesses. As a result of these meetings and conversations, staff has prepared changes to the proposed text amendment to incorporate some of the concerns and recommendations of these groups.

In the first week of August, staff submitted the revised draft of the zoning text amendment to the Chamber of Commerce. The Chamber provided the updated proposed ordinance with changes to its members, who then provided feedback and comments to staff.

Staff believes that the updated ordinance coming before Council balances the input received from the local community as well as the steps to bring the City's Zoning Ordinance closer in line with the Council's Strategic Plan. (Full staff report attached).

BUDGET IMPACT:

No funding is required.

OPTIONS:

- Adopt the Zoning Ordinance Text Amendment
- Decline to adopt the Zoning Ordinance Text Amendment

RECOMMENDATIONS:

Planning Commission and staff recommend approval.

TA-13-138 AN ORDINANCE TO AMEND AND REENACT ARTICLES 18, 21, 23, AND 14.2 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO SIGNS, VIOLATION AND PENALTY, FEES, AND CORRIDOR ENHANCEMENT.

REQUEST DESCRIPTION

This publicly sponsored text amendment is to serve as a refinement of the existing temporary sign ordinances, and provide clearer standards pertaining to size, number, and duration of display for such temporary signs. Additionally, the amendment will provide for a temporary sign permit requirements for some commercial signage as well as shorten the appeal period for sign violations.

STAFF COMMENTS

Presently, the Zoning Ordinance is vague when setting standards for temporary signs throughout the City. Many classifications of signs do not have a maximum size, limit for the number or time duration limitation. This proposed amendment seeks to provide clearer standards for temporary signs, while still allowing flexibility for individuals, groups, and businesses to conduct outside advertising on site.

The major changes include:

- Establishing maximum size, setback requirements, duration limitations, height and allowable number of sign standards for several classifications of signs.
- Creating and modifying definitions of several types of signs to make the Zoning Ordinance easier to interpret for citizens and business owners.
- Creation of a requirement for a temporary sign permit for several classifications of temporary commercial signs.
- Shortening the appeal period for temporary sign violations from 30 days to 10 days.
- Clarify standards for electronic message board signs, specifically as to the frequency of message changes.

As the Zoning Ordinance is currently constituted, enforcement of temporary signs is time and labor intensive. Absent a temporary sign permit requirement, there is no staff check or review on proposed temporary signage or trigger to initiate conversations between a business owner and staff to discuss regulations. When staff does identify a sign violation, the current appeal period of thirty (30) days results in a significant lag between notice of violation and resolution; with a shortened appeal period of ten (10) days, staff can more quickly initiate other enforcement measures such as civil penalties or court action, if needed. The changes proposed within the amendment will allow for expedited enforcement of such violations.

As part of City Council's Strategic Plan, the "Vision 2028" includes the establishment of Winchester as "a Beautiful, Historic City and a Hometown for Families." Having clear sign standards is important for the creation of a beautiful City, by creating harmonious neighborhoods and proportional sign standards. Furthermore, the Winchester Comprehensive Plan calls for Winchester to be a "Community of Choice" and reducing sign clutter and improving the overall appearance of the community can contribute towards that goal.

Lastly, the proposed amendment will benefit businesses by continuing to allow for a variety of options and flexibility for conducting as needed temporary advertisements, thus resulting in a growing economy.

UPDATE For Council Work Session 8/20/13:

City Staff has had discussions with several businesses and organizations including the Chamber of Commerce regarding this temporary sign ordinance. As a result of the concerns that were voiced during Council's public hearing as well as the questions and concerns brought up during these other discussions, staff has proposed a few revisions to this text amendment. Earlier in August, staff provided a copy of the updated zoning text amendment to the Chamber of Commerce to solicit comments and feedback from the revisions. Staff believes that this draft of the text amendment balances the input received from the local community as well as the steps needed to bring the City's Zoning Ordinance closer in line with Council's Strategic Plan. Specifically the changes include:

- A change to exempt government signs from the requirements of the sign ordinance; such signs include but are not limited to street signs, highway markers, and traffic control devices. (Section 18-8-2.4)
- Adding language to ensure that political campaign signs are only installed on private property with the consent of the property owner. (Section 18-8-12.2c)
- Adding language to special event signs to allow for them to be located on public property with approval of the City Manager or his designee. This was to ensure there is no conflict with special event signs that may be placed on the public right-of-way along the Loudoun Street Mall with special approval. (Section 18-8-12.2e)
- A change to signs for outdoor sales of merchandise to allow for a temporary sign for outside vendors and outdoor display of merchandise associated with a permit on the Loudoun Street Mall. (Section 18-8-12.2f)
- Allowing for a temporary "OPEN" business flag sign affixed to the building. Such signs may not exceed 15 square feet. (Section 18-8-12.2i)
- Adding language to allow for development banners to be affixed to poles inside of a commercial shopping center or medical campus, provided such signs do not exceed 6 square feet. (Section 18-8-12.2j)
- Adding clarifying language that incidental price or advertising signs, such as the small signs on the top of a fuel pump or a price sign on a vehicle or other merchandise does not require a sign permit. (Section 18-8-12.2k)
- A change to the allocation of portable signs on a property from one sign per street frontage to one sign per business; with the caveat that no more than two signs be located within 100-feet of each other within the limits of the development, similar to the current regulations for permanent directional signs. This change will allow greater flexibility on larger parcels that contain numerous business tenants. (Section 18-8-12.3c)
- Increasing the number of temporary sign permits that can be issued per year from three to four; and changing the allocation from permits per property, to permits per business/tenant. (Section 18-8-12.3)
- Adding a classification of signs for regional tourism destinations. This will allow for unique properties that serve as a regional draw for tourists, such as the Museum of Shenandoah Valley and the Winchester Frederick County Visitor Center, to display advertisements for special events/displays. (Section 18-8-12.3e)

- Clarifying the definition of a “Portable Price or Advertising Sign” to eliminate the inclusion of portable flag signs, since they are already prohibited elsewhere in the Ordinance. (Section 18-8-18.17)
- Clarifying the definition of “Temporary Sales Sign” for special temporary permitted sales events such as fireworks or Christmas tree sales; and clarifying that these signs do not include the temporary signs in the Primary and Secondary Assessment districts. (Section 18-8-18.19)
- Changing the proposed temporary sign permit fee from \$40 to \$25 per permit. (Section 23-8-12)

RECOMMENDATION

During their April 16, 2013 meeting, the Planning Commission unanimously recommended approval and adoption of this text amendment because it represents good planning practice by providing for reasonable standards for temporary signs while allowing flexibility for citizens and businesses to conduct temporary advertisements and announcements.

Current vs. Proposed Temporary Sign Regulations

Type of Sign	Current Max. Size	Proposed Max. Size	Current Max. Display Period	Max. Display Period	Current Max. # of Signs	Proposed Max #	Setback	Permit Required	Height	Special
Construction Signs	None	4 SF (resid.) / 16 SF (non-resid.)	None	Completion of Project	None	1 per Contractor	None	No	None	
Real Estate Signs	None	4 SF (resid. < 2 acres) / 8 SF (resid. >= 2 acres) & 12 SF (non-res. < 2 acres) / 32 SF (non-res >= 2 acres)	None	Completion of Sale / Rental / Lease	None	1 per frontage	None	No	None	
Political Campaign Signs	None	None	Removed NLT 14 days after event	Removed NLT 14 days after event	None	None	None	No	None	
Street Banners	None	None	14 days before/after event	14 days before/after event	None	None	N/A	Yes, City Council	None	
Civic/Fraternal/Charitable Event Sign	None	None	Removed NLT 5 days after event	Removed NLT 5 days after event	None	None	None	No	None	
Signs advertising storage of materials	None	None	None	None	None	None	None	No	None	Not visible from off-site
Yard Sale Sign	2 SF	4 SF	From 8:00a-6:00p day of sale	3 days prior, removed upon completion	One	One	None	No	None	

Current vs. Proposed Temporary Sign Regulations

Type of Sign	Current Max. Size	Proposed Max. Size	Current Max. Display Period	Max. Display Period	Current Max. # of Signs	Proposed Max #	Setback	Permit Required	Height	Special
Temporary Banner Advertising Signs	None	16 SF	10 days	10 days	None	1 per business/tenant	5 feet	Yes [^]	4 feet*	*Unless attached to building [^] Max 4 sign permits/year per property
Temporary business identification	N/A	16 SF	N/A	45 days	N/A	1 per business/tenant	5 feet	Yes [^]	4 feet*	*Unless attached to building [^] Max 4 sign permits/year per property
Portable Price/Advertising Sign	20 SF	16 SF	None	30 days (except for Downtown Assess. Districts)	1 per street frontage	1 per business/tenant*	5 feet	Yes [^]	4 feet	[^] Max 4 sign permits/year per property
Temporary Event Signs	N/A	12 SF	N/A	Duration of Event	None	2 per event	5 feet	Yes [^]	4 feet	*Minimum 100 foot spacing between signs [^] Max 4 sign permits/year per property
Non-commercial Sign	N/A	12 SF	N/A	None	N/A	1 per property (residential properties 1/res. Unit)	None	No	4 feet	Not affixed to wall, fence, structure, vehicle, or landscaping.

RESOLUTION ADOPTING AN ORDINANCE TO AMEND AND REENACT ARTICLES 18, 21, 23, AND 14.2 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO SIGNS, VIOLATION AND PENALTY, FEES, AND CORRIDOR ENHANCEMENT.

TA-13-138

WHEREAS, the Code of Virginia provides that one of the purposes of a Zoning Ordinance is to facilitate the creation of a convenient, attractive and harmonious community; and

WHEREAS, the Zoning Ordinance sign provisions have been established in order to ensure that signs are appropriate to the land, building, or use to which they are appurtenant and are adequate, but not excessive, for their intended purpose; and,

WHEREAS, the proposed Ordinance amendments will provide clearer established parameters for the size, location, and duration of display for temporary signs; and,

WHEREAS, in order to facilitate a dynamic and thriving community, uniform sign standards will allow for flexible opportunities for businesses, individuals, and other entities to communicate with the community.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Winchester hereby adopts the following text amendment:

AN ORDINANCE TO AMEND AND REENACT ARTICLES 18, 21, 23, AND 14.2 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO SIGNS, VIOLATION AND PENALTY, FEES, AND CORRIDOR ENHANCEMENT.

TA-13-138

DRAFT 6 – 7/8/13

*Ed. Note: The following text represents excerpts of the Zoning Ordinance that are subject to change. Words with ~~strikethrough~~ are proposed for repeal. Words that are **boldfaced and underlined** are proposed for enactment. Existing ordinance language that is not included here is not implied to be repealed simply due to the fact that it is omitted from this excerpted text.*

WINCHESTER ZONING ORDINANCE

ARTICLE 18

SECTION 18-8. SIGNS.

- 18-8-1 INTENT. The intent of this Article is to establish limitations on signs in order to ~~ensure~~ **ensure** that they are appropriate to the land, building, or use to which they are appurtenant and are adequate, but not excessive, for their intended purpose. Any widespread display of outdoor advertising is considered inappropriate to the character and sound development of the City, and it is intended by this Article that the streets and highways in the City shall not be made available for such display.
- 18-8-2 PERMIT REQUIRED. A sign permit shall be required before a sign is erected, altered, or relocated, except as otherwise provided herein.
- 18-8-2.1 **Applications**. Each application for such permit shall be accompanied by plans showing the area of the sign; the size, character, and design proposed; the method of illumination, method of fastening such sign; the name and address of the sign owner and of the sign erector. Fees for sign permits shall be in accordance with the schedule of fees for building permits as adopted by the City Council. A sign permit shall become null and void if the work for which the permit was issued has not been completed with a period of six (6) months after the date of issuance of the permit. **The Zoning Administrator shall promulgate an application form for applicants to comply with this subsection. A complete temporary sign permit application submitted to the Zoning Administrator shall be decided upon no later than ten (10) business days following submission.**
- 18-8-2.2 **Permit Exceptions**. A permit shall not be required for the following; but such signs shall be subject to any and all applicable provisions of this Ordinance:
- a. Any **permanent** sign four (4) square feet or less in area.
 - b. Repainting without changing wording, composition, or color, or minor nonstructural repairs.
 - c. Changing the wording ~~or face of~~ a sign that was erected in accordance with the provisions of this Article.

- d. Temporary signs provided in Section 18-8-12.2, and signs painted on or hung behind windows as permitted in all districts under Section 18-8-12, except as provided in this Ordinance. (10/09/01, Case No. TA-01-05)
- e. Signs indicating the location of a community garden or market garden, provided that such signs shall not exceed four (4) square feet in area and shall not exceed six (6) feet in height. Such signs may include information, identification, and sponsorship reference. (10/12/10, Case TA-10-418, Ord. No. 2010-51)

18-8-2.3 **Unless otherwise provided for within this Ordinance, all signs, temporary or permanent, shall be set back from the front property line by a minimum of five (5) feet, except within the B-1 and RB-1 districts.**

18-8-2.4 **The requirements of this section shall not apply to any permanent or temporary signs issued or installed by the state, local government, any political subdivision thereof, or the employees or agents of such entities.**

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18-8-11 SIGNS PERMITTED IN THE HW DISTRICT. No ~~permanent~~ sign shall be erected or altered in the Historic Winchester **(HW)** District until a Certificate of Appropriateness has been issued by the **Zoning Administrator or Board of Architectural Review, unless otherwise provided in this Ordinance**. These signs are subject to the provisions of Article 14 and design guidelines as may be adopted by the Board of Architectural Review. Signage shall not be internally illuminated. **Roof mounted signs, banners, and pennants are prohibited, with the exception that one sign provided in Section 18-8-12.2 may be installed per property in accordance with the provisions of that Section.** (9/11/01, Case TA-01-02, Ord. No. 029-2001; 3/8/05, TA-04-08, Ord. No. 007-2005)

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18-8-11.1 **SIGNS PERMITTED IN THE CE DISTRICTS. No sign shall be erected or altered in one of the Corridor Enhancement (CE) Districts until a Certificate of Appropriateness has been issued by the Planning Department, unless otherwise provided in this Ordinance, and which Certificate of Appropriateness shall be issued upon conformity with all the provisions and design criteria of Article 14.2 of this Ordinance.**

18-8-12 SIGNS PERMITTED IN ALL DISTRICTS. The following signs shall be permitted in all districts. ~~Unless otherwise indicated, Temporary Signs and signs painted on or hung behind windows shall not require a sign permit.~~ The area of any sign shall not be included in computing the aggregate sign areas specified for individual districts. (9/11/01, Case TA-01-02, Ord. No. 029-2001)

18-8-12.1 Temporary Signs, which shall be non-illuminated, and are limited to the following types:

18-8-12.2 **The following temporary signs may be installed by-right without a temporary sign permit, fee or Certificate of Appropriateness, provided the sign is installed in**

accordance with the size, location, and duration standards outlined in this section. No setback from property lines shall be required for any signs permitted in this section:

- a. ~~Construction Signs, which identify the architects, engineers, contractors and other individuals or firms involved with the construction. One sign per individual or firm involved with construction is permitted, and each sign shall not exceed four (4) square feet in area for a single family residential project and sixteen (16) square feet for any other project, and shall be removed immediately following the completion of the project.~~
- b. Real Estate Signs, advertising the sale, rental, or lease of the premises, or part of the premises on which the signs are displayed. Signs shall not exceed four (4) square feet in area on residential properties or sixteen (16) square feet for non-residential properties and shall be removed immediately after sale, lease or rental. One sign per street frontage is permitted. On properties two (2) acres or larger, residential signs may be up to twelve (12) square feet and non-residential signs may be up to a maximum of thirty-two (32) square feet.
- c. Political Campaign Signs, announcing the candidates seeking public political office and other data pertinent thereto. These signs shall be confined within private property, erected only with the consent of the owner of the private property, and removed within fourteen (14) days after the event for which they were made.
- d. Street Banners, advertising a public entertainment or event, if specifically approved by the City Council and only for locations designated by the City Council, during and for fourteen (14) days before and after the event for which they were made.
- e. Signs advertising only the name, time and place of any bona fide fair, carnival, festival, bazaar, horse show, or similar event, when conducted by a public agency or for the benefit of any civic, fraternal, religious, or charitable cause: provided that all such signs shall be removed within five (5) days after the last day of the event to which they pertain. Such signs may be installed in the public right-of-way only upon approval by the City Manager or his designee.
- ~~f.~~ Signs advertising storage of materials and supplies or display of merchandise for sale or rent shall be permitted but shall not be visible from off-site, except for one temporary sign up to twelve (12) square feet may be used as part of an outdoor vendor or outdoor display of merchandise permit as provided for in Section 18-7 of this Ordinance. (10/17/95, Case TA-95-04, Ord. No. 053-95)
- g. Signs advertising an on-site yard sale. One such sign may be placed upon the property for which the yard sale is taking place and may be up to a maximum of eight (8) square feet. Such signs may be placed on site three (3) days before the sale, and must be removed upon completion of the sale.

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- h. Non-commercial Signs. One such sign may be placed upon a property. If a residential property contains more than one unit, one sign per residential unit is permitted. Such signs shall not exceed twelve (12) square feet, have a height of not greater than four (4) feet, and must be freestanding and not affixed to a wall, fence, structure, vehicle, or landscaping.
- i. Open Business Sign. One such flag sign not to exceed fifteen (15) square feet may be affixed to the building that bears the word "OPEN" or other words depicting the nature of the business. Should the flag contain any corporate logo or text, the sign will not meet this definition. Such signs may only be on display during the operational hours of the business.
- j. Development Banner. Banners identifying the name or simple announcement of a commercial center, medical campus, or similar development, provided that such signs do not exceed six (6) square feet and are securely affixed to a building or pole on private property.
- k. Incidental Price and Advertising Signs, any temporary advertising sign less than two (2) square feet in area. One such sign may be affixed to the product being advertised. For service establishments, a maximum of one sign may be affixed to a gasoline or petroleum fuel pump.

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18-8-12.3

The following temporary signs shall require approval of a temporary sign permit and payment of applicable fee per Section 23-8 of this Ordinance prior to placement on a property. No more than four temporary sign permits shall be issued per tenant during a twelve (12) month period, provided that no more than two such signs are located within 100-feet of each other on the same parcel:

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- a. Temporary banner advertising signs shall be permitted in RB-1, B-1, B-2, M-1, M-2, CM-1, and PC districts, provided that such signs are on display for no more than ten (10) days per month. One sign may be permitted per business or tenant, and each sign shall not exceed sixteen (16) square feet in area. Such signs shall not have a height greater than four (4) feet unless affixed to a permanent building or freestanding sign structure. A temporary sign permit shall be required.
- b. Temporary Business Identification Signs during review and approval of a permanent building-mounted or freestanding sign. A maximum of one (1) sign is permitted per business. The sign shall not exceed sixteen (16) square feet in area, and may be permitted to be on display for a maximum of forty-five (45) days. The maximum height for such signs shall be four (4) feet, unless the sign is attached to a building or freestanding sign pole.
- c. Portable price or advertising signs shall be permitted in the RB-1, B-1, B-2, CM-1, M-1, and M-2 districts, not exceeding an area of sixteen (16) square feet, four (4) feet in height, and limited to one (1) for each business on the property. Such signs shall be permitted to be on display a maximum of thirty (30) days, except for signs permitted in the Primary and Secondary Downtown Assessment Districts permitted under Section 18-7.

Deleted: Signs advertising grand openings, special sales or similar promotional events
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d. Temporary sales signs, provided that no more than two (2) such signs are on display, with each sign being no larger than twelve (12) square feet and having a height of no more than four (4) feet. Such signs shall be on display for no longer than the approved temporary event.

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e. Regional Tourism Signs. Two signs may be placed on properties containing a regional tourism destination for the purpose of making public announcements, advertising special exhibits, events, or similar advertisements. Such signs shall be exempt from the requirements of Article 14.2, and each sign may be on display no longer than thirty (30) days and no larger than twenty-five (25) square feet. For the purposes of this section a regional tourism destination shall mean a property larger than three (3) acres that routinely provides information and/or exhibits for tourists and the general public.

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~~18-8-12.2~~ **18-8-12.4**

Permanent Signs.

- a. Directional Signs, as defined, provided each sign does not exceed ten (10) square feet in area nor four (4) feet in height. No more ~~that~~ than two (2) signs shall be permitted within one hundred (100) feet of each other within the limits of the development except signs required by a public authority for recognized traffic management needs. For commercial centers greater than fifty thousand square feet in floor area and Higher Education (HE-1) District uses, additional directional freestanding signs not exceeding thirty (30) square feet in area and six (6) feet in height shall be permitted within off-street parking areas when such signs provide directional assistance for multiple destinations. For Medical Center (MC) District uses, additional directional freestanding signs not exceeding seventy two (72) square feet in area and ten (10) feet in height shall be permitted within off-street parking areas when such signs provide directional assistance for multiple destinations. A sign permit shall be required. Such additional signs shall be limited to a single unifying logo representative of the development and text on a solid color background and shall be oriented so as to limit primary viewing to persons already on site and not to persons traveling on public and/or private streets provided in lieu of public streets. (1/9/97, Case TA-97-11, Ord. No. 034-097; 6/9/98, TA-98-02, Ord. No 016-98; 9-9-08 Case TA-08-06, Ord. No. 2008-39)
- b. Wall or freestanding signs, not exceeding a total of fifty (50) square feet in area nor eight (8) feet in height and not internally illuminated, for the identification of a subdivision or Planned Development or one freestanding sign not exceeding fifty (50) square feet in area nor eight (8) feet in height and not internally illuminated for the identification of an apartment complex containing at least 50 apartment units and covering at least three (3) acres of ground, if located at an entrance to said subdivision, Planned Development or apartment complex. If a said apartment complex fronts upon more than one public street, then one additional freestanding identification sign not exceeding twenty-five (25) square feet in area shall be

allowed at a separate entrance. (3/11/97, Case TA-96-08, Ord. No. 007-97; 9/11/01, Case No. TA-01-02, Ord. No. 029-2001)

- c. Names of buildings, dates of erection, monumental citations, commemorative tablets, and the like when carved into stone, concrete, or similar material or made of bronze, aluminum, or other permanent type construction and made an integral part of the structure.
- d. Institutional signs setting forth the name or any simple announcement for any public, charitable, educational, or religious institute, located entirely within the premises of that institution. Freestanding signs shall not exceed twenty-five (25) square feet in area.
- e. Signs painted on or hung behind windows.
- f. Menu boards shall be permitted in the B-1, B-2, CM-1, M-1, and PC districts for drive-through establishments provided such signs shall be designed and oriented so as to limit primary viewing to persons using drive through facilities and menus shall be displayed only on the drive through standing space side. (3/8/94, Case TA-93-09, Ord. No. 005-94)
- g. Community Signs, after a finding that such signs are consistent with the provisions of Sections 18-2-1.1a and b of this Ordinance. The intent of this section is to permit a limited number of signs at the entryways to the community where multiple noncommercial messages are presented in a planned, orderly manner. Such signs shall not exceed 15 feet in height nor 150 square feet in sign area. No signs permitted under this section shall be more than 1,500 feet from the nearest exit ramp and no two signs shall be within 500 feet of each other. A sign permit shall be required. (10/8/96, Case TA-96-06, Ord. No. 026-96)

18-8-13 SIGNS PROHIBITED IN ALL DISTRICTS. The following types of signs are prohibited in all districts:

18-8-13.1 Any sign that obscures a sign display by a public authority for the purpose of giving traffic instructions or directions or other public information.

18-8-13.2 Any sign within the triangular area at the street corner of a corner lot described in Section 18-12 of this Ordinance.

18-8-13.3 Any sign that consists of strings of light bulbs or illumination devices such as LEDs.

18-8-13.4 Any sign or device, other than pennants or banners whether or not any such device has written message content, of which all or any part is in motion by any means, including fluttering, rotating, or other moving signs set in motion by movement of the atmosphere, including but not limited to pennants, propellers, discs, and similar devices. This shall not apply to the hand of a clock or a weather vane, flags of a national, state or local government, or signs in Section 18-8-12.2i.

18-8-13.5 Any sign, except official notices and advertisements, which is nailed, tacked, posted, or in any other manner attached to any utility pole or structure for supporting wire, cable, or pipe, or to any tree on any street or sidewalk or to public property of any description.

18-8-13.6 Outdoor advertising signs.

- 18-8-13.7 Moored balloons, inflatable signs, or other floating signs that are tethered to the ground.
- 18-8-13.8 Any sign with a minimum clearance of less than eight (8) feet above a walkway or sidewalk or less than fifteen (15) feet above a driveway or alley. (7/10/90, Case TA-90-04, Ord. No. 026-90)
- 18-8-14 ILLUMINATION.
- 18-8-14.1 The light from any illuminated sign shall not cause direct glare into or upon any building or property owner other than the building or property to which the sign may be related.
- 18-8-14.2 No sign shall display flashing or intermittent lights, or other lights of changing degrees of intensity, brightness or color, except a sign indicating time or temperature, with changes alternating on not less than five (5) second cycle when such time or temperature sign does not constitute a public hazard, in the judgment of the Zoning Administrator.
- 18-8-14.3 Neither the direct nor reflected light from primary light sources shall create a traffic hazard to operators of motor vehicles on public thoroughfares.
- 18-8-14.4 Signs for developments in the Highway Commercial, B-2 District that include multifamily units, per Section 8-2-20, shall not utilize any internal illumination. External illumination, if any, shall be provided in a down-cast manner or shielded to prevent direct lighting of windows in multifamily units. (9/13/05, Case TA-05-02, Ord. No. 025-2005)
- 18-8-14.4 Electronic Message Board Signs shall not change message with a greater frequency than once every sixty (60) seconds in order to prevent traffic hazards to operators of motor vehicles on public thoroughfares, with exception of time or temperature changes per Section 18-8-14.2.**
- 18-8-18 DEFINITIONS.
- 18-8-18.1 Area of Sign. The entire area within a circle, triangle, parallelogram, or trapezoids including the extreme limits of writing, reproduction, emblem, or any figure of similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed. On double-faced signs, only one (1) display face shall be measured in computing total sign area where sign faces are parallel and are at no point more than two (2) feet from one another.
- 18-8-18.2 Maintenance. The replacing or repairing of a part or portion of a sign made unusable by ordinary wear, tear, or damage beyond the control of the owner or the reprinting of existing copy without changing the wording.
- 18-8-18.3 Outdoor Advertising Sign. A freestanding or building mounted sign bearing a message which is not appurtenant to the use of the property where the sign is located, and which does not identify the place of business where the sign is located as the purveyor of merchandise or services upon the sign, except signs permitted

off-premises for Commercial Centers, as defined and except for directional signs per Section 18-8-18.11. Such signs may also be referred to as billboards or poster panels. (1/9/97, Case TA-97-11, Ord. No. 034-097)

- 18-8-18.4 Projecting Signs. A sign attached to and perpendicular to the building wall.
- 18-8-18.5 Sign. Any structure, display device, or representation which is designed or used to advertise or call attention to any thing, person, business, activity, or place and painted, printed, constructed, and displayed in any manner whatsoever out of doors for recognized advertising purposes. However, this shall not include any official court or public notices nor the flag, emblem, or insignia of a government, school, or religious group when displayed for official purposes.
- 18-8-18.6 Temporary Sign. A banner, ~~pennant~~, poster, or advertising display constructed of cloth, plastic sheet, cardboard, wallboard, or other like materials, intended to be displayed for a limited period of time, and not permanently attached to a building, ~~or the ground, or other structure~~. **Only temporary signs provided in Section 18-8-12.2 may be constructed utilizing wood materials and may be securely affixed to the ground to prevent being set in motion by the atmosphere.**
- 18-8-18.7 Wall Sign. A sign affixed directly to or painted on or otherwise inscribed on an exterior wall or parapet and confined within the limits thereof of any building and which projects from that surface less than twelve (12) inches at all points.
- 18-8-18.8 Roof Line. Either the edge of the roof or the top of the parapet, whichever forms the top line of the building silhouette. Where a building has several roof levels, this roof or parapet shall be the one belonging to that portion of the building on which the sign is located. (3/8/94, Case TA-93-09, Ord. No. 005-94)
- 18-8-18.9 Roof Sign. A sign erected on the roof of a building. Roof signs shall not project above the roof line. (3/8/94, Case TA-93-09, Ord. No. 005-94)
- 18-8-18.10 Community Sign. A sign identifying the community and/or recognized historic and/or cultural resources therein provided such signs are situated within or visible from major tourism corridors directly connecting from limited access highways. Signs may include uniformly sized and shaped emblems, logos, insignias or simple nameplates of any civic, fraternal, charitable or religious organization based in the community. (10/8/96, Case TA-96-06, Ord. No. 026-96)
- 18-8-18.11 Directional Sign. A wall or freestanding sign in or primarily oriented toward a parking lot to identify entrances, exits, and divisions of the lot into sections, and to control vehicular and pedestrian traffic in the lot. In cases where a property owner agrees to close an existing driveway connecting directly to a street to permit shared access per Section 18-6-3.6 of this Ordinance or where an off-premises entrance from the public street in lieu of a direct connection is recommended by a public authority, one (1) off-premises directional sign bearing the name or simple logo of the commercial activity shall be permitted at the connection to the street. (1/9/97, Case TA-97-11, Ord. No. 034-097)

18-8-18.12 **Inflatable Sign. A sign capable of being expanded by air or other gas and used on a temporary or permanent basis to advertise a product or event.**

18-8-18.13 **Monument Sign. A freestanding sign permanently installed on the property. The base of a monument sign is as wide as or wider than the main sign face. A monument sign is built on-grade in such a manner that the sign and the structure are an integral part of one another.**

18-8-18.14 **Electronic message board sign. A sign displaying characters or images that move or change, caused by any method other than physically removing and replacing the sign or its components. This includes a display that incorporates technology to allow the sign face to change the image, such as any display that incorporates LED lights manipulated through digital input, "digital ink" or any other method or technology that allows the sign face to present a series of images or displays.**

18-8-18.15 **Construction Sign. A sign depicting the name or logo of a contractor, engineer, architect, or other individual or business that is involved with a construction, renovation, or demolition project.**

18-8-18.16 **Real Estate Sign. A sign advertising the sale, lease, or rent of the property upon which the sign is located.**

18-8-18.17 **Portable Price or Advertising Sign. A sign that is not permanently affixed to the ground, building or a structure, designed to be on display for a limited period of time. Such signs include sandwich board signs, moveable chalkboard signs, and other signs of a similar nature. These signs shall not include any signs provided under Section 18-8-12.2.**

Deleted: portable flag signs

18-8-18.18 **Yard Sale Sign. A sign advertising a yard sale, garage sale, estate auction, or similar private sale of personal property and located upon the property where such sale is occurring.**

18-8-18.19 **Temporary Sales Sign. A temporary sign advertising a temporary sales event as permitted by the Administrator, such as Christmas trees, fireworks, or similar sales event placed upon the property where such event is occurring. Such signs shall not include portable signs permitted in the Primary or Secondary Assessment districts, nor events sponsored by the Old Town Development Board or City of Winchester.**

Deleted: Event

18-8-18.20 **Non-commercial Sign. A sign utilized for a non-commercial purpose. Such signs shall not include real estate, construction, or yard sale signs.**

SECTION 18-19. HOME OCCUPATIONS. (10/11/83, Case 83-06, Ord. No. 034-83)

- 18-19-5 A yard sale shall be considered a permitted home occupation, subject to the following:
- 18-19-5.2 Each yard sale may be held a maximum of two consecutive days, and only during the hours of 8:00 a.m. to 6:00 p.m. ~~One two (2) square foot on premises sign advertising the yard sale may be displayed during the hours of 8:00 a.m. to 6:00 p.m. on the day(s) of the sale.~~ (3/8/94, Case TA-94-01, Ord. No. 006-94)

**ARTICLE 21
VIOLATION AND PENALTY**

21-2-2 The appeal period for violations of this Ordinance pertaining to the following uses shall be ten (10) days, pursuant to §15.2-2286:

- a. Any violation of Sections 18-8-12.1 through 18-8-12.3, pertaining to temporary signs.
- b. Any violation of Sections 18-9-5 through 18-9-5.4, pertaining to yard sales.
- c. Any violation of Section 18-12, pertaining to visual obstructions.
- d. Any violation of Section 18-17, pertaining to mobile storage units and temporary events.

Deleted: <#>Any violation of Section 18-6-10.1, pertaining to inoperable vehicles.¶

Deleted: <#>Any violation of Section 18-13, pertaining to drainage.¶
<#>Any violation of Section 18-15, pertaining to right-of-way encroachments.¶

SECTION 23-8. FEES. (10/13/99, Case TA-99-04, Ord. No. 029-99; 10/9/02, Case TA-02-07, Ord. No. 024-2002)

- 23-8-12 Portable and temporary sign or sign when no building permit is required (12/13/94, Case TA-94-10, Ord. No. 029-94) (10/8/02, Case TA-02-07, Ord. No. 024-2002)

\$25

Deleted: 40

**ARTICLE 14.2
CORRIDOR ENHANCEMENT DISTRICT – CE**

14.2-6 AMHERST STREET, CEDAR CREEK GRADE, AND PLEASANT VALLEY RD/CORK STREET CORRIDORS

14.2-6.6 Signs

14.2-6.6a Roof mounted, portable, and temporary signs, as well as banners and pennants are prohibited, with the exception that one sign provided in Section 18-8-12.2 may be installed per property in accordance with the provisions of that Section.

14.2-7 BERRYVILLE AVENUE AND VALLEY AVENUE CORRIDORS

14.2-7.6 Signs

14.2-7.6a Roof mounted signs, banners, and pennants are prohibited, portable and temporary signs should not be used, with the exception that one sign provided in Section 18-8-12.2 may be installed per property in accordance with the provisions of that Section.

14.2-8 FAIRMONT AVENUE, MILLWOOD AVENUE, AND NORTH LOUDOUN STREET CORRIDORS

14.2-8.6 Signs

14.2-8.6a Roof mounted signs, banners, and pennants are prohibited, portable and temporary signs should not be used, with the exception that one sign provided in Section 18-8-12.2 may be installed per property in accordance with the provisions of that Section.

14.2-9 NATIONAL AVENUE CORRIDOR

14.2-9.6 Signs

14.2-9.6a Roof mounted signs, banners, and pennants are prohibited, portable and temporary signs should not be used, with the exception that one sign provided in Section 18-8-12.2 may be installed per property in accordance with the provisions of that Section.

0-2013-26

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: September 10, 2013 CUT OFF DATE: 8/20/13

RESOLUTION XX ORDINANCE ___ PUBLIC HEARING ___

ITEM TITLE: Prohibited Parking in Loading Zones

STAFF RECOMMENDATION: The Chief of Police requests approval

PUBLIC NOTICE AND HEARING: N/A

ADVISORY BOARD RECOMMENDATION: N/A

FUNDING DATA: N/A

INSURANCE: N/A

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. Public Works	<i>JE</i>		8/2/13
2.			
3. _____			
4. _____			
5. City Attorney	<i>[Signature]</i>		8/6/2013
6. City Manager	<i>[Signature]</i>		8-12-13
7. Clerk of Council			
Initiating Department Director's Signature: <i>Chip K L H</i>			7/31/13 Date



APPROVED AS TO FORM:

[Signature] 8/6/2013
CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Chief Kevin L. Sanzenbacher
Date: August 20, 2013
Re: Parking in Loading Zones Ordinance Change-First Reading September 10, 2013

THE ISSUE: Following the debate on reopening the Downtown Mall to delivery truck traffic the issue of parking in Loading Zones and police enforcement was raised. At that time it was pointed out that the existing ordinance was difficult to effectively enforce because the definition of allowable parking was broad. The changes being recommended to Section 14-53 of the City Ordinance will help correct this matter.

RELATIONSHIP TO STRATEGIC PLAN: Goal 3 Continue Revitalization of Historic Downtown

BACKGROUND: The current wording, in Section 14-53 (a) 1 of City Code, for parking a delivery truck in a loading zone states, "No person shall stop, stand or park a vehicle for any purpose or length of time, other than for the expeditious unloading...". This wording is very ambiguous. As long as there is an appearance that loading or unloading is going on officers may not have a clear indication a violation is occurring and may chose not to cite violators.

The wording for Section 14-53 (a) 2, which states, "The driver of a passenger vehicle may stop temporarily in a space marked as a curb loading zone for the purpose of, and while actually engaged in, loading or unloading passengers or bundles when such stopping does not interfere with any vehicle used for transportation of materials which is waiting to enter or is about to enter such loading space", may be as ambiguous.

This ambiguous wording often leads to citizen's complaints when officers do enforce the existing ordinance. They often complain that they were in the process of unloading their vehicles but were in their store or apartment when their vehicle was cited. Officers have no way of knowing this. The time limit will give both officers and citizens a clear understanding of the limits involved.

The wording as proposed limits occupying a loading zone to 15 minutes. Officers can then time violations through several different methods and cite violators accordingly.

BUDGET IMPACT: This action requires no funds to be expended by the City unless the Council wished to have the 15 minute limit delineated on the signs. An expense would then be incurred to add a smaller "15 MIN. MAX" (see attached) sign below existing signs. This change in wording is not required for enforcement purposes, but the WPD does believe this wording would make it easier for citizens to understand their time parked in these zones was limited. The City Engineer estimates this should cost no more that \$500 total.

DISSCUSSION: Even though deliveries have been allowed on the DTM merchants still seem to be concerned about the lack of spaces for loading and unloading. This ordinance should result in quicker turn-over in existing spaces as enforcement efforts become more effective.

Staff has looked at ordinances from other cities similar to Winchester. They all had similarly vague ordinances where loading zones existed.

RECOMMENDATIONS: Staff recommends that the Common Council adopt the ordinance as proposed.

**AN ORDINANCE TO MODIFY SECTION 14-53 OF
THE WINCHESTER CITY CODE
PERTAINING TO PROHIBITED PARKING IN LOADING ZONES**

WHEREAS, §15.2-1102 of the Code of Virginia authorizes municipalities to enact laws necessary to protect the health, safety, and general welfare of its citizens; and

WHEREAS, it is important to make sure that loading zones are kept available for local deliveries to businesses and residences; and

WHEREAS, the Police Department needs a more concise ordinance to allow for effective enforcement; and

WHEREAS, the Chief of Police has proposed that the changes to Section 14-53 of the City Code is necessary to protect the health, safety, and general welfare of citizens of the City of Winchester.

NOW THEREFORE BE IT ORDAINED, that Section 6-62 of the Winchester City Code is hereby adopted as follows:

SECTION 14-53. SAME – MANNER OF USE LOADING ZONES, BUS STOPS AND TAXI STANDS-DESIGNATION

(a) Where a loading and unloading zone has been set apart and properly designated and identified pursuant to Section 14-52, the following regulations shall apply with respect to use of such areas:

1. No person shall stop, stand or park a vehicle for ~~any purpose or length of time, other than for the expeditious~~ more than 15 minutes for the purpose of unloading and the delivery or pickup and loading materials, in any place marked as a curb loading zone during hours when the provisions applicable to such zones are in effect. All delivery vehicles, other than regular delivery trucks using such loading zones, shall be identified by the owner's or company's name in letters three (3) inches high on both sides of the vehicle.
2. The driver of a passenger vehicle may ~~stop temporarily~~ park for 15 minutes in a space marked as a curb loading zone for the purpose of, and while actually engaged in, loading or unloading passengers or bundles when such stopping does not interfere with any vehicle used for transportation of materials which is waiting to enter or is about to enter such loading space.

Deleted- ~~Strikethrough~~

Added- underlined



12 X 18 & 6 X 18

***JUST FOR 6 X 18 = \$11.00**

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: August 20, 2013 CUT OFF DATE: _____

RESOLUTION X ORDINANCE ___ PUBLIC HEARING ___

ITEM TITLE: Proposed Street Maintenance Master Plan
STAFF RECOMMENDATION: Approval of resolution.
PUBLIC NOTICE AND HEARING: NA
ADVISORY BOARD RECOMMENDATION: NA
FUNDING DATA: See attached.
INSURANCE: NA

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda.

Table with 4 columns: DEPARTMENT, INITIALS FOR APPROVAL, INITIALS FOR DISAPPROVAL, DATE. Rows include Finance, City Attorney, City Manager, Clerk of Council, and Initiating Department Director's Signature.



APPROVED AS TO FORM:

8/17/2013

CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Perry Eisenach, Public Services Director
Date: August 20, 2013 (Council Work Session)
Re: Proposed Street Maintenance Master Plan

THE ISSUE: Presentation and consideration of the proposed Street Maintenance Master Plan.

RELATIONSHIP TO STRATEGIC PLAN: **Goal 4:** Create a More Livable City for All. Specifically, **Policy Agenda Item #5:** Develop a Street Maintenance Master Plan with policy directions, project priority and funding mechanisms.

BACKGROUND: In the most recent survey of City residents completed in December 2011, the maintenance of City streets was selected by residents as the single City service that should receive the most emphasis within the next two years. City Council has responded to this strong desire for improved street maintenance by appropriating significant funding the past few years for repaving streets. In response to City Council's direction provided in the Strategic Plan, the Public Services Department has prepared the attached Street Maintenance Master Plan for City Council's consideration. The goal of this plan is to provide the framework and guidance for the City's street maintenance program in future years.

BUDGET IMPACT: In the current FY14 budget, there is \$900,000 budgeted for street repaving. In order for the streets within the City to be maintained at a level desired by residents, even more funding than \$900,000/year will be required in future years. This level of proposed funding will have a major impact on the City's overall budget.

STREET MAINTENANCE MASTER PLAN SUMMARY AND RECOMMENDATIONS:

1. The City currently maintains approximately 221.5 lane miles of public streets within the City. This figure does not include alleys.
2. In order to keep all of the roadways within the City in good physical condition and at a service level desired and expected by the residents, the City should repave approximately 10.4 lane miles of streets each year.
3. During the period between 2005 and 2012, the City repaved an average of 7.8 lane miles of streets per year. As this amount is below the recommended amount of 10.4 lane miles of street repaving per year, the average physical condition of all the streets within the City has declined. The majority of repaving the past seven years has been on the City's arterial streets.
4. A proposed 3-year street paving plan has been developed which is based on a prioritized system where a combination of the street classification (arterial, collector, or local), traffic volumes, and current physical condition of the street is used to select the streets for repaving. The plan will complete an average of 12.7 lane miles of street repaving over the next three years and recognizes that the City has a significant backlog of streets in poor condition and it is necessary to help the City "catch up" in its street repaving program.
5. A significant amount of funding will be required to implement the proposed 3-year repaving program – approximately \$1 million per year. The primary funding sources are projected to be the Highway Maintenance Fund, the City's General Fund, and Revenue Sharing Funds from VDOT. The primary funding source is projected to be the General Fund due to funding limitations from the state. The estimated funding from the General Fund in FY2015 and FY2016 is projected to be \$720,000 and \$870,000, respectively.
6. It is very important that all streets within the City be inspected every year and that the 3-year street repaving program is updated on an annual basis. The physical condition of some streets can change fairly quickly and so can economic conditions, especially the cost of liquid asphalt and the overall costs for paving. Street repaving will need to remain a priority in the future to ensure that the physical condition of all streets remains at level expected by City residents.
7. It is recommended that the City pursue and implement a crack sealing program in the future where feasible to help extend the life of the asphalt pavements within the City.

RECOMMENDED ACTIONS FOR CITY COUNCIL:

Approve the attached resolution adopting the Street Maintenance Master Plan.

OPTIONS FOR CITY COUNCIL:

Either adopt or not adopt the proposed resolution.



THE COMMON COUNCIL

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601
540-667-1815
TDD 540-722-0782
www.winchesterva.gov

RESOLUTION

APPROVAL OF STREET MAINTENANCE MASTER PLAN

WHEREAS, properly maintaining the streets within the City has been identified by residents and City Council as one of the City's highest priorities; and

WHEREAS, Goal #4 – Policy Agenda Item #5 of the City's strategic plan calls for developing a Street Maintenance Master Plan; and

WHEREAS, City staff have prepared a Street Maintenance Master Plan which prioritizes future street repaving efforts and is intended to be used as the framework and guide for the City's future street maintenance program.

NOW, THEREFORE, BE IT RESOLVED THAT: The City of Winchester Common Council hereby adopts the Street Maintenance Master Plan to be used as the City's guide for future street maintenance efforts.

Resolution No.

ADOPTED by the Common Council of the City of Winchester on the ___th
day of _____, 2013.

Witness my hand and the seal of the City of Winchester, Virginia.

City of Winchester

Street Maintenance Master Plan



Draft: 8/11/13

Introduction

In the most recent survey of City residents completed in December 2011, the maintenance of City streets was selected by residents as the single City service that should receive the most emphasis within the next two years. City Council has responded to this strong desire for improved street maintenance by appropriating significant funding the past few years for street paving. In addition, the Strategic Plan recently adopted by City Council contains the following goal:

Strategic Plan Goal #4: Create a More Livable City for All

Policy Agenda #5: Develop a Street Maintenance Master Plan that includes Policy Direction, Project Priority, and a Funding Mechanism.

This document has been prepared to address this goal and policy agenda contained in the Strategic Plan.

Existing Street Network

The City is responsible for maintaining all the public streets within the City and currently maintains approximately 221.5 lane miles of streets which are shown in Figure 1. Each street is classified by the Virginia Department of Transportation (VDOT) based the type of street it is, its location, and its usage. The three classifications are: arterial, collector, and local. The definition for each type of street is as follows:

Arterial Street:

- Serves the major centers of activity within the City
- Highest traffic volume corridors
- Serve the longest trip desires
- Carry a significant amount of intra-area travel
- Examples: Pleasant Valley Road, Jubal Early Drive, etc.

Collector Street:

- Provides land access and traffic circulation within residential neighborhoods, commercial, and industrial areas
- Collects traffic from local streets and channels it to the arterial system
- Examples: Tevis Street, Shawnee Drive, etc.

Local Street:

- Serves primarily as access to abutting land
- Through traffic movements are discouraged
- Examples: Streets in residential neighborhoods

The breakdown of length of each type of street within the City is shown in the table below.

Classification	Length (lane miles)
Arterial	48.3
Collector	24.9
Local	148.3
Total	221.5

The street classifications within the City have not been updated in numerous years by VDOT and should be updated to reflect current conditions.

Street Maintenance Techniques

Asphalt roadways deteriorate over time primarily due to vehicle usage and weather. Freeze and thaw cycles are especially destructive to asphalt pavement, particularly when the asphalt is nearing the end of its useful life. Arterial streets with high traffic volumes and a significant amount of truck traffic will deteriorate much more quickly than residential streets that have only a few cars each day.

There are several maintenance techniques that can be used for maintaining asphalt streets. These include:

- Crack Sealing
- Patching
- Slurry Sealing
- Chip Sealing
- Asphalt Overlay
- Reconstruction

The two street maintenance methods used most within the City are patching and asphalt overlays. City crews complete the vast majority of patching on City streets in-house on an as needed basis. All asphalt overlays are completed by an outside contractor.

Asphalt overlays are the primary focus of this report as it is the primary tool used by the City for long term street maintenance. Slurry seals and chip seals, while used frequently in some parts of the country, have not been used often in northern Virginia in recent years and have not been cost effective for use in the City. It is recommended, however, that the City implement a crack sealing program in the future where feasible since this is a cost effective maintenance method that will help extend the life of the pavement.

Estimating Future Street Repaving Needs

Due to the higher volume of traffic and the relative importance of arterial streets in comparison to the other street types, the cycle length for repaving arterial streets is generally much shorter than the cycle length for repaving local streets.

For purposes of this report, the following cycle lengths for repaving were used to estimate the approximate number of lane miles that the City should repave each

year to keep the City streets in good physical condition and at a service level desired by the residents:

Street Classification	Cycle Length for Repaving (years)	Lane Miles of Repaving Needed Each Year
Arterial	15	3.22
Collector	20	1.25
Local	25	5.93
Total	221.5	10.4

If the repaving frequency in the table above was achieved, each street in the City would be repaved approximately every 22.3 years on average. It should be noted that the actual frequency for repaving each street may vary on numerous factors including: truck traffic volumes, drainage issues, and the quality of the street when originally constructed.

History of Street Repaving

The table below summarizes the street repaving that has been completed within the City during the period 2005 thru 2012. Figure 2 is a map which shows the actual streets that have been repaved during this same period. A detailed listing of these streets is found in Appendix 1.

Street Classification	Total Lane Miles Repaved 2005 - 2012	Avg. Number of Lane Miles Repaved per Year (2005 – 2012)
Arterial	37.42	4.68
Collector	7.87	0.98
Local	17.07	2.13
Total	62.3	7.8

It is easy to ascertain from the numbers above that the focus of the City's repaving program during the past eight years has been on the arterial streets. As mentioned previously, arterial streets are the major and most important streets within the City that carry the highest volume of traffic and need to be repaved more frequently than local or residential streets.

While the City did accomplish a significant amount of repaving during the past eight years, 62.3 total lane miles or an average of 7.8 lane miles per year, this amount is below the average number of lane miles that need to be repaved each year (10.4 lane miles) so that all the streets within the City are maintained in good physical condition. This repaving deficit of approximately 2.6 lane miles per year over an extended period of time will mean that the average physical condition of the City's streets will continue to get worse and the streets within the City will not be maintained at a level desired or expected by the City's residents.

Priorities for Selecting Street for Repaving

Determining the priority for selecting the streets that are repaved each year is based on the following criteria:

1. Street Classification (arterial, collector, local)

Arterial streets are the major streets within the City and have the highest overall priority for repaving. Collector streets have the next highest priority, followed by local streets.

2. Traffic Volumes

In general, the more traffic that utilizes a street, the higher the priority will be repaving.

3. Physical Condition of the Street

The actual physical condition of each street is taken into consideration when determining the priorities for repaving.

It should be noted that in some instances a local street may be in worse physical condition than an arterial street, but the arterial street will have an overall higher priority for repaving due to its street classification and higher traffic volumes.

Costs for Street Repaving

The cost to repave a lane mile of a street can vary based on multiple factors, including:

- Width of street
- Current physical condition of street
- Asphalt milling required
- Volume of truck traffic
- Striping needs
- Manhole adjustments

Liquid asphalt prices can fluctuate significantly, even within the same year, which can make it difficult to estimate the long term costs for repaving. For purposes of this report, an average cost of \$90,000 per lane mile has been estimated.

Based on this unit cost, the total cost to repave all of the streets in the City (at current prices) would be approximately \$20 million. Utilizing an average repaving frequency of 22.3 years as determined above, the City should be spending approximately \$900,000 per year on average for street repaving.

Funding Sources for Street Repaving

The following are the primary funding sources that are available to the City to fund sidewalk replacements and a brief discussion of each:

1. Highway Maintenance Fund

The City receives annual funding each year from the state for street maintenance. For the current fiscal year, the amount of funding will be:

- Arterial Streets: \$18,684 per lane mile
- Collector/Local Streets: \$10,970 per lane mile

Based on these rates, the total amount of state funding will be \$2,802,000.

In addition to street repaving, these funds are also used for:

- Asphalt patching
- Curb & gutter and drainage system maintenance
- Sidewalk maintenance
- Street lighting
- Traffic signal maintenance
- Street signs and pavement markings
- Street sweeping
- Snow/ice removal
- Street median mowing/maintenance
- Street trees

Due to all of these maintenance activities, the \$2.8 million per year received from the state is simply not adequate to meet the approximate \$900,000 annual need

for street repaving. Therefore, supplemental funding sources will be necessary in the future.

2. City's General Fund

The City's General Fund is one potential supplemental funding source for street repaving. In the current FY2014 budget, the General Fund is providing \$500,000 in funding for street repaving.

3. City's Utility Fund

Over the past six years, the City has completed numerous underground utility replacement projects. At the conclusion of the utility replacements, each street is repaved as a part of the overall project. As there are still many existing water and sewer mains that are very old and need to be replaced, utility replacement projects are expected to continue to play a key role in the City's overall repaving program.

4. VDOT Revenue Sharing Funds

Revenue sharing funds administered by VDOT is another funding source for street repaving. In the current fiscal year (FY2014), the City will receive approximately \$130,000 in state Revenue Sharing funds for repaving.

Proposed 3-year Street Repaving Plan

Based on the priorities developed herein for street repaving, a proposed 3-year plan for street repaving has been developed and is presented in Figure 3. A detailed listing of the specific streets to be repaved each year is found in Appendix 2.

A summary of the proposed 3-year program is shown in the following table:

Fiscal Year	Lane Miles of Streets to Repave	Estimated Cost for Repaving
2014	11.7	\$ 900,000
2015	14.3	\$ 950,000
2016	12.3	\$ 1,100,000
Average Per Year	12.7	\$983,000

The following are the primary guiding factors of the proposed 3-year plan:

1. The plan will complete and average of 12.7 lane miles of street repaving per year over the next three years. This amount is significantly more repaving than what has been completed on average over the past several years and is more than the 10.4 lane miles of repaving that is needed each year on average to maintain all City streets in a good condition. The plan recognizes that the City has a significant backlog of streets in poor condition and is necessary to help the City “catch up” in its street repaving program.
2. As the focus of the City’s repaving efforts the past several years have focused on arterial streets, a significant number of residential streets are included in the 3-year plan.

The proposed 3-year plan (and plan in subsequent years) will require significant funding to implement. The following are the proposed primary funding sources to complete the street repaving in the 3-year plan:

- Highway Maintenance Fund
- General Fund

- State Revenue Sharing Funds (VDOT)

A summary of the estimated funding sources for the proposed 3-year street repaving plan is presented in the table below.

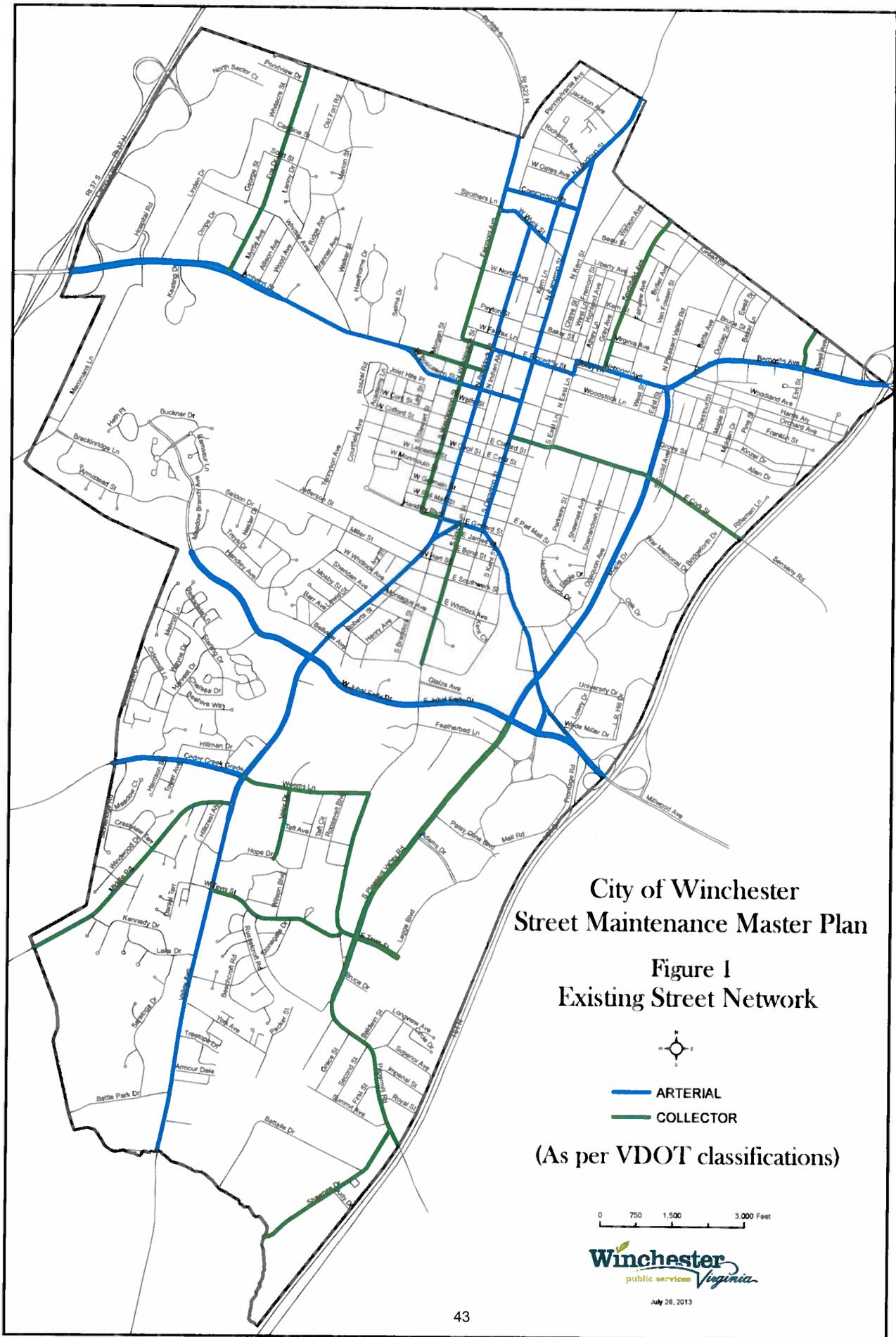
Fiscal Year	General Fund	Highway Maintenance Fund	State Revenue Sharing Funds (VDOT)	Total Funding
2014	\$ 670,000	\$ 100,000	\$130,000	\$ 900,000
2015	\$ 720,000	\$100,000	\$130,000	\$950,000
2016	\$ 870,000	\$100,000	\$130,000	\$1,100,000

Summary and Recommendations

1. The City currently maintains approximately 221.5 lane miles of public streets within the City. This figure does not include alleys.
2. In order to keep all of the roadways within the City in good physical condition and at a service level desired and expected by the residents, the City should repave approximately 10.4 lane miles of streets each year.
3. During the period between 2005 and 2012, the City repaved an average of 7.8 lane miles of streets per year. As this amount is below the recommended amount of 10.4 lane miles of street repaving per year, the average physical condition of all the streets within the City has declined. The majority of repaving the past seven years has been on the City's arterial streets.
4. A proposed 3-year street paving plan has been developed which is based on a prioritized system where a combination of the street classification

(arterial, collector, or local), traffic volumes, and current physical condition of the street is used to select the streets for repaving. The plan will complete and average of 12.7 lane miles of street repaving over the next three years and recognizes that the City has a significant backlog of streets in poor condition and it is necessary to help the City “catch up” in its street repaving program.

5. A significant amount of funding will be required to implement the proposed 3-year repaving program – approximately \$1 million per year. The primary funding sources are projected to be the Highway Maintenance Fund, the City’s General Fund, and Revenue Sharing Funds from VDOT. The primary funding source is projected to be the General Fund due to funding limitations from the state. The estimated funding from the General Fund in FY2015 and FY2016 is projected to be \$720,000 and \$870,000, respectively.
6. It is very important that all streets within the City be inspected every year and that the 3-year street repaving program is updated on an annual basis. The physical condition of some streets can change fairly quickly and so can economic conditions, especially the cost of liquid asphalt and the overall costs for paving. Street repaving will need to remain a priority in the future to ensure that the physical condition of all streets remains at level expected by City residents.
7. It is recommended that the City pursue and implement a crack sealing program in the future where feasible to help extend the life of the asphalt pavements within the City.



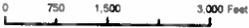
**City of Winchester
Street Maintenance Master Plan**

**Figure 1
Existing Street Network**

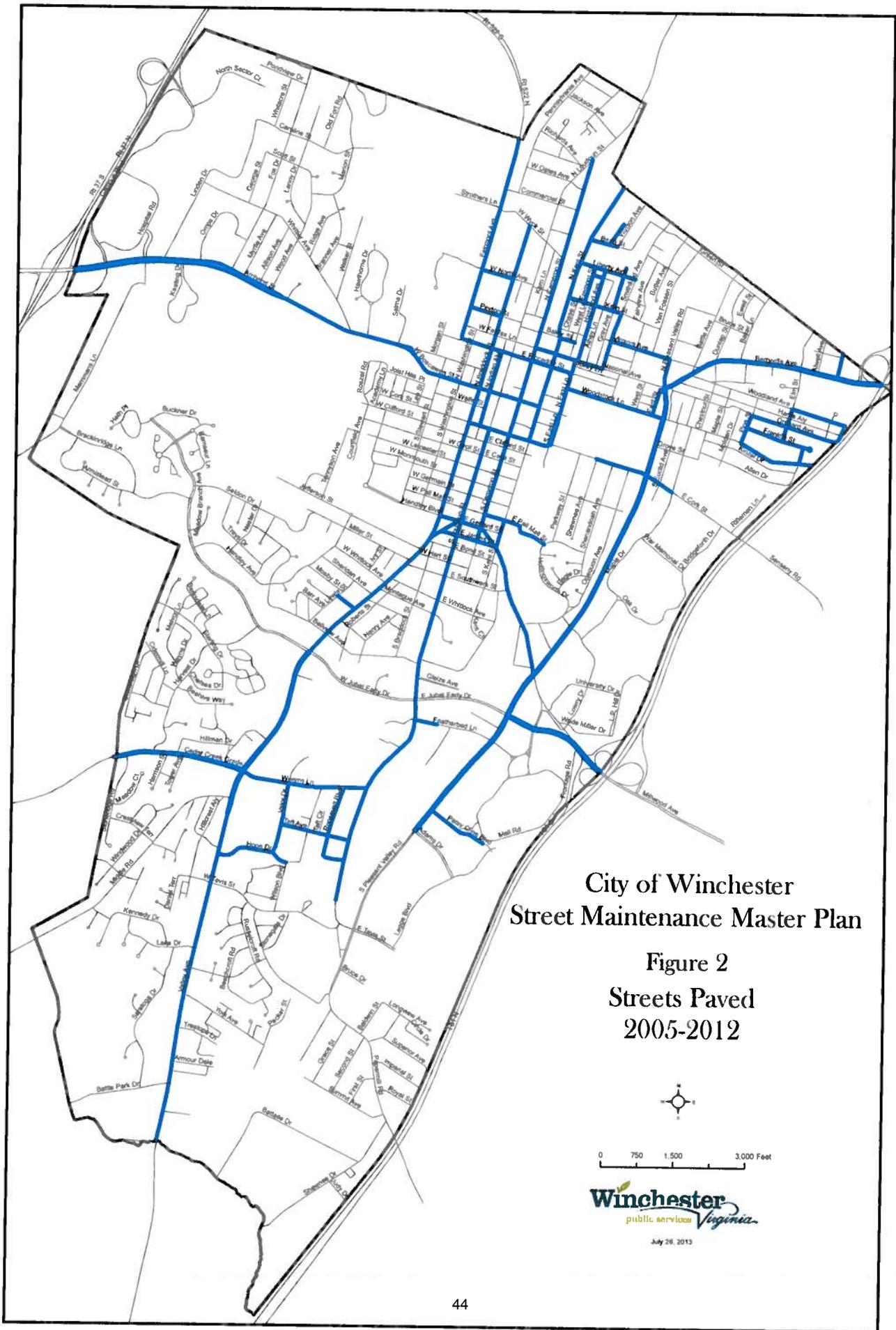


- ARTERIAL
- COLLECTOR

(As per VDOT classifications)



July 26, 2013



**City of Winchester
Street Maintenance Master Plan**

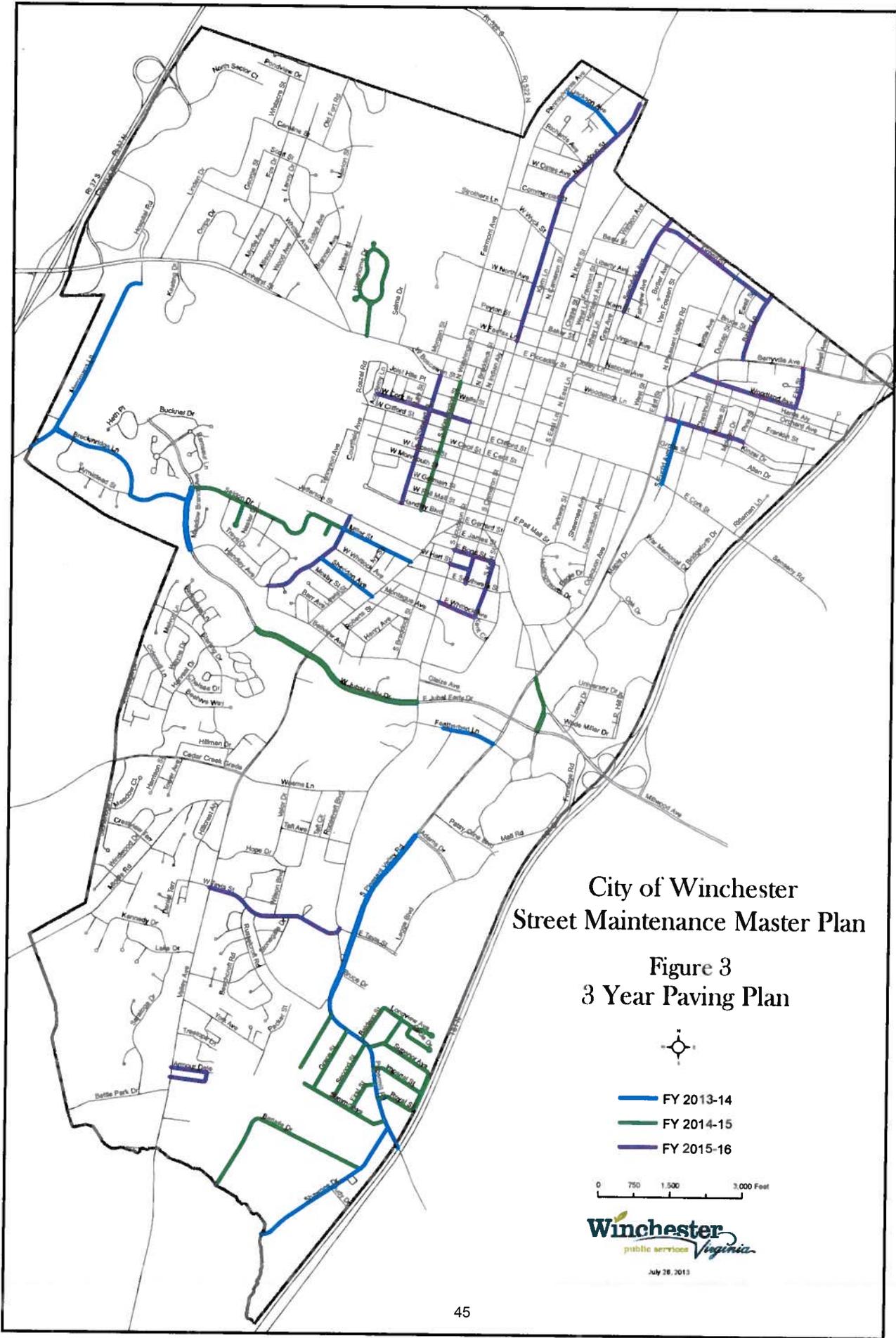
**Figure 2
Streets Paved
2005-2012**



0 750 1,500 3,000 Feet



July 26, 2013



City of Winchester
Street Repaving History Since 2005
Appendix 1

Year	Street Repaved	From	To	Length (ft)	Travel Lanes	Lane Miles Paved
2005	Millwood	Pleasant Valley	Kent	2,790	2	1.06
2005	Fairmont	Piccadilly	City Limit	4,575	2	1.73
						2.79
2006	Amherst	Medical Circle	Boscawen	2,880	2	1.09
2006	Boscawen	Amherst	Kent	3,080	2	1.17
2006	Woodland	Elm	End (east)	1,190	2	0.45
						2.71
2007	Valley	Jubal Early	South City Limit	10,810	4	8.19
2007	Valley	Jubal Early	Braddock	3,555	2	1.35
2007	Mosby	Valley	Lewis	420	2	0.16
2007	S. Loudoun	Jubal Early	Cork	5,900	2	2.23
2007	Peyton	Fairmont	Braddock	675	2	0.26
2007	North	Fairmont	Braddock	675	2	0.26
2007	Kern	Kent	Smithfield	1,160	2	0.44
2007	Beau	Kent	Watson	620	2	0.23
2007	Ohio	Watson	End	555	2	0.21
2007	Woodstock Lane	Pine	City Limit	1,655	2	0.63
2007	Allen	Franklin	Woodstock Lane	360	2	0.14
2007	Elm	Orchard	Franklin	305	2	0.12
2007	Pine	Woodstock Lane	Orchard	640	2	0.24
2007	Orchard	Pine	Elm	790	2	0.30
2007	Franklin	Elm	End	630	2	0.24
						14.98
2008	Pleasant Valley	Parkview	Adams	4,800	4	3.64
2008	Patsy Cline	Pleasant Valley	Entrance	710	2	0.27
2008	Jubal Early	Pleasant Valley	I-81	1,820	4	1.38
2008	Kent	Cork	Piccadilly	1,600	2	0.61
2008	S. Loudoun	Featherbed	Weems Ln	1,770	4	1.34
2008	Roosevelt	Weems	Papermill	1,960	2	0.74
2008	Taft	Wilson	Papermill	900	2	0.34
						8.31
2009	Braddock	Wyck	Gerrard	6,350	2	2.41
2009	Cameron	N. Loudoun	Gerrard	8,030	2	3.04
2009	Cork	Braddock	East Lane	1,760	2	0.67
2009	East Lane	Cork	Piccadilly	1,570	2	0.59
2009	Woodstock Lane	East Lane	Pleasant Valley	2,100	2	0.80

**City of Winchester
3-year Paving Plan
Appendix 2**

Street	From	To	Length (ft)	Travel Lanes	Lane Miles
FY 2014					
Featherbed	Pleasant Valley	RR Tracks	1200	2	0.45
Meadow Branch	Handley	Seldon	1400	2	0.53
Sheridan	Valley	Handley	1300	2	0.49
Miller	Valley	Handley	1525	2	0.58
Jackson	N. Loudoun	Pennsylvania	1400	2	0.53
Euclid	Cork	Woodstock	1300	2	0.49
Armistead	Meadow Branch	Breckinridge	1300	2	0.49
Breckinridge	Armistead	Merrimans	2400	2	0.91
Pleasant Valley	Adams	Cedarmeade	3950	4	2.99
Merrimans Lane	Meadow Branch	City Limit	4150	2	1.57
Papermill Rd	Cedarmeade	City Limit	3500	2	1.33
Shawnee Dr	Papermill Rd	City Limit	3500	2	1.33
					11.70
FY 2015					
Jubal Early	S. Loudoun	Harvest	3825	4	2.90
Millwood	Pleasant Valley	Jubal Early	1120	2	0.42
Hawthorne	Amherst	End	3500	2	1.33
Washington	Handley	Boscawen	2770	2	1.05
Battaile	Shawnee	City Limit	4025	2	1.52
Summit	Papermill Rd	End	1950	2	0.74
1st Street	Papermill Rd	Summit	800	2	0.30
2nd Street	Papermill Rd	Summit	1330	2	0.50
Grace Street	Papermill Rd	Summit	1370	2	0.52
Pleasant Valley Rd	Papermill Rd	End	1230	2	0.47
Royal St	Papermill Rd	Imperial	765	2	0.29
Imperial St	Papermill Rd	End	1100	2	0.42
Superior Ave	Papermill Rd	Imperial	2270	2	0.86
Broadview	Papermill Rd	Longview	580	2	0.22
Baldwin St	Papermill Rd	Bruce Dr	790	2	0.30
Longview Ave	Baldwin	End	1215	2	0.46
Circle Dr	Longview	End	790	2	0.30
Miller	Handley	Seldon	860	2	0.33
Seldon	Miller	Meadow Branch	2930	2	1.11
Vanceright Cir	Miller	End	350	2	0.13
Dalton Pl	Seldon	End	475	2	0.18
					14.34

FY2016					
Tevis	Valley Ave	RR Tracks	2570	2	0.97
Stewart	Handley	Boscawen	2770	2	1.05
Cork	Braddock	Academy	1950	2	0.74
Handley Ave	Jefferson	Bellview	2325	2	0.88
Cameron	Bond	Southwerk	570	2	0.22
Kent	Bond	Whitlock	1210	2	0.46
Whitlock	Kent	S Loudoun	800	2	0.30
Bond	Kent	S Loudoun	835	2	0.32
Hart	Cameron	S Loudoun	415	2	0.16
Whitlock	S. Loudoun	Kent	810	2	0.31
Green	Smithfield	Baker	2600	2	0.98
Baker Lane	Berryville	City Limit	1465	2	0.55
Woodstock Lane	Pleasant Valley	Pine	1685	2	0.64
Woodland	Berryville	Elm	2240	2	0.85
N Loudoun	Fairfax Ln	City Limit	5820	2	2.20
Armour Dale	Valley Ave	End	840	2	0.32
Elm	Berryville	Woodland	1240	2	0.47
Smithfield	Kern	City Limit	2190	2	0.83
					12.25

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: August 20, 2013 **CUT OFF DATE:** 08/13/13

RESOLUTION X **ORDINANCE** **PUBLIC HEARING** **DISCUSSION** X

ITEM TITLE: Resolution establishing a policy for Council approval of grant applications

STAFF RECOMMENDATION: Approval of resolution

PUBLIC NOTICE AND HEARING: N/A

ADVISORY BOARD RECOMMENDATION: N/A

FUNDING DATA: N/A

INSURANCE:N/A

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. City Attorney	<i>AW</i>	_____	<i>8/15/2013</i>
6. City Manager	<i>[Signature]</i>	_____	<i>8-15-13</i>
7. Clerk of Council	_____	_____	_____
Initiating Department Director's Signature	<i>[Signature]</i>	_____	<i>8/15/13</i> Date



APPROVED AS TO FORM:

[Signature] *8/15/2013*
CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Dale Iman, City Manager
Date: 8-20-2013
Re: Resolution establishing a policy for Council approval of grant applications

THE ISSUE:

It is the desire of City Council to establish a policy regarding the review and approval of grant applications.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 2 – Develop a high performing organization

BACKGROUND:

At the July 23, 2013 City Council Work Session the Council discussed the current practice of the governing body to review and approve by resolution all grant applications at both a Work Session and regular meeting of the Common Council. Following the discussion the Council directed the City Manager to prepare a policy for grant reviews that would be more efficient and less costly but yet continue to insure that proper checks and balances are incorporated. The primary concern with regards to grant applications is that City Council be made aware of local financial match requirements prior to making a commitment to apply for grants. This concern will be addressed by following guidelines established in the policy to include:

1. All grants reviewed and approved as part of the annual budget process shall not require additional action by City Council.
2. Grants requiring a local match in excess of \$25,000 which has not been approved in the annual budget; shall be reviewed and approved by City Council prior to submission of a grant application or as soon thereafter as possible.
3. All grants which provide funding for personnel with a requirement that the City continue funding the position or positions after the grant expires shall be reviewed and approved by City Council or as soon thereafter as possible.
4. All grants that require a Council resolution authorizing the submission of an application shall be reviewed and approved by Council resolution prior to submission of said application.
5. All grant approval resolutions shall also authorize the City Manager to “do all things necessary” to apply for and accept grant awards on behalf of the City of Winchester.
6. The City Manager shall inform the City Council of all grants awarded to the City of Winchester through regular “Activity Reports” or other means acceptable to Council.

BUDGET IMPACT:

The adoption of the above referenced policy will significantly reduce the amount of administrative and staff time required to process grant applications thus contributing to the goal of developing a high performance organization. The current practice involves approximately five (5) hours of staff time for each grant application. The process involves the preparation of a Council Action Memorandum (CAM); reviews by City Manager and City Attorney; staff attendance/presentation at Council Work Session and Council meeting; and agenda preparation. In addition Council members are required to review and act on the proposed resolution. This new proposed policy will free up Council and staff time to concentrate on more important projects and issues.

OPTIONS:

1. Adopt the attached resolution and policy.
2. Make changes and/or additions to the proposed policy.
3. Continue with the status-quo.

RECOMMENDATIONS:

It is recommended that Council adopt the attached resolution creating a formal policy for Council review and approval of grant applications.

RESOLUTION

WHEREAS, City Council desires to streamline the grant approval process by adopting the attached policy; and,

WHEREAS, City Council is supportive of grant research and awards; and,

WHEREAS, City Council acknowledges the benefits grants provide to the City of Winchester.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Winchester hereby supports the adopting of the proposed grant policy in its entirety; and,

BE IT FURTHER RESOLVED that the policy will remain in full force upon the adoption of this resolution

Grant Submission Process and Reporting Requirements

Purpose

The purpose of this policy is to streamline the City of Winchester's grant application process to improve efficiency while continuing to insure that proper checks and balances are incorporated.

Rationale

This policy will significantly reduce the amount of administrative and staff time required to process grant applications while decreasing Council's need to review and act on the proposed resolution thus contributing to the goal of developing a high performance organization.

This policy promotes the strategic maximization of grant revenue to the City and improves financial monitoring and reporting associated with grant-funded programs and ensures that deliverables and performance obligations required by Grantors are satisfied per grant obligations.

Scope

All City departments and divisions are required to adhere to this procedure.

Guidelines

1. All grants reviewed and approved as part of the annual budget process shall not require additional action by City Council.
2. Grants requiring a local match in excess of \$25,000 which has not been approved in the annual budget; shall be reviewed and approved by City Council prior to submission of a grant application or as soon thereafter as possible.
3. All grants which provide funding for personnel with a requirement that the City continue funding the position or positions after the grant expires shall be reviewed and approved by City Council or as soon thereafter as possible.
4. All grants that require a Council resolution authorizing the submission of an application shall be reviewed and approved by Council resolution prior to submission of said application.
5. All grant approval resolutions shall also authorize the City Manager to "do all things necessary" to apply for and accept grant awards on behalf of the City of Winchester.
6. The City Manager shall inform the City Council of all grants awarded to the City of Winchester through regular "Activity Reports" or other means acceptable to Council.

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: August 20, 2013 **CUT OFF DATE:** 08/13/13

RESOLUTION ___ **ORDINANCE** ___ **PUBLIC HEARING** ___ **DISCUSSION** X

ITEM TITLE: Consolidation of Community Development Committee functions into a revised Committee with concurrent membership with members of the Economic Development Authority

STAFF RECOMMENDATION: Provide direction to staff

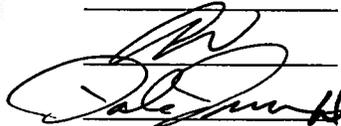
PUBLIC NOTICE AND HEARING: N/A

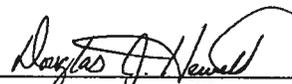
ADVISORY BOARD RECOMMENDATION: N/A

FUNDING DATA: N/A

INSURANCE:N/A

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. Jim Deskins, Redevelopment Director			8/15/13
2. _____			
3. _____			
4. _____			
5. City Attorney			8/15/2013
6. City Manager			8-15-13
7. Clerk of Council			

Initiating Department Director's Signature:  08/13/2013
Date



APPROVED AS TO FORM:


CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council

From: Doug Hewett, Assistant City Manager

Date: August 20, 2013

Re: Discussion of consolidating the Community Development Committee's functions into a revised committee with concurrent membership with the City's Economic Development Authority

THE ISSUE: As part of the City Council's effort to review the functions and composition of all city boards and commissions, there may be value in discussing whether the functions of the Community Development Committee, CDC, could be assigned to a revised committee that would have concurrent membership with the Economic Development Authority, EDA.

RELATIONSHIP TO STRATEGIC PLAN: Goal 1 – Grow the Economy, Goal 2- Develop a High Performing Organization, Goal 3 – Continue Revitalization of Historic Old Town, Goal 4 – Create a More Livable City for All

BACKGROUND: In 2012 the City Council began a process of reviewing the functions and composition of all city boards and commissions. Consistent with the City Council's efforts, staff believes there may be an opportunity to assign the functions of the CDC to a newly formed committee that has concurrent membership with the EDA. In essence, EDA members would also be assigned membership on the CDC.

The rationale for this change is that over the next five years the CDBG block grant funds will be utilized to pay back the HUD 108 loan which was used in funding the Taylor Hotel project. Additionally, there is a desire to begin to develop plans for specific neighborhood revitalization efforts designed to create more appropriate housing options in our community in order to sustain our community's economic viability. These two reasons coupled with the provisions in state code that enable the economic development authority to provide financial incentives, as well as funding for these kinds of activities, makes the EDA the most logical group to foster these strategies.

If approved by City Council, the CDC would only convene when necessary and would do so at the conclusion of the regular EDA meeting. Moreover, if approved by City Council, staff would work with the current members of the CDC to identify other board and commission appointments they might seek.

	Community Development Committee	Economic Development Authority
Function	<p>The CDC provides input and makes recommendations regarding the implementation of the City's CDBG program and other neighborhood and affordable housing strategies. However, the CDC's current workload has substantially diminished due to future CDBG funding being committed over the next three years+ while all funding goes to the Taylor Hotel Project.</p> <p>Provides support for Goal 3- Revitalization of Historic Old Town, and Goal 4-More Livable City for All.</p>	<p>The EDA facilitates economic development activity to maximize use of industrial and commercial land. This will enable the City to help the workforce develop its fullest potential and minimize burden on the individual taxpayer. The takes into account the need to preserve the social, environmental, architectural and cultural fabric of the community.</p> <p>Primary lead agents for Goal 1: Grow the Economy</p>
Membership	8 members - 6 vacancies	7 members
Established by	City Council	Virginia State Code

BUDGET IMPACT:

- None

OPTIONS:

1. Accept staff's recommendation to consolidate the CDC's functions into a new committee constituted with members of the EDA.
2. Reject staff's recommendation
3. Provide additional direction to staff, and/or take no action at this time.

RECOMMENDATIONS: Accept staff's recommendation and direct staff to bring forward necessary items for Council's further consideration and implementation.

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: August 20, 2013 **CUT OFF DATE:** 08/13/13

RESOLUTION ___ **ORDINANCE** ___ **PUBLIC HEARING** ___ **DISCUSSION** **X**

ITEM TITLE: Discussion of creating a taskforce to assist with sustainability issues

STAFF RECOMMENDATION: Provide direction to staff

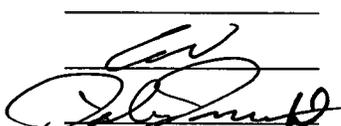
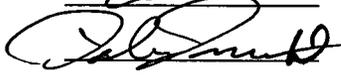
PUBLIC NOTICE AND HEARING: N/A

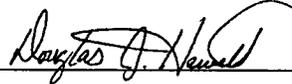
ADVISORY BOARD RECOMMENDATION: N/A

FUNDING DATA: N/A

INSURANCE:N/A

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda.

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1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. City Attorney		_____	<u>8/15/2013</u>
6. City Manager		_____	<u>8-15-13</u>
7. Clerk of Council	_____	_____	_____

Initiating Department Director's Signature:  08/13/2013
Date



APPROVED AS TO FORM:


CITY ATTORNEY 8/15/2013

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council

From: Doug Hewett, Assistant City Manager

Date: August 20, 2013

Re: Discussion of creating a taskforce to assist with sustainability issues

THE ISSUE: As part of the City Council's effort to review the functions and composition of all city boards and commissions, is there value in creating a 'Green Team' to serve as an advisory body to the City Manager and City Council in helping to guide public policy, planning, education, departmental management, new development, and evaluation of environmental and energy related matters.

RELATIONSHIP TO STRATEGIC PLAN: Goal 4 – Create a More Livable City for All

BACKGROUND: In 2012 the City Council began a process of reviewing the functions and composition of all city boards and commissions. From that effort there was general support for eliminating the Tree Commission and the Natural Resources Advisory Boards. In subsequent conversations, the City Council expressed a desire for there to be an 'ad-hoc' group convened under the Parks and Recreation Advisory Board on an as-needed-basis if there were significant issues or questions that required more study in areas that would have been previously handled by either the Tree Commission or the Natural Resources Advisory Board.

That idea didn't gain full traction with City Council, as such staff offers for discussion the possibility of creating a new taskforce that would combine some of the duties of both boards, as well as focus on expanded issues as described below.

- A. Assist the City and City residents in understanding its responsibility for its own impact on climate change, as well as educate the community in how it can become more energy efficient and climate sensitive.
- B. Facilitate implementation of the Green Building Municipal Leadership and to promote the adoption of LEED and Energy Star standards for municipal structures and, when possible, for private commercial and residential construction.
- C. Study and make recommendations for ways to generate green vehicle and travel solutions for City personnel and departments.
- D. Evaluate City procurement and disposal policies and practices and make recommendations in collaboration with City personnel that will create more environmentally responsible alternatives.
- E. Identify and promote renewable energy solutions that are consistent with needs, opportunities and resources available to the Greater Winchester area.
- F. Advise and consult with the City Manager and the City Council on all matters pertaining to the authority and purpose of the Municipal Green Team, including issues previously assigned to the Tree Commission and the Natural Resources Advisory Board.
- G. Support education efforts that will encourage environmental responsibility and energy efficiency, with unique programming, and possibly support for a Farmer's Market.

If supported by City Council, the taskforce would be created for a time-limited period and would be given a specific set of tasks to address within that time.

BUDGET IMPACT:

None at present as staff are already assigned to support the Tree Commission and Natural Resources Advisory Board

OPTIONS:

1. Accept City Council's earlier recommendation to eliminate the Tree Commission and Natural Resources Advisory Board, and authorize the creation of a Green Team Taskforce with duties as described above.
2. Reject staff's recommendation and provide direction concerning the disposition of the Tree Commission and Natural Resources Advisory Board
3. Provide direction to staff, and/or take no action at this time.

RECOMMENDATIONS: Option 1



A Virginia Accredited Law Enforcement Agency

Timbrook Public Safety Center
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**WINCHESTER POLICE DEPARTMENT
MONTHLY COUNCIL REPORT
July 2013**

5 YEAR TREND FOR MAJOR CRIMES- July

	2009	2010	2011	2012	2013
THEFT	79	63	74	63	52
GRAND THEFT	17	16	23	18	13
MVT	2	4	2	1	3
ROBBERY	5	2	5	1	2
RAPE	1	1	1	1	1
B&E	13	15	12	16	9

5 YEAR TREND ENFORCEMENT -Enforcement for July-5 year trend

	2009	2010	2011	2012	2013
Felony Arrests	21	26	29	37	31
Misdemeanor Arrests	92	125	127	140	158
Legal Document - Felony	26	33	19	65	39
Legal Document - Misdemeanor	184	181	121	175	189
DUI Arrests	18	21	25	23	13
Incident Reports	323	358	354	380	318
Field Contacts Documented	11	13	48	76	27
Speeding - Radar	27	47	99	90	37
Speeding - Non Radar	9	0	0	1	9
Traffic Violations	174	212	372	201	134
Vehicle Crash Investigations	48	50	49	57	36
Parking Violations	95	219	115	105	124
Warnings					62

Up to date statistics can be found www.winchesterpolice.org/forms/index.html and up-to-date crime maps are available at www.crimereports.com.

“Committed to improving the quality of life for all people by preventing crime in the city.”

2013 Fire and Rescue Department Statistics

Month	Incidents											Casualties		Training Hours		Resuscitation Efforts	
	EMS	Fire	Total	Struc. Fire	Fire Other	ALS 1	ALS 2	BLS	Pt. Ref.	Mutual Aid Given	Mutual Aid Recvd.	Fire	Civ.	Dept. Personnel	LFCC Ride-Along Students	Cardiac Arrest	Cardiac Arrest Saved
January	349	96	445	5	91	160	2	137	21	50	13	1	0	935	0	1	1
February	309	65	374	2	63	138	1	109	25	18	13	0	1	424	0	2	1
March	390	103	493	7	96	171	6	161	23	40	7	0	1	879	12	4	2
April	333	95	428	3	92	153	3	130	19	27	15	1	0	872	282	1	0
May	388	113	501	5	108	144	5	144	30	35	11	1	2	410	54	3	1
June	341	112	453	8	104	134	4	150	31	39	10	0	3	386	0	4	1
July	388	106	494	7	99	170	7	137	29	39	15	0	0	1444	0	4	1
August			0		0												
September			0		0												
October			0		0												
November			0		0												
December			0		0												
TOTAL	2498	690	3188	37	653	1070	28	968	178	248	84	3	7	5349	348	19	7
																36.84%	

26.3% National Average

10 Years of Incidents											
2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	
4932	5288	5711	5673	5571	5365	5407	5539	5541	5756		

Other Monthly Activity:

The Winchester Fire and Rescue Department was recognized by LFEMSC for the second time in seven years as the Outstanding EMS Agency. Winchester Fire and Rescue Department, Lt. James D. Orndorff was recognized by the LFEMSC for the second time in five years. Participated in National Night out with the Winchester Police Department



2013 EMS Revenue Recovery Statistics

	Total billed	Payment Adj.	Net Collectable	Total paid by insurance	Patient Payment	Refunds	Total Deposit	Total Revenue	Increase from FY2012	Percent Increase From FY2012
JULY	\$163,187.00	\$0.00	\$163,187.00	\$82,567.54	\$2,615.82	\$0.00	\$85,183.36	\$85,183.36	\$11,689.82	16%
AUGUST										
SEPTEMBER										
OCTOBER										
NOVEMBER										
DECEMBER										
JANUARY										
FEBRUARY										
MARCH										
APRIL										
MAY										
JUNE										
TOTALS	\$163,187.00	\$0.00	\$163,187.00	\$82,567.54	\$2,615.82	\$0.00	\$85,183.36			54%



2013 Fire Marshal Division Statistics

Month	City Fire Property Dollar Loss/Save			Plan Review		Inspections/Investigations								Public Education			
	Loss	Value	Saved	#	Revenue	Fire Insp.	Follow-up	Sprinkler	Alarm	Supres.	Site	Other Insp.	Investig.	Smoke Alarms Installs	Car Seat Installs	Pub Ed Children	Pub Ed Adult
January	\$100.00	\$175,000.00	\$174,900.00	2	\$75.99	10	18	2	3	1	1	0	0	0	13	2	17
February	\$600.00	\$107,000.00	\$106,400.00	9	\$0.00	16	9	3	0	0	0	0	1	2	10	64	53
March	\$0.00	\$0.00	\$0.00	11	\$758.30	14	18	8	0	1	2	42	0	4	8	15	40
April	\$26,100.00	\$111,100.00	\$85,000.00	5	\$214.20	38	26	2	0	0	0	21	2	1	4	2	8
May	\$105,500.00	\$148,400.00	\$42,900.00	14	\$1,239.86	8	9	5	1	3	0	23	1	1	11	143	43
June	\$98,000.00	\$17,846,200.00	\$17,748,200.00	6	\$517.16	15	14	4	3	3	3	10	3	1	3	113	19
July	\$7,250.00	\$8,100.00	\$850.00	14	\$1,159.18	14	19	3	4	1	1	7	3	1	14	48	20
August					\$0.00												
September					\$0.00												
October					\$0.00												
November					\$0.00												
December					\$0.00												
TOTAL	\$237,550.00	\$18,395,800.00	\$18,158,250.00	61	\$3,964.69	115	113	27	11	9	7	103	10	10	63	387	200



2013 Station/Apparatus Statistics

	Station Logbook Runs			
Month	1	2	4	5
January	174	73	151	196
February	148	71	122	180
March	188	80	180	215
April	164	80	161	203
May	173	72	157	226
June	168	77	137	218
July	202	89	152	229
August				
September				
October				
November				
December				
TOTAL	1217	542	1060	1467