



**WINCHESTER COMMON COUNCIL
FEBRUARY 24, 2015
AGENDA
6:00 P.M.**

CALL TO ORDER AND ROLL CALL

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – February 10, 2015 Regular Meeting and February 10, 2015 Work Session

REPORT OF THE MAYOR

REPORT OF THE CITY MANAGER

REPORT OF THE CITY ATTORNEY

PUBLIC HEARINGS

- 1.1 O-2015-02:** Second Reading – AN ORDINANCE TO REZONE 5.1674 ACRES OF LAND AT 380 MILLWOOD AVENUE (*Map Number 233-01- -3*) FROM MEDIUM DENSITY RESIDENTIAL DISTRICT (MR) ZONING TO MEDIUM DENSITY RESIDENTIAL DISTRICT (MR) ZONING WITH PLANNED UNIT DEVELOPMENT (PUD) OVERLAY RZ-14-628 (**REQUIRES ROLL-CALL VOTE**)(pages 3-13)
- 1.2 O-2014-29:** Second Reading – AN ORDINANCE TO AMEND SECTION 16-5 OF THE WINCHESTER CITY CODE PERTAINING TO CURFEW VIOLATIONS (**REQUIRES ROLL-CALL VOTE**)(pages 14-19)
- 1.3 CU-14-761:** Conditional Use Permit – Request of Lawton Saunders on behalf of North Loudoun Renovations, LLC for ground floor apartments at 317 South Cameron Street (*Map Number 193-1--K-14*) zoned Central Business District (B-1) with Historic Winchester District Overlay (HW) (pages 20-33)
- 1.4 CU-14-757:** Conditional Use Permit – Request of Painter-Lewis, PLC on behalf of Long Term Care Properties, LLC for Nursing and Rehabilitation Facility and Corridor Enhancement Certificate of Appropriateness for the square footage and roof pitch of the proposed building at 940 Cedar Creek Grade (*Map Number 249-1-2*) zoned Highway Commercial (B-2) District with Corridor Enhancement (CE) District overlay (pages 34-49)

2.0 PUBLIC COMMENTS

3.0 CONSENT AGENDA

3.1 R-2015-06: Resolution – Authorization to accept grant funding in the amount of up to \$117,414 and to sign all documents necessary to execute acceptance of this grant (pages 50-54)

4.0 AGENDA

4.1 O-2015-04: First Reading – AN ORDINANCE TO AMEND ARTICLE IX OF THE WINCHESTER CITY CODE PERTAINING TO ASSEMBLIES, DEMONSTRATIONS, AND PARADES (pages 55-76)

5.0 ADJOURNMENT

0-2015-02

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: 1/27/15 (work session) **CUT OFF DATE:** 01/22/15
2/10/15 (1st reading)
2/24/15 (2nd reading/Public Hearing)

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

ITEM TITLE:
RZ 14-628 AN ORDINANCE TO REZONE 5.1674 ACRES OF LAND AT 380 MILLWOOD AVENUE (*Map Number 233-01- -3*) FROM MEDIUM DENSITY RESIDENTIAL DISTRICT (MR) ZONING TO MEDIUM DENSITY RESIDENTIAL DISTRICT (MR) ZONING WITH PLANNED UNIT DEVELOPMENT (PUD) OVERLAY.

STAFF RECOMMENDATION:
Approval.

PUBLIC NOTICE AND HEARING:
Public hearing for 2/24/2015 Council meeting.

ADVISORY BOARD RECOMMENDATION:
Planning Commission unanimously recommended approval.

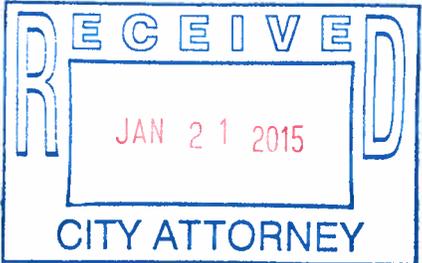
FUNDING DATA: N/A

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. Zoning & Inspections	<u>AMG</u>	_____	<u>1/21/15</u>
2. City Attorney	<u>[Signature]</u>	_____	<u>1/21/2015</u>
3. City Manager	<u>[Signature]</u>	_____	<u>21 Jan 2015</u>
4. Clerk of Council	_____	_____	_____
	_____	_____	_____

Initiating Department Director's Signature: [Signature] 1/21/15
(Planning Dept)



APPROVED AS TO FORM:
[Signature] 1/21/2015
CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council

From: Tim Youmans, Planning Director

Date: January 21, 2015

Re: RZ 14-628 AN ORDINANCE TO REZONE 5.1674 ACRES OF LAND AT 380 MILLWOOD AVENUE (Map Number 233-01- -3) FROM MEDIUM DENSITY RESIDENTIAL DISTRICT (MR) ZONING TO MEDIUM DENSITY RESIDENTIAL DISTRICT (MR) ZONING WITH PLANNED UNIT DEVELOPMENT (PUD) OVERLAY.

THE ISSUE:

Conventional rezoning from medium density residential district zoning to medium density residential district zoning with Planned Unit Development overlay which would allow for expansion/renovation on the property.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 2: More Livable City for All

BACKGROUND:

See attached staff report

BUDGET IMPACT:

None

OPTIONS:

1. Approve as recommended by Planning Commission
2. Table request
3. Deny request

RECOMMENDATIONS:

Recommend Option 1

City Council Work Session
January 27, 2015

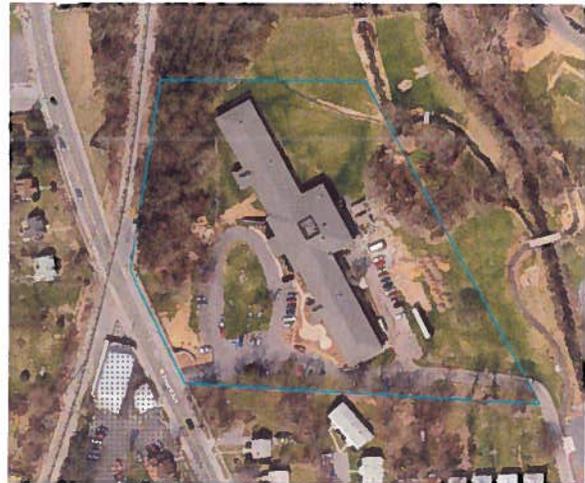
RZ 14-628 AN ORDINANCE TO REZONE 5.1674 ACRES OF LAND AT 380 MILLWOOD AVENUE (*Map Number 233-01- -3*) FROM MEDIUM DENSITY RESIDENTIAL DISTRICT (MR) ZONING TO MEDIUM DENSITY RESIDENTIAL DISTRICT (MR) ZONING WITH PLANNED UNIT DEVELOPMENT (PUD) OVERLAY.

REQUEST DESCRIPTION

The request is to rezone from MR to MR with a PUD overlay which would permit enlarging the existing nursing home without increasing the number of beds as outlined in the letter (see attached) from the applicant dated October 3, 2014.

AREA DESCRIPTION

The property currently contains the existing business Evergreen Health & Rehab, an assisted living/nursing home facility. To the north and east is City owned land zoned Education, Institution and Public Use District (EIP) which includes parts of the Green Circle Trail and Shawnee Springs Preserve. To the south is a residential area zoned MR. The adjacent parcels to the west are zoned Central Business District (B-1) buffered by Millwood Ave and the CSX Railroad line. Portions of the property lie within the 100-year floodplain and a variance was granted by the Board of Zoning Appeals on November 12, 2014 for expansion of the structure and use of the facility.



STAFF COMMENTS

In a letter (see attached) to the Planning Director dated October 3, 2014, Mr. Donald Crigler of DFC Architects, PC, applicant for the owner (Long Term Care Properties, LLC), states that the rezoning will bring the Nursing Home/Assisted Living Facility use back to a by-right use. The use was established in 1968 and was a by-right use until 1990 when the property was rezoned MR, thus establishing a “non-conforming use” and preventing the opportunity for expansion. The proposed site plan and elevations shows a 3,000 sq. ft. footprint for a 6,000 sq. ft. two story addition. The expansion is intended to improve the operation of the facility itself and does not increase the number of patient beds or staff. Consequently, this expansion and improvements should have no impact on the City, fiscally or in terms of traffic. The expansion is also in line with the City’s Comprehensive Plan for the area, which calls for proactive redevelopment of property where needed to achieve maximum sustainable potential.

RECOMMENDATION

At their January 20, 2015 meeting, the Planning Commission forwarded **RZ-14-490** to City Council recommending approval as depicted on an exhibit entitled “Rezoning Exhibit RZ-14-628, Prepared by Winchester Planning Department, 10-03-2014” because the request is consistent with the Comprehensive Plan which calls for Redevelopment in the site.

■ DFC Architects, PC ■

October 3, 2014

RE: Rezoning for a Planned Unit Development Overlay for
Evergreen Health & Rehab
380 Millwood Ave.
Winchester, Va 22601

Tim Youmans, Planning Director
City of Winchester
Rouss City Hall
15 North Cameron St.
Winchester, VA. 22601

Dear Tim,

I have enclosed an application for a re-zoning to place a Planned Unit Development overlay on the above referenced site. As you are aware the site is 5.1674 acres and therefore qualifies for a PUD overlay. The PUD will bring the use back to a "by-right" use for this site. It was brought to our attention that the current Zoning of MR which was done in 1990, actually made the existing use a "non-conforming use" and therefore eliminates the opportunity to expand the existing facilities. This use was established in 1968 and was a by right use from 1968 until the rezoning in 1990. I am submitting a site plan showing a new 3,000 square foot footprint for a 6,000 square foot, two story addition. I have included architectural plans and elevations of the proposed addition, since the project was ready to be started in September, until we discovered this zoning issue. I would appreciate any assistance that you can provide in expediting this process, since this rezoning was done prior to the current owners purchase of the facility in 2005. I would note that this expansion is designed to improve the care of the existing residents and does not add any additional beds, or staff. The rooms will be enlarged to accommodate the rehabilitation function on one wing and the long term care done on the other wing. It is also designed to meet the current HC accessibility standards for a Nursing facility.

As you may be aware this facility is the largest Nursing Home in the City of Winchester and provides more than 3 times as many licensed beds as any other facility in the City. Evergreen provides 65% of the total licensed Nursing home beds within the City of Winchester. If you have any further questions or need any additional information please feel free to contact me.

Sincerely,



Donald F. Crigler
President
DFC Architects, PC

Attachment: Planning Statements



29 E. Rosehaven Street

Ph: (540) 673-0560

Winchester, Virginia 22601





Rouss City Hall
15 North Cameron Street
Winchester, VA 22601

Telephone: (540) 667-1815
FAX: (540) 722-3618
TDD: (540) 722-0782
Website: www.winchesterva.gov

November 13, 2014

DFC Architects, PC
Attention: Don Crigler
29 E. Boscawen Street
Winchester, VA 22601

Dear Mr. Crigler:

On Wednesday, November 12, 2014, the Board of Zoning Appeals acted on the following request:

BZA-14-517 Request of DFC Architects, PC, on behalf of the property owner, Long Term Care Properties, LLC, for variances pertaining to an expanded use and structure in the 100 year floodplain pursuant to Sections 14.1-15-3C, D, E, and J and Section 14.1-15-6A of the Winchester Zoning Ordinance, for the property located at 380 Millwood Avenue (Map Number 233-01- -3 - > <01), zoned Medium Density Residential (MR) District with Floodplain (FP) District overlay. The applicant is requesting these variances to obtain relief from required flood proofing and building elevation requirements for a proposed building expansion.

On a vote of 4-0, the Board approved a variance to DFC Architects, PC, on behalf of the property owner, Long Term Care Properties, LLC, for variances pertaining to an expanded use and structure in the 100 year floodplain pursuant to Section 14.1-15-6A of the Winchester Zoning Ordinance, for the property located at 380 Millwood Avenue (Map Number 233-01- -3 - > <01), zoned Medium Density Residential (MR) District with Floodplain (FP) District overlay, with the following conditions:

- a. The issuance of this variance is approved only for the expansion as proposed within the application materials, including those materials that were presented to the Board today, November 12, 2014.
- b. The issuance of a variance to construct a structure below the one hundred (100)-year flood elevation (a) increases the risks to life and property and (b) will result in increased premium rates for flood insurance.

This variance is approved because:

- a. The strict application of this Ordinance would produce a clearly demonstrable hardship.
- b. That such hardship is not shared generally by other properties in the same zoning district and the same vicinity.
- c. That the authorization of such variance will not be of substantial detriment to adjacent property and that the character of the district will not be changed by the granting of the variance.

Sincerely yours,

Handwritten signature of Aaron M. Grisdale in black ink.

Aaron M. Grisdale, CZA
Director of Zoning and Inspections

"To provide a safe, vibrant, sustainable community while striving to constantly improve the quality of life for our citizens and economic partners."

DFC Architects, PC
 29 East Boscawen Street (540) 678-0560
 Winchester, VA 22601

PROJECT NUMBER:
1302
 DRAWN BY: TWN
 CHECKED BY: DC
 REVISIONS: 
 1)
 2)

EXISTING / DEMO PLANS
EVERGREEN
 Renovation of Wing 1 & 3

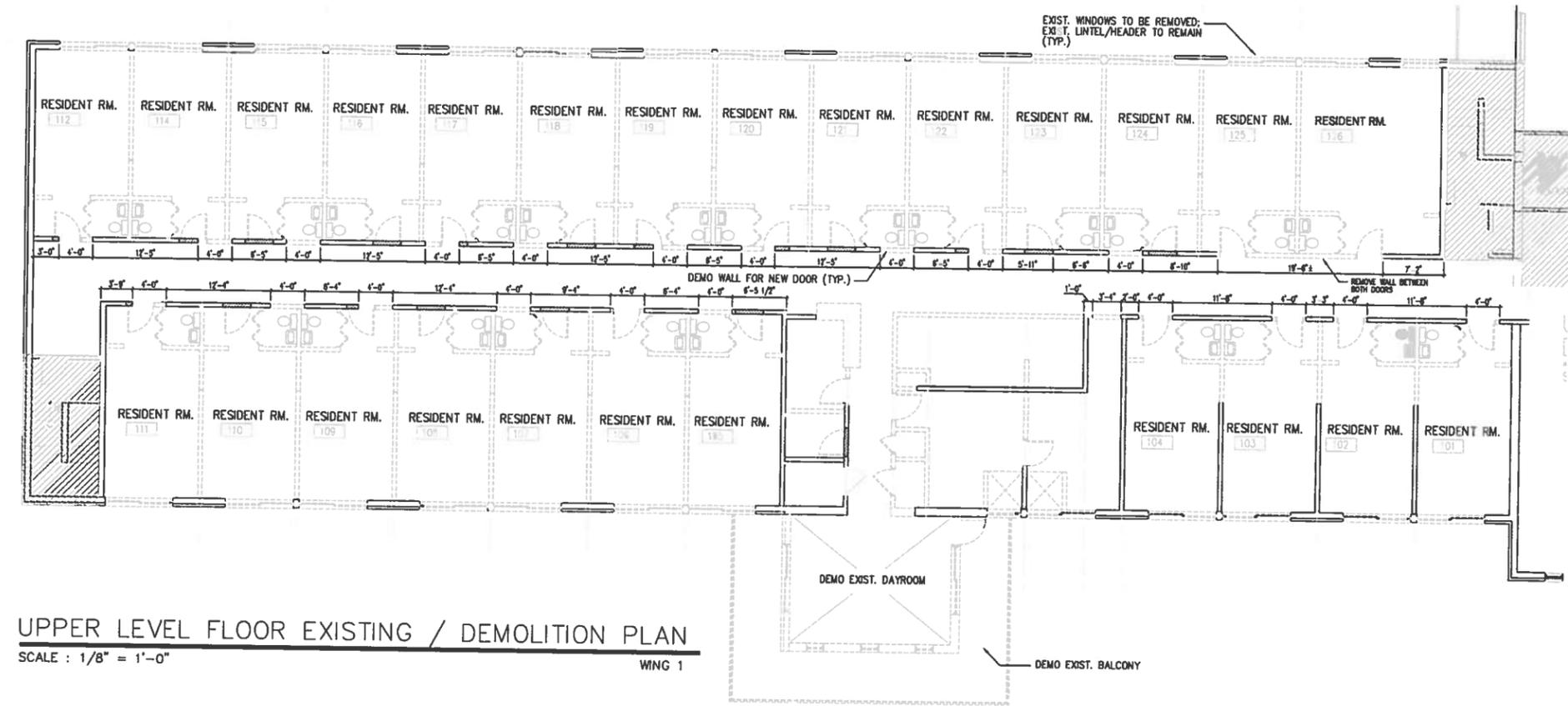
SHEET TITLE:
PROJECT NAME:

CLIENT INFORMATION:
EVERGREEN HEALTH & REHABILITATION CENTER
 ADDRESS:
 380 MILL WOOD AVENUE
 WINCHESTER, VA 22601

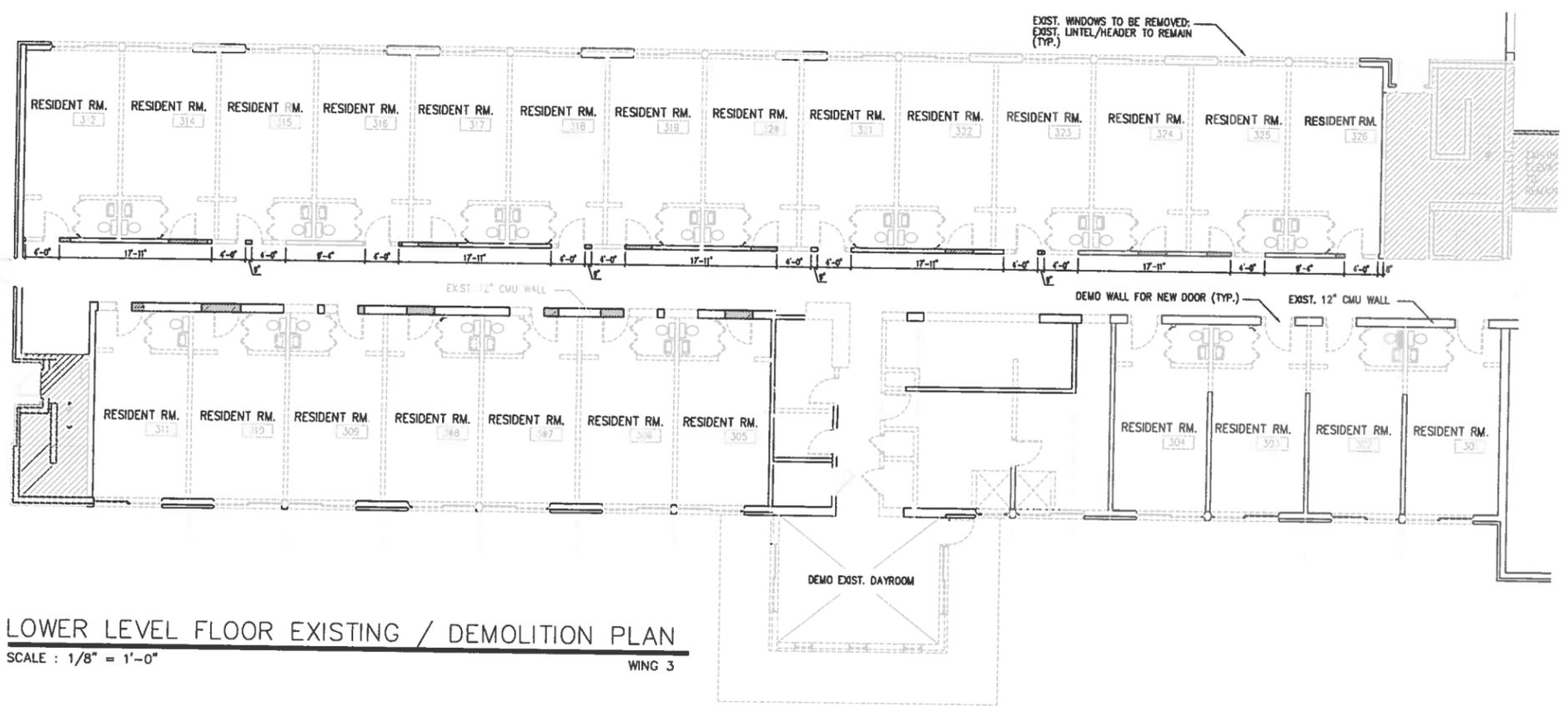
07.17.2014

SHEET No.

D1.00



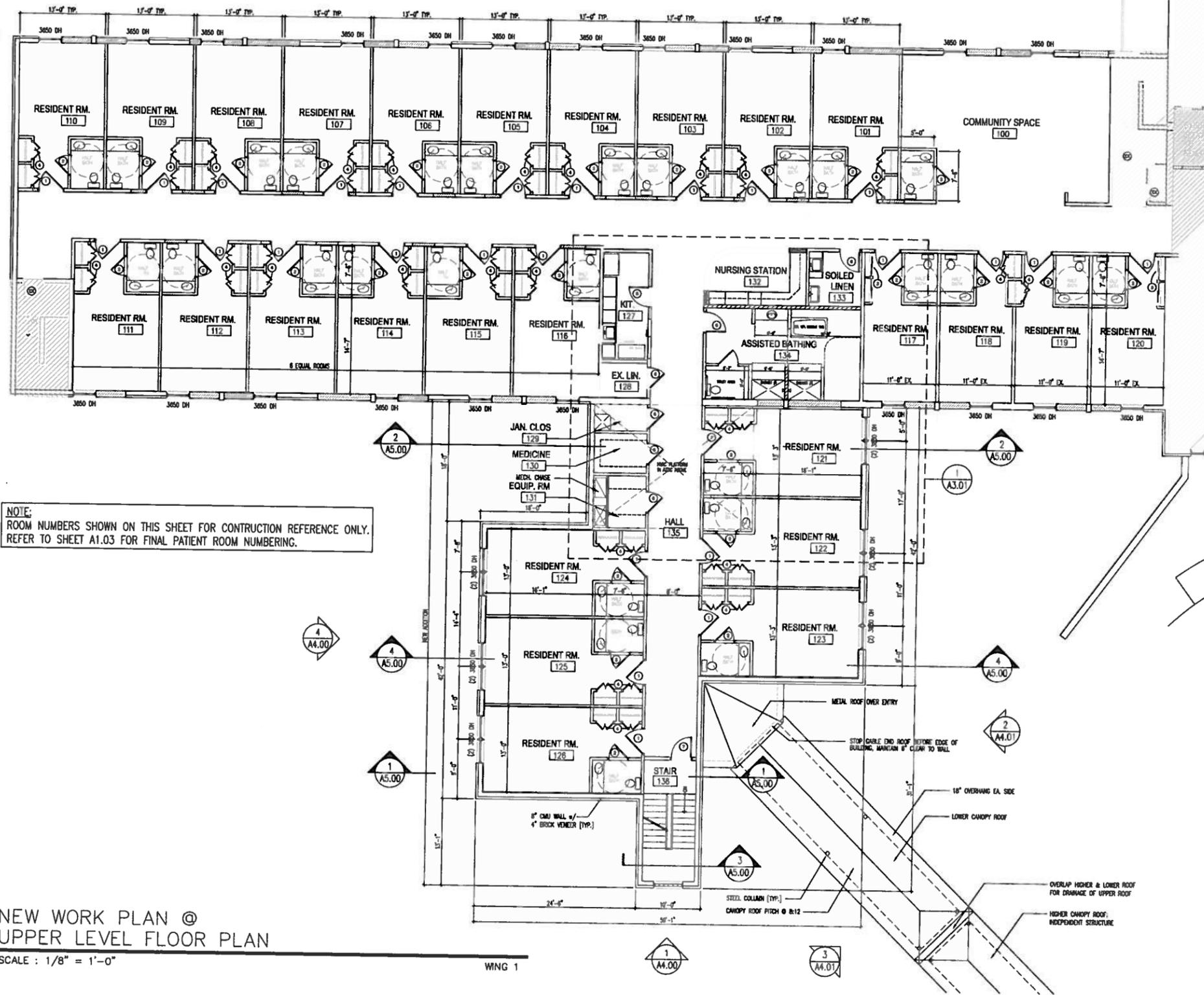
UPPER LEVEL FLOOR EXISTING / DEMOLITION PLAN
 SCALE : 1/8" = 1'-0"
 WING 1



LOWER LEVEL FLOOR EXISTING / DEMOLITION PLAN
 SCALE : 1/8" = 1'-0"
 WING 3

LEGEND

-  DEMOLITION
-  EXISTING CONSTRUCTION TO REMAIN
-  INFILL @ EX. WALL / OPENING
-  EXISTING DOORS TO REMAIN
-  DOORS TO BE REMOVED
-  WINDOWS TO BE REMOVED
-  ROOMS AND AREAS NOT IN CONTRACT



NOTE:
ROOM NUMBERS SHOWN ON THIS SHEET FOR CONSTRUCTION REFERENCE ONLY.
REFER TO SHEET A1.03 FOR FINAL PATIENT ROOM NUMBERING.

1
A2.00 NEW WORK PLAN @ UPPER LEVEL FLOOR PLAN
SCALE: 1/8" = 1'-0"

FINISH SCHEDULE:												
FLOOR												
1. COMMERCIAL CARPET 2. VINYL TILE 3. CERAMIC TILE 4. QUARRY TILE 5. MARBLE TILE 6. CONCRETE (PAINTED) 7. LAMINATED HARDWOOD												
BASE												
1. MATCH EXIST. BASE 2. WOOD BASE 3. CERAMIC BASE 4. CARPET BASE 5. VINYL BASE												
WALL												
1. MATCH EXIST. WALL 2. EXPOSED BRICK 3. CONCRETE BLOCK (PTD.) 4. DRYWALL (PTD.) 5. DRYWALL (WALL COVERING) 6. CERAMIC TILE												
CEILING												
1. MATCH EXIST. CEILING 2. 2X2 LAY-IN TILE 3. 2X4 LAY-IN TILE 4. LAY-IN TILESANITARY) 5. DRYWALL (PAINTED) 6. DRYWALL (TEXTURED)												
<table border="0"> <tr> <td>□</td> <td>FINISH SCHEDULE SYMBOL</td> </tr> <tr> <td>□</td> <td>CEILING HEIGHT</td> </tr> <tr> <td>□</td> <td>CEILING</td> </tr> <tr> <td>□</td> <td>WALL</td> </tr> <tr> <td>□</td> <td>BASE</td> </tr> <tr> <td>□</td> <td>FLOOR</td> </tr> </table>	□	FINISH SCHEDULE SYMBOL	□	CEILING HEIGHT	□	CEILING	□	WALL	□	BASE	□	FLOOR
□	FINISH SCHEDULE SYMBOL											
□	CEILING HEIGHT											
□	CEILING											
□	WALL											
□	BASE											
□	FLOOR											

DFC Architects, PC
29 East Boscawen Street (540) 678-0560
Winchester, VA 22601

PROJECT NUMBER:
1302
DRAWN BY: TWN
CHECKED BY: DC
REVISIONS:

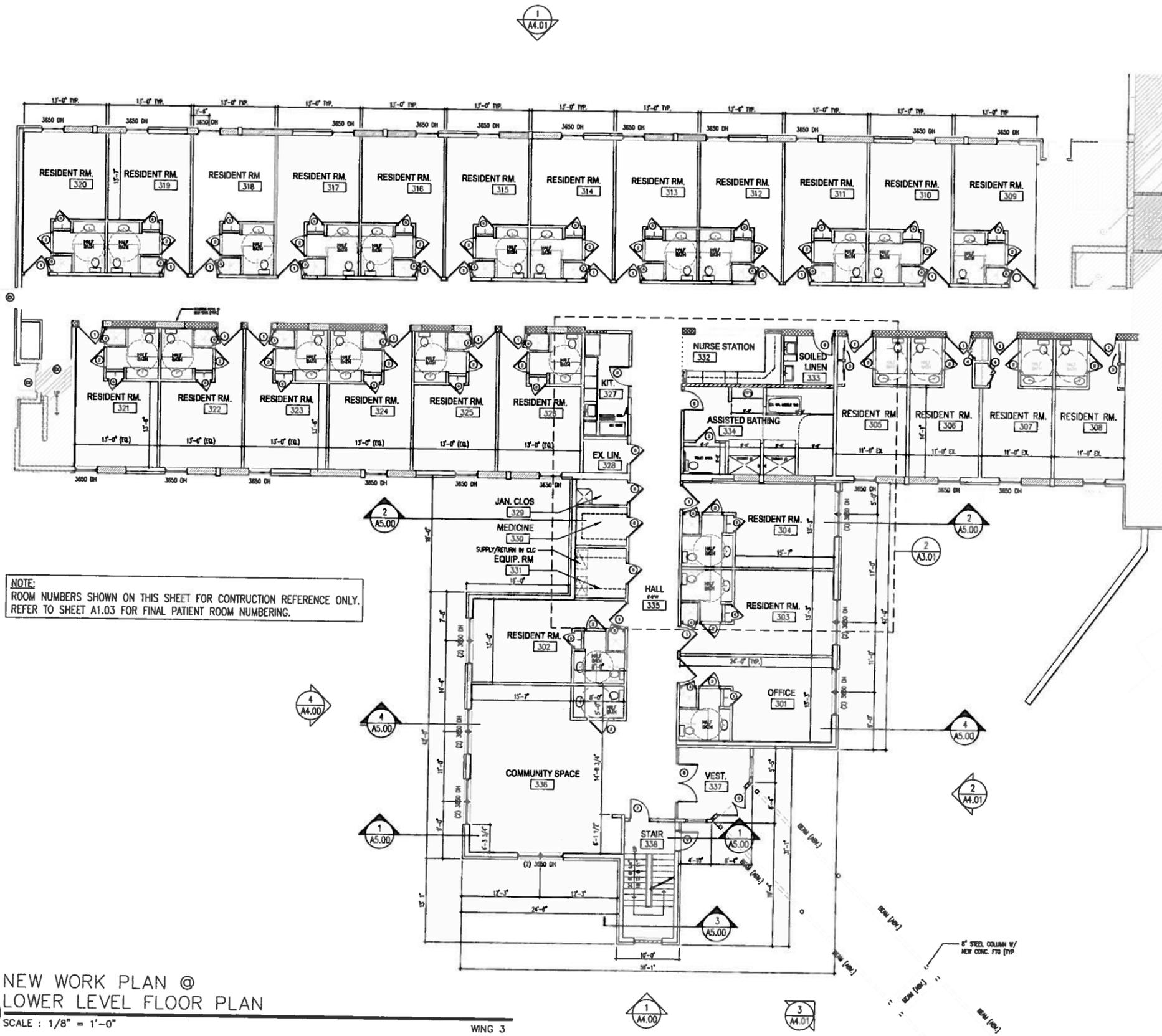
SHEET TITLE:
FLOOR PLAN @ UPPER LEVEL
PROJECT NAME:
EVERGREEN
Renovation of Wing 1 & 3

LEGEND

	EXIST. CMU WALL
	EXIST. WALLS
	NEW WALLS
	INFILL EXIST. OPC
	ROOMS AND AREAS NOT IN CONTRACT

CLIENT INFORMATION:
EVERGREEN HEALTH & REHABILITATION CENTER
ADDRESS
380 MILLWOOD AVENUE
WINCHESTER, VA 22601

07.17.2014
SHEET No.
A2.00



NOTE:
ROOM NUMBERS SHOWN ON THIS SHEET FOR CONSTRUCTION REFERENCE ONLY.
REFER TO SHEET A1.03 FOR FINAL PATIENT ROOM NUMBERING.

1
A2.01 NEW WORK PLAN @ LOWER LEVEL FLOOR PLAN
SCALE: 1/8" = 1'-0"

FINISH SCHEDULE:

FLOOR

1. COMMERCIAL CARPET
2. VINYL TILE
3. CERAMIC TILE
4. QUARRY TILE
5. MARBLE TILE
6. CONCRETE (PAINTED)
7. LAMINATED HARDWOOD

BASE

1. MATCH EXIST. BASE
2. WOOD BASE
3. CERAMIC BASE
4. CARPET BASE
5. VINYL BASE

WALL

1. MATCH EXIST. WALL
2. EXPOSED BRICK
3. CONCRETE BLOCK (PTD.)
4. DRYWALL (PTD.)
5. DRYWALL (WALL COVERING)
6. CERAMIC TILE

CEILING

1. MATCH EXIST. CEILING
2. 2X2 LAY-IN TILE
3. 2X4 LAY-IN TILE
4. LAY-IN TILE (SANITARY)
5. DRYWALL (PAINTED)
6. DRYWALL (TEXTURED)

FINISH SCHEDULE SYMBOL
 CEILING HEIGHT
 CEILING
 WALL
 BASE
 FLOOR

DFC Architects, PC
29 East Boscawen Street (540) 678-0560
Winchester, VA 22601

PROJECT NUMBER:
1302
DRAWN BY: TWN
CHECKED BY: DC

REVISIONS: **A**

1)
2)

SHEET TITLE:
FLOOR PLAN @ LOWER LEVEL

PROJECT NAME:
EVERGREEN
Renovation of Wing 1 & 3

LEGEND

	EXIST. CURB WALL
	EXIST. WALLS
	NEW WALLS
	INFILL EXIST. OPC
	ROOMS AND AREAS NOT IN CONTRACT

CLIENT INFORMATION:
EVERGREEN HEALTH & REHABILITATION CENTER
ADDRESS
380 MILLWOOD AVENUE
WINCHESTER, VA 22601

07.17.2014
SHEET No.

A2.01

DFC Architects, PC
 29 East Boscawen Street (540) 678-0560
 Winchester, VA 22601

PROJECT NUMBER:
1302

DRAWN BY: TWN
 CHECKED BY: DC

REVISIONS: Δ
 1)
 2)

BUILDING ELEVATIONS
EVERGREEN
 Renovation of Wing 1 & 3

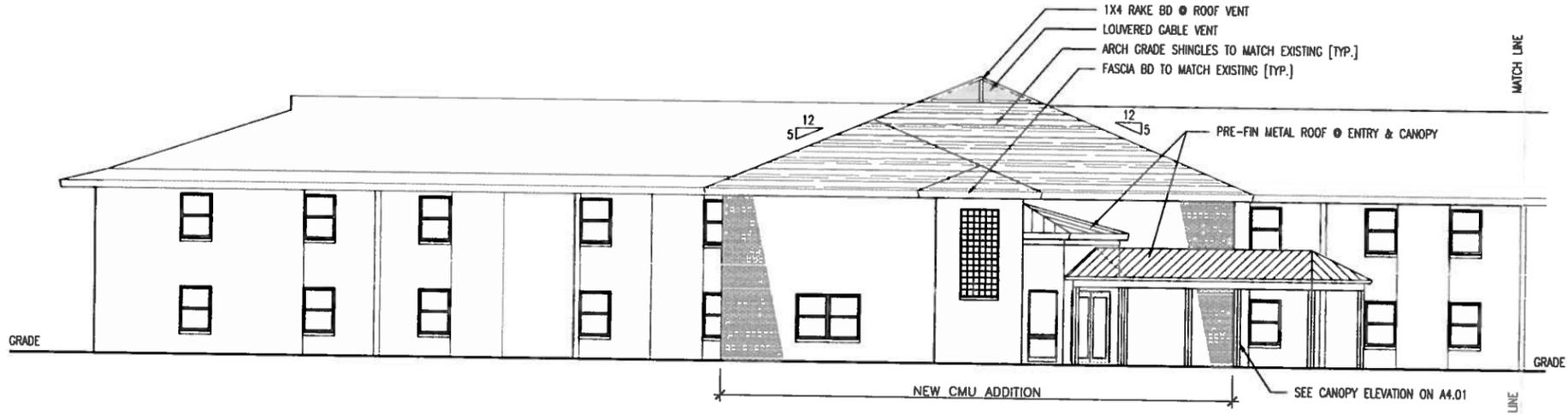
SHEET TITLE:
 PROJECT NAME:

CLIENT INFORMATION
EVERGREEN HEALTH & REHABILITATION CENTER
 ADDRESS
 380 MILL WOOD AVENUE
 WINCHESTER, VA 22601

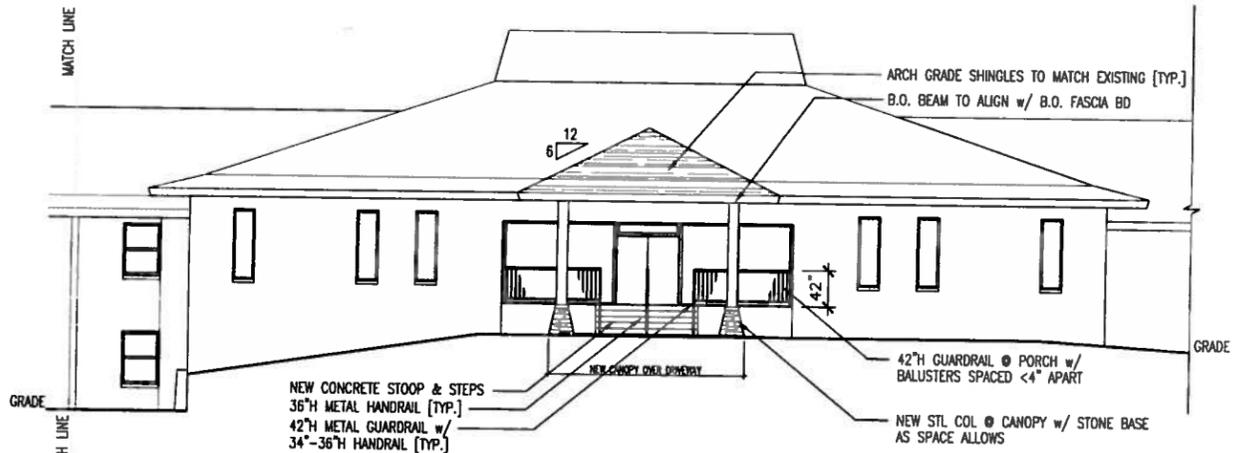
07.17.2014

SHEET No.

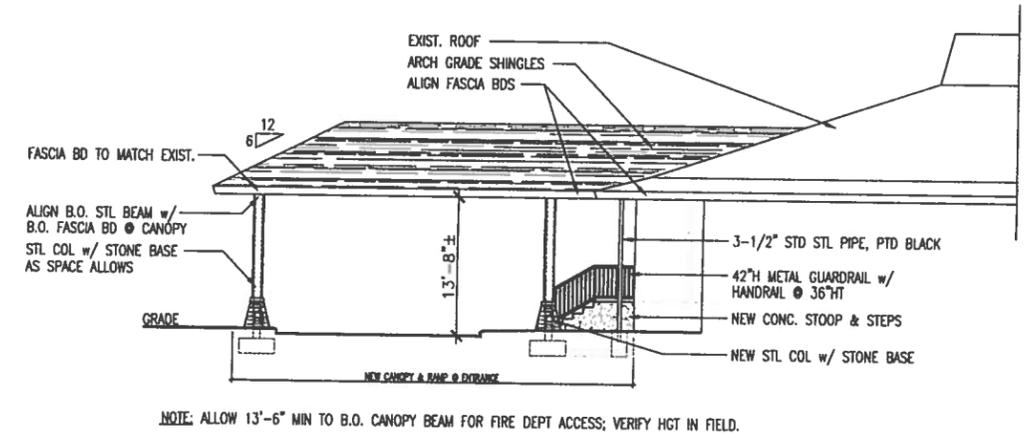
A4.00



1 FRONT ELEVATION W/ ADDITION [MILLWOOD AVENUE]
 A4.00 SCALE: 1/8" = 1'-0"



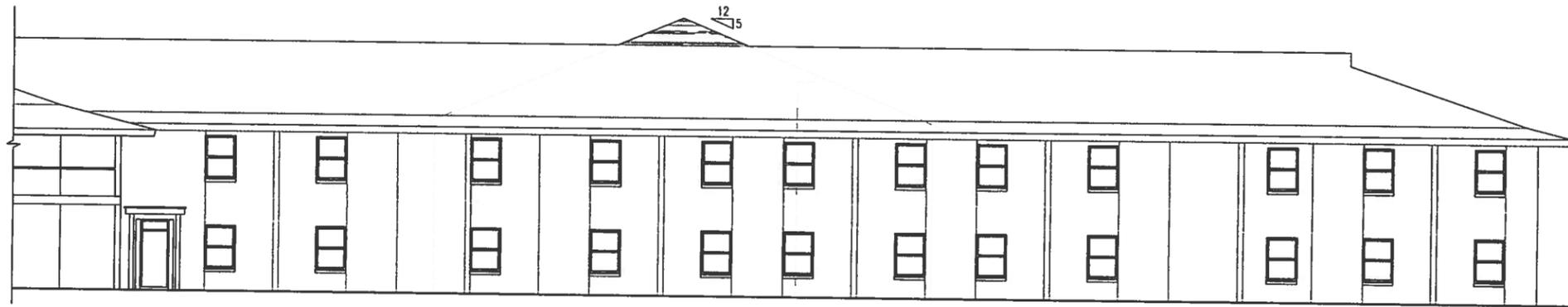
2 FRONT ELEVATION @ NEW MAIN ENTRANCE CANOPY [MILLWOOD AVENUE]
 A4.00 SCALE: 1/8" = 1'-0"



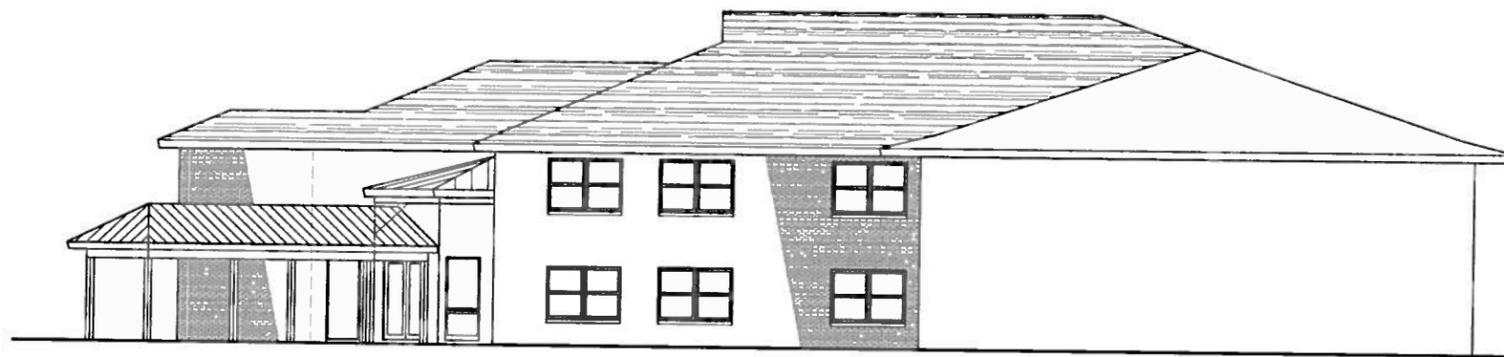
3 SIDE ELEVATION @ NEW MAIN ENTRANCE CANOPY [MILLWOOD AVENUE]
 A4.00 SCALE: 1/8" = 1'-0"



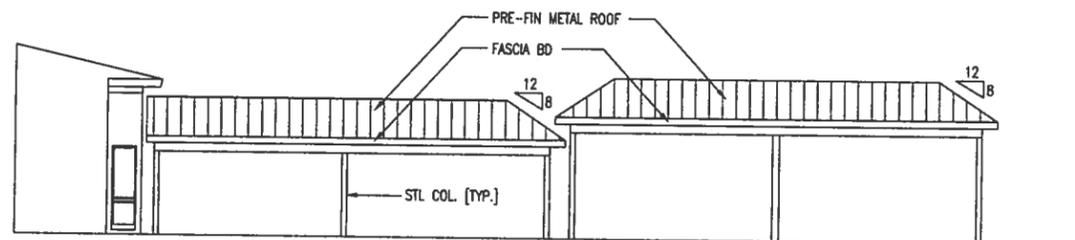
4 LEFT SIDE ELEVATION [NORTH]
 A4.00 SCALE: 1/8" = 1'-0"



1 REAR ELEVATION [EAST]
 A4.01 SCALE: 1/8" = 1'-0"



2 LEFT-SIDE ELEVATION @ ADDITION [SOUTH]
 A4.01 SCALE: 1/8" = 1'-0"



3 ELEVATION @ NEW WALKWAY CANOPY
 A4.01 SCALE: 1/8" = 1'-0"

DFC Architects, PC
 29 East Boscawen Street (540) 678-0560
 Winchester, VA 22601

PROJECT NUMBER:
 1302

DRAWN BY: TWN
 CHECKED BY: DC

REVISIONS: 
 1)
 2)

BUILDING ELEVATIONS

EVERGREEN
 Renovation of Wing 1 & 3

SHEET TITLE

PROJECT NAME

CLIENT INFORMATION:
EVERGREEN HEALTH & REHABILITATION CENTER
 ADDRESS
 380 MILLWOOD AVENUE
 WINCHESTER, VA 22601

07.17.2014

SHEET No.

A4.01

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: 2/10/15 CUT OFF DATE: 1/27/15

RESOLUTION ORDINANCE XX PUBLIC HEARING __

ITEM TITLE: Change in Ordinance 16-5 Curfew for Minors

STAFF RECOMMENDATION: The Chief of Police requests Council action.

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>	_____	8/21/2014
6. City Manager	<i>WS</i>	_____	21 Jan 2015
7. Clerk of Council	_____	_____	_____
Initiating Department Director's Signature: <i>Chip R...</i>	_____	_____	8/20/14 Date



APPROVED AS TO FORM:
[Signature] 8/21/2014
 CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Chief Kevin L. Sanzenbacher
Date: Updated 1/16/15-updates in BOLD
Work Session 1/27/15
Council Session 2/10/15
Re: Revisions to City Ordinance 16-5 Curfew For Minors

THE ISSUE: Although juveniles account for a small percentage of crime in the city, their behavior can be very disruptive to certain neighborhoods, especially late at night. In 2014, juveniles 15 and over accounted for 50% of the juveniles arrested for felonies. In a recent survey, 26% of 11th grade males in the city admitted to carrying a weapon in the last 30 days and only 33% of 11th graders of both sexes said they had never used alcohol. These statistics do not capture the number of contacts our officers have with juveniles, on a nightly basis, where no formal action is taken.

It is for these reasons that officers from our midnight shift and neighborhood groups have asked us to explore having the age limitations on the city curfew extended to cover a broader, older, group of children.

UPDATE: Following questions generated at the Council work session on 7/22/14 the WPD has developed some additional statistics dealing with juvenile activity and curfew violations.

Curfew Violations – 2013- 6 Calls for Service- 4 charges 2 warnings in 2013
Of those calls 2 were 15 YOA, 3 were under 15 YOA, 1 unknown
2014 – 0 calls or arrests
Total Juvenile Arrests last 2 years by age:
74 = 17 years old- 32%
65 = 16 years old- 28%
33 = 15 years old- 14%
57 = under 15- 24%

In addition, one Council member asked us to examine the Philadelphia curfew since they were supposed to have designated specific enforcement zones. Research indicated these zones were a temporary (two week duration) measure imposed after Philadelphia experienced several violent mob incidents.

Staff, working with Council, has also developed a community action committee to look at alternative activities for youth. This group has scheduled a teen dance/party for February 13, 2015 in partnership with the Boys and Girls Club. If this event is well attended and is received in a positive manner we plan on sponsoring three additional events to provide alternative activities for youth in the community.

RELATIONSHIP TO STRATEGIC PLAN: Create a more livable city for all.

BACKGROUND: Current City Ordinance 16-5 sets the age for juveniles who are subject to curfew at under the age of 15. Persons under 15 are prohibited from being out on week nights (Sunday through

Thursday) from 11:00 PM to 5:00 AM and on weekends from 12:00 AM to 5:00 AM. There are exceptions built into the ordinance to allow for work, school and family events.

Officers on our midnight shift and citizens groups have asked that the curfew be changed to expand the age limit to which the curfew would apply. There is a feeling that young persons are allowed to roam the streets at night without supervision. By expanding the age controlled by the curfew from under 15 to under 17, officers and citizens feel they will have a better tool to control juvenile criminal/disruptive activity.

BUDGET IMPACT: There should be no budget impact.

DISCUSSION: Opposition to this plan may come from parents and teenagers who believe this is restrictive to the segment of the population that is not causing problems. However, staff believes that the exceptions included in the ordinance cover any legitimate reason that a young person would have for being out past the allowed times. We believe it is important to a stable community environment that the police have the ability to control the late night activity of the youthful population. It has been our experience that when it comes to young people nothing good happens after midnight. We believe this proposed ordinance change will help provide even more protection to the community, especially the youthful population that has not yet developed the ability to make good decisions for themselves.

Staff has also looked at other similar ordinances in jurisdictions, close in either geographic proximity or in demographic make-up to Winchester. Those cities included Fredericksburg, Charlottesville, Danville, Leesburg and Berryville. Of those five jurisdictions only Fredericksburg did not have a curfew ordinance. The others all made 17 and under as the ages falling under the curfew ordinance.

Update

Following the 7/22/14 work session the Council indicated that they would like to see more options available. As a result staff has outlined several alternatives as described below:

- I. Do nothing and leave the ordinance as it stands today.**
- II. Adopt the ordinance as proposed, thus raising the ages impacted by the curfew from under 15 to under 17 years old.**
- III. Modify the amended ordinance to make the curfew apply to anyone under the age of 18.**
- IV. Adopt any combination of the above options and add provisions that require a warning upon first offense as Culpeper, VA requires (see table).**

In addition, Council expressed interest in having parents held more accountable for the actions of their children, who may be violating the curfew law. Under current law, if the PD believes that parents are willfully allowing their children to be out in violation of the curfew there are two remedies. The first is to charge the parent with Contributing to the Delinquency of a Minor under VA Code 18.2-371.1. The second remedy, which is not exclusive of the other, is to have the Juvenile authorities declare the child in need of supervision. This would give Juvenile Services the ability to look at the family situation to make sure the welfare of the child is protected.

RECOMMENDATION: Staff would recommend the applicable age limit be extended for violations of the city curfew law. We will defer to Council on which option of alternative II, III or IV would be best for the community.

CITY	CURFEW ORDINANCE	AGES	COMMENTS	POPULATION
Harrisonburg	NO			52,157
Roanoke	YES	16 and younger		98,913
Staunton	NO			24,577
Spotsylvania	NO			125,555
Strasburg	YES	Under 18		6,489
Culpeper	YES	Under 18	Ordinance requires warning	16,633
Fredericksburg	NO			27,945
Charlottesville	YES	Under 18		46,632
Danville	YES	Under 18		43,912
Leesburg	YES	Under 18		45,936
Berryville	YES	Under 18		4,265
Warrenton	NO			9,803
Frederick County	NO			78,036
Front Royal	YES	Under18	11 PM start	14,666

AN ORDINANCE TO AMEND SECTION 16-5 OF THE WINCHESTER CITY CODE PERTAINING TO CURFEW VIOLATIONS

WHEREAS, Winchester Police Department recognizes that current ordinance 16-5 may not be adequate to deal with juveniles disrupting communities; and

WHEREAS, it is the belief of the WPD and community groups that modifying 16-5 to expand the segment of the population controlled by this ordinance will be beneficial to policing the community; and

WHEREAS, implementation of the proposed changes will make the City curfew ordinance consistent with other Virginia jurisdictions; and

WHEREAS, Common Council for the City of Winchester believes that the implementation of such changes will be of benefit to the citizens of the City of Winchester.

NOW therefore be it ORDAINED that Section 16-5 of the Winchester City Code is hereby adopted as follows:

SECTION 16-5. CURFEW FOR MINORS.

Purpose: The goal of this section is to inhibit juvenile crime, to prevent the victimization of children, to promote the health and safety of children, and to increase parental responsibility for their children.

- (a) It shall be unlawful for any minor under the age of ~~fifteen (15)~~ seventeen (17) years to be in or upon any street, park or other public place in the City, on Sunday through Thursday between the hours of 11:00 P.M. and 5:00 A.M. of the following day, or Friday or Saturday from the hours of 12:00 A.M. and 5:00 A.M. of the following day unless, in either case, one of the following exceptions apply:
1. the minor is accompanied by his parent, guardian or other adult person having the legal care, custody, or control of such minor,
 2. the minor is engaged in, traveling in direct route to, or returning home from legal employment,
 3. the minor is attending, traveling in direct route to, or returning directly home from a school, religious or adult supervised activity sponsored by the City or a school, religious or civic group that takes responsibility for the minor,
 4. the minor is involved in an emergency,
 5. the minor is in a motor vehicle engaged in interstate travel, or
 6. the minor is or has been married or the minor has been lawfully emancipated.
- (b) It shall be unlawful for the proprietor, manager or other person having charge or control of any public place to permit or encourage any minor under the age of ~~fifteen (15)~~ seventeen (17) to violate this section.

(c) It shall be unlawful for a parent, guardian, or other adult person having the care, custody or control of a minor under the age of ~~fifteen (15)~~ seventeen (17) years to permit or encourage such to violate this section.

(d) A first violation of any provision of this section shall constitute a Class 4 misdemeanor. A second violation of any provision of this section within 90 days of a first violation by any person shall constitute a Class 2 misdemeanor.

(Code 1959, §16.7)(Ord. No. 045-95, 9-12-95; Ord. No. 007-96, 04-09-96; Ord. No. 2011-21, 10-11-11)

State Law References - Authority of city to enact a curfew ordinance, Code of Virginia §15.1-~~33.4~~ 2-926; to regulate presence of minors in places of amusement, §18.2-432

STRIKEOUT - REMOVED
UNDERLINE - ADDED

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: 1/27/15 (work session) **CUT OFF DATE:** 01/22/15
2/10/15 (Regular meeting)

RESOLUTION ORDINANCE PUBLIC HEARING

ITEM TITLE:

CU-14-761 Request of Lawton Saunders on behalf of North Loudoun Renovations, LLC for a conditional use permit for ground floor apartments at 317 South Cameron Street (Map Number 193-1--K-14) zoned Central Business District (B-1) with Historic Winchester District Overlay (HW).

STAFF RECOMMENDATION:

Approval.

PUBLIC NOTICE AND HEARING:

Public hearing for 2/10/2015 Council meeting.

ADVISORY BOARD RECOMMENDATION:

Planning Commission unanimously recommended approval.

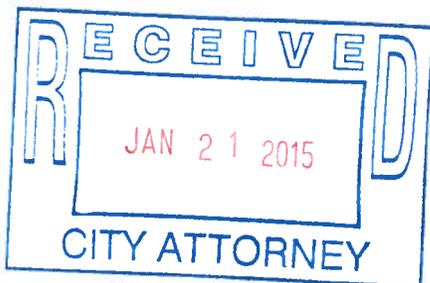
FUNDING DATA: N/A

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. Zoning & Inspections	<u>AMG</u>		<u>1/21/15</u>
2. City Attorney	<u>[Signature]</u>		<u>1/21/2015</u>
3. City Manager	<u>[Signature]</u>		<u>21 Jan 2015</u>
4. Clerk of Council			

Initiating Department Director's Signature: [Signature] 1/21/15
 (Planning Dept)



APPROVED AS TO FORM:
[Signature] 1/21/2015
 CITY ATTORNEY
 CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Tim Youmans, Planning Director
Date: January 21, 2015
Re: **CU-14-761** Request of Lawton Saunders on behalf of North Loudoun Renovations, LLC for a conditional use permit for ground floor apartments at 317 South Cameron Street (Map Number 193-1--K-14) zoned Central Business District (B-1) with Historic Winchester District Overlay (HW).

THE ISSUE:

The applicant is requesting a conditional use permit (CUP) ground floor level apartments at 317 South Cameron Street.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 4: Continue Revitalization of Old Town

Objective: Increase the number of residents living in the downtown.

BACKGROUND:

See attached staff report

BUDGET IMPACT:

N/A

OPTIONS:

1. Approve as recommended by Planning Commission
2. Approve with modified conditions
3. Deny

RECOMMENDATIONS:

Recommend Option 1

CU-14-761 Request of Lawton Saunders on behalf of North Loudoun Renovations, LLC for a conditional use permit for ground floor apartments at 317 South Cameron Street (Map Number 193-1--K-14) zoned Central Business District (B-1) with Historic Winchester District Overlay (HW).

REQUEST DESCRIPTION

The request is for Conditional Use Permit (CUP) approval under Section 9-2-16 of the Zoning Ordinance pertaining to the conversion of ground floor to a multifamily use.

AREA DESCRIPTION

The property is situated at the northwest corner of S. Cameron and E. Cecil Streets. Land directly to the north was rezoned conditionally to B-1 in late 2010 and consists of a two-family dwelling and a surface parking lot. Land to the west, south and east is zoned Residential Business (RB-1). Land to the west contains a mix of residential types and a real estate office. Land across Cecil to the south contains a mix of residential types and a warehouse structure. Land across Cameron to the east contains a mix of residential types and offices.



The subject property and all surrounding properties are within the Historic Winchester overlay District. The subject property and those to the north and west are within Parking District A (100% exempt from off-street parking requirements); properties to the east and south are within Parking District B (50% reduction).

STAFF COMMENTS

Formerly known as the old city jail, the subject property most recently housed the public inebriate center and residential treatment facility. The Comprehensive Plan identifies the property as a redevelopment site and calls for a specific land use action to *"(r)elocate the detox and court services from the old jail to less disruptive sites. Reuse the historic building for a public or private use more compatible with the area."* The referenced services have since ceased operation at the site. The City acquired Frederick County's portion of ownership interest in the property and then conveyed the property to the Economic Development Authority (EDA). The EDA then sold the property to the applicant North Loudoun Renovations, LLC in October 2014. The property was rezoned from Residential Business RB-1 to B-1 in November 2013.

In his letter, the applicant notes their intention to develop the property into an 11 unit apartment building (seven 1 bedroom units & four 2 bedroom units) targeting populations such as young professionals and empty nesters. As shown in their proposed site plan, of the 11 units, a total of six ground floor units are planned on the property; three in the front section in the old jail building (one

unit being in the basement) and 3 in the rear annex. While the site is within the parking exemption district, there are seven existing parking spaces located on the north side of the property that will be retained for parking use. Staff has determined that this segment of S. Cameron Street does not represent a major commercial street and would suggest that City Council could find the ground-floor residences to be as suitable as nonresidential reuse.

RECOMMENDATION

At their January 20, 2015 meeting, the Planning Commission forwarded to Council recommending approval because the proposal, as submitted, will not adversely affect the health, safety or welfare of persons residing or working in the neighborhood nor be detrimental to public welfare or injurious to property or improvements in the neighborhood. The approval is based upon City Council finding that the proposed ground-floor residential unit is as suitable or preferable to other permitted uses on the ground floor and is subject to site plan approval by staff.

**NORTH LOUDOUN
RENOVATIONS, LLC
PO BOX 651
WINCHESTER, VA 22604**

December 10, 2014

City of Winchester
Planning Commission
15 North Cameron Street
Winchester, Va. 22601

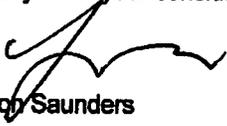
Planning Commission Members:

North Loudoun Renovations is in the process of redeveloping the former Winchester-Frederick County Jail Property at 317 South Cameron Street. The plan is to renovate the existing jail to create 5 one bedroom apartments and to add an additional floor to the rear annex which would accommodate 4 two bedroom units and 2 one bedroom units. The existing "Jail Yard" will be landscaped to create a courtyard for use of the tenants. Although this site is parking exempt, there are currently eight parking spaces to the North of the building that will be retained. The intent is to create higher quality units with a target market of young professionals, graduate students, and empty nesters who are interested in living in the downtown area.

This request is to allow the ground floor conversion of the former jail building and the annex at the rear of the jail to residential use. The surrounding area is primarily residential. The ground floor interior was designed originally as the jailor's quarters and the historic layout makes it difficult to configure as commercial space. Although it is in an area zoned B-1, the location is removed from major commercial activity. The exterior has a residential look with no commercial windows. No other variances will be required.

This property is part of the OLD TOWN/NORTH CENTRAL GEOGRAPHIC PLANNING AREA. The Comprehensive Plan suggests that efforts be taken to promote residential or mixed use in this area. It specifically mentions reusing the Historic Jail Building for a use more compatible with the area which is primarily residential. The conversion of this building to apartments would be compatible with the mixed use of residential and retail envisioned by the Comprehensive Plan.

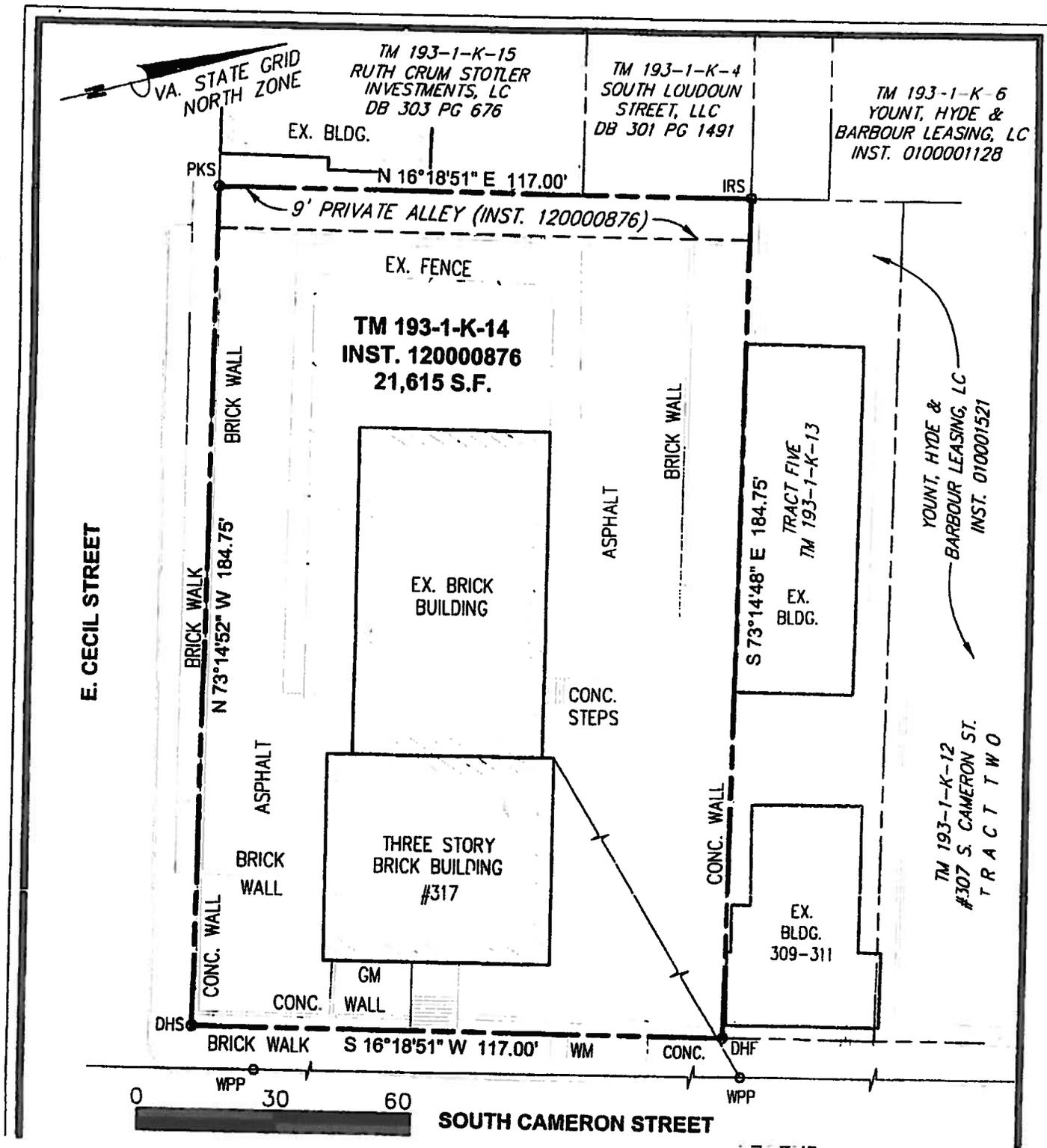
Thank you for your consideration of this request



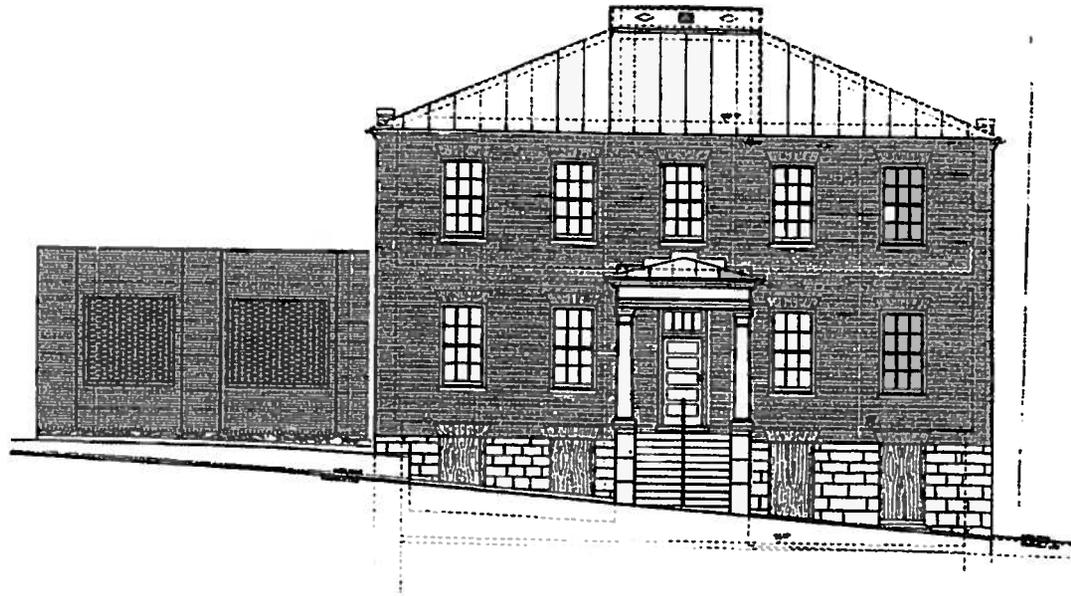
Lawton Saunders

Managing Partner North Loudoun Renovations LLC

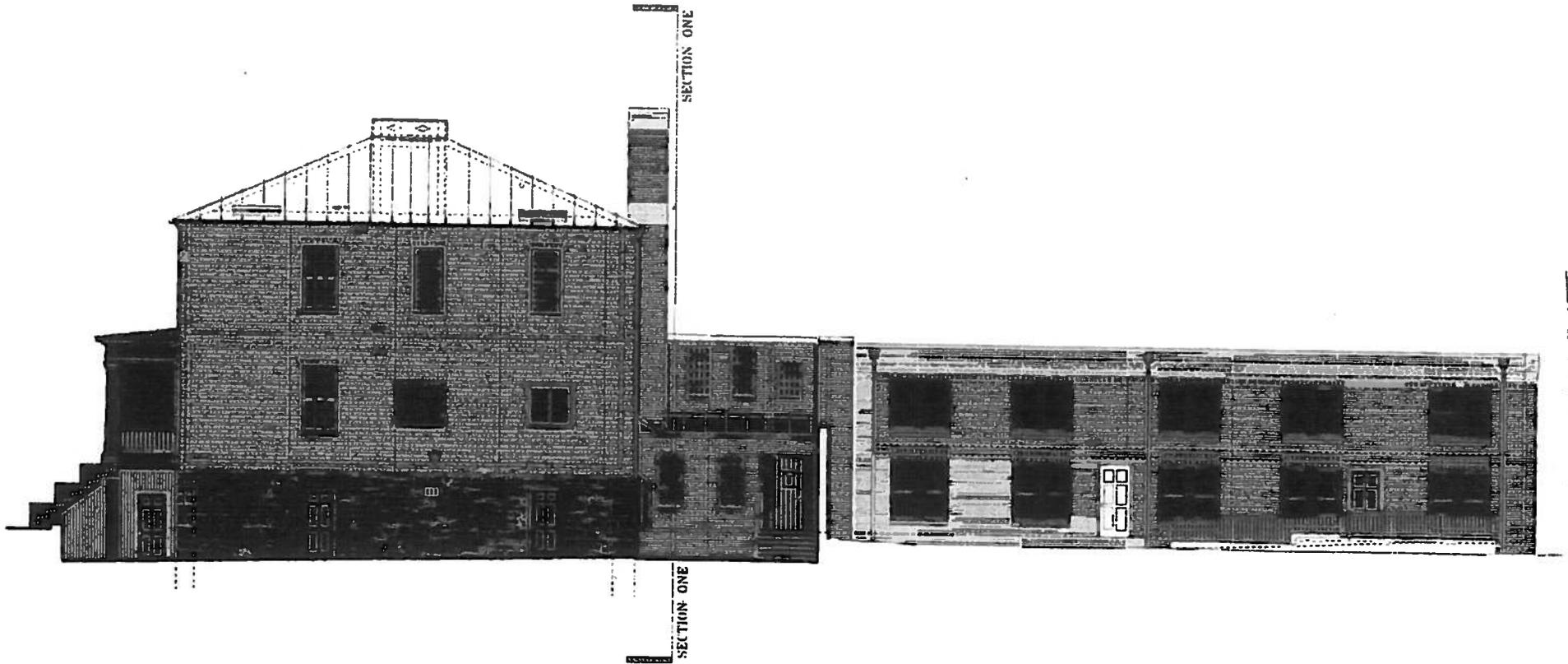




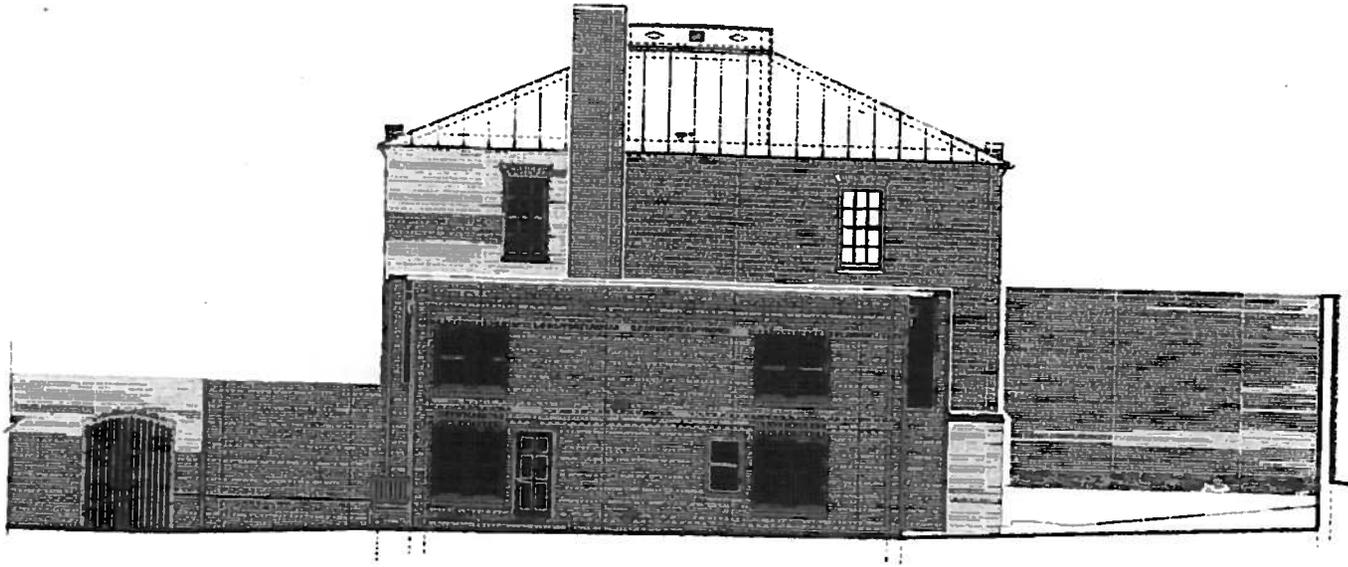
317 SOUTH CAMERON STREET SITE PLAN



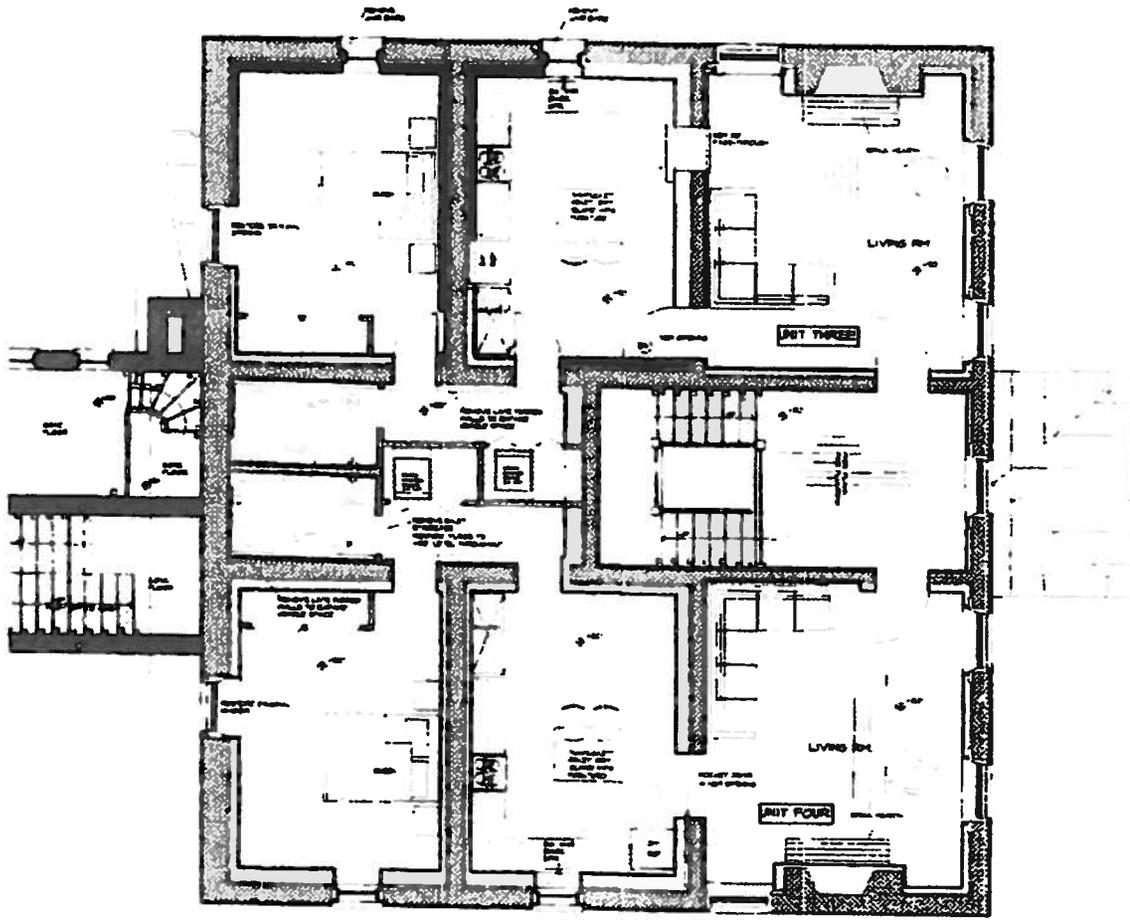
317 SOUTH CAMERON STREET FRONT ELEVATION



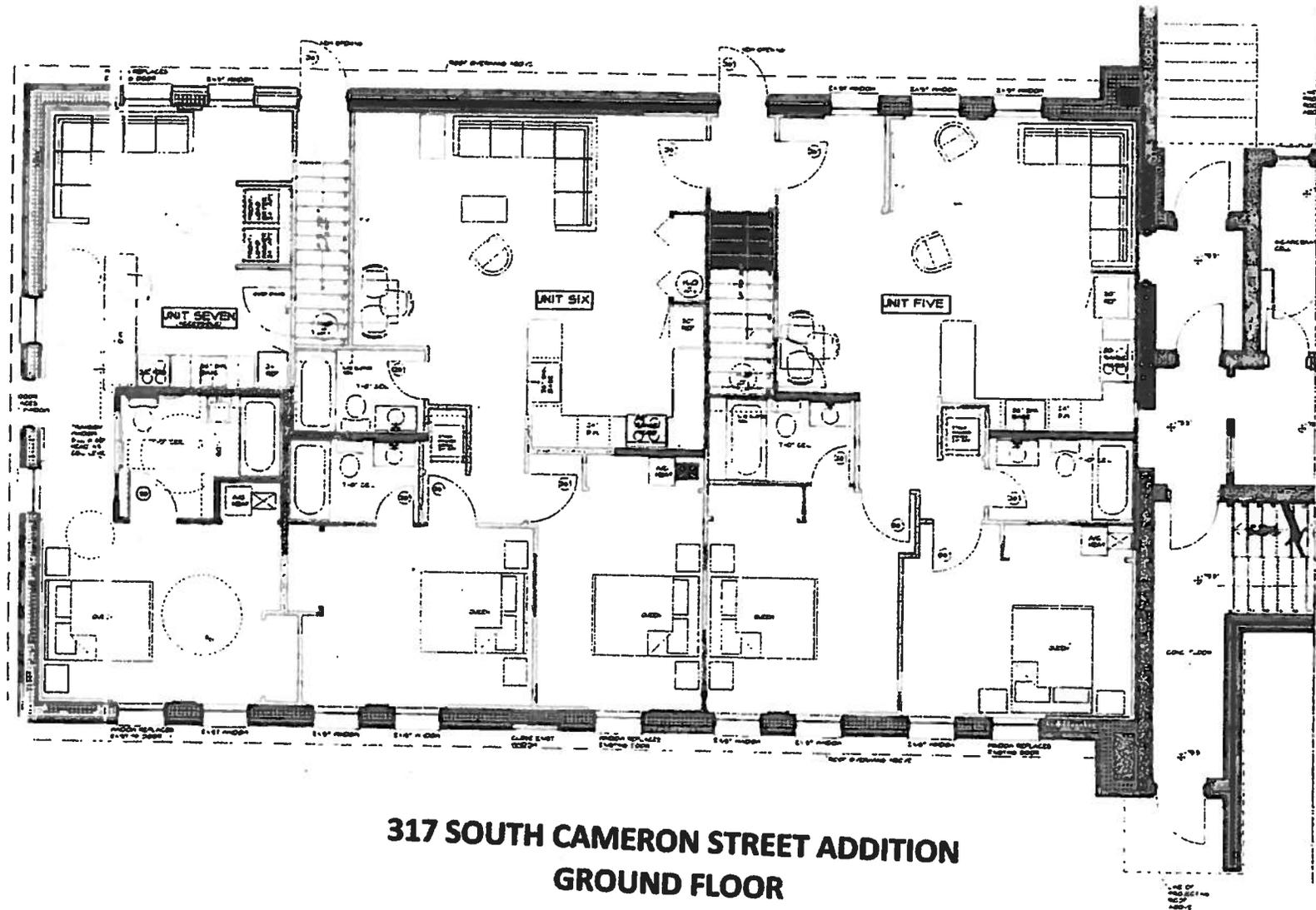
317 SOUTH CAMERON STREET NORTH ELEVATION



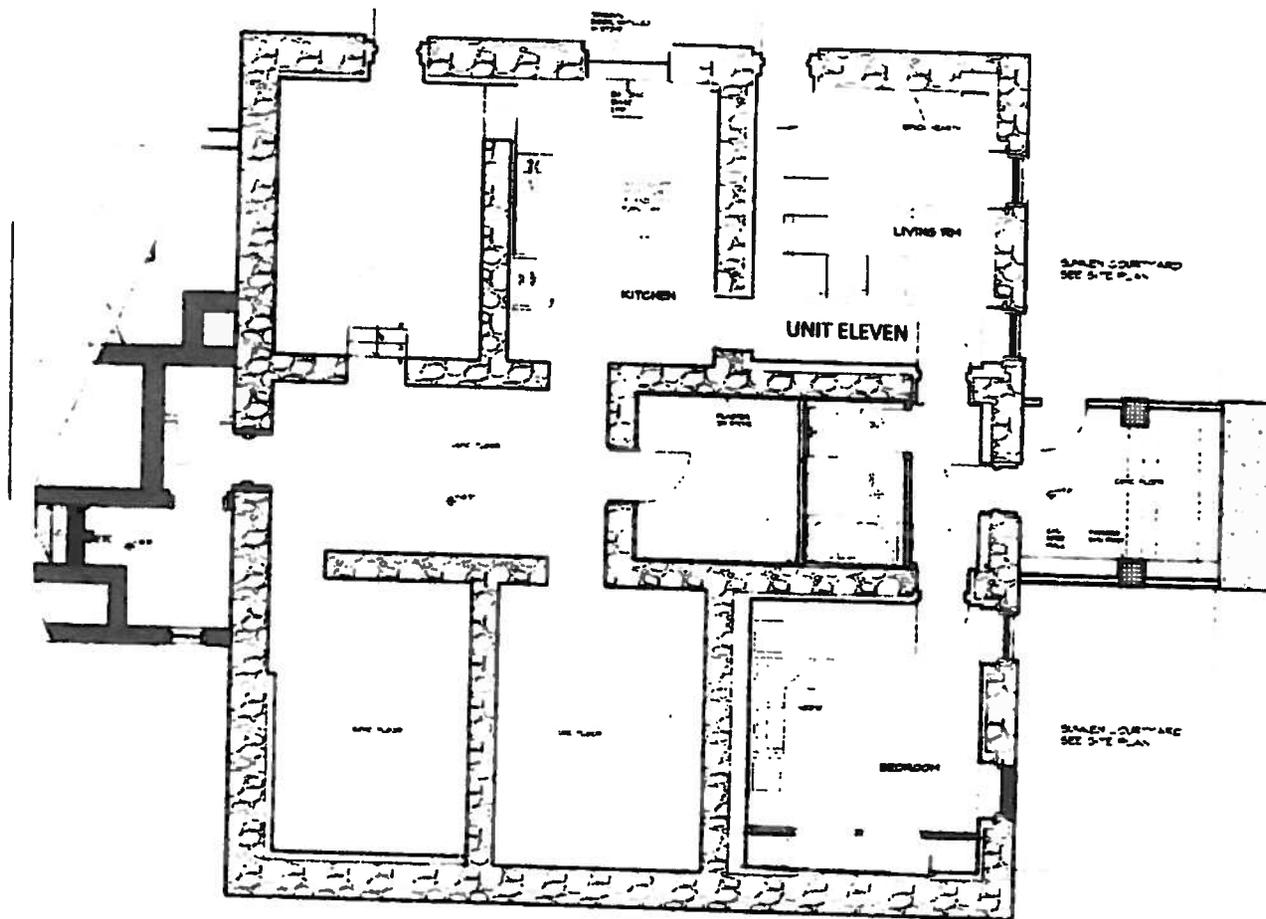
317 SOUTH CAMERON STREET REAR ELEVATION



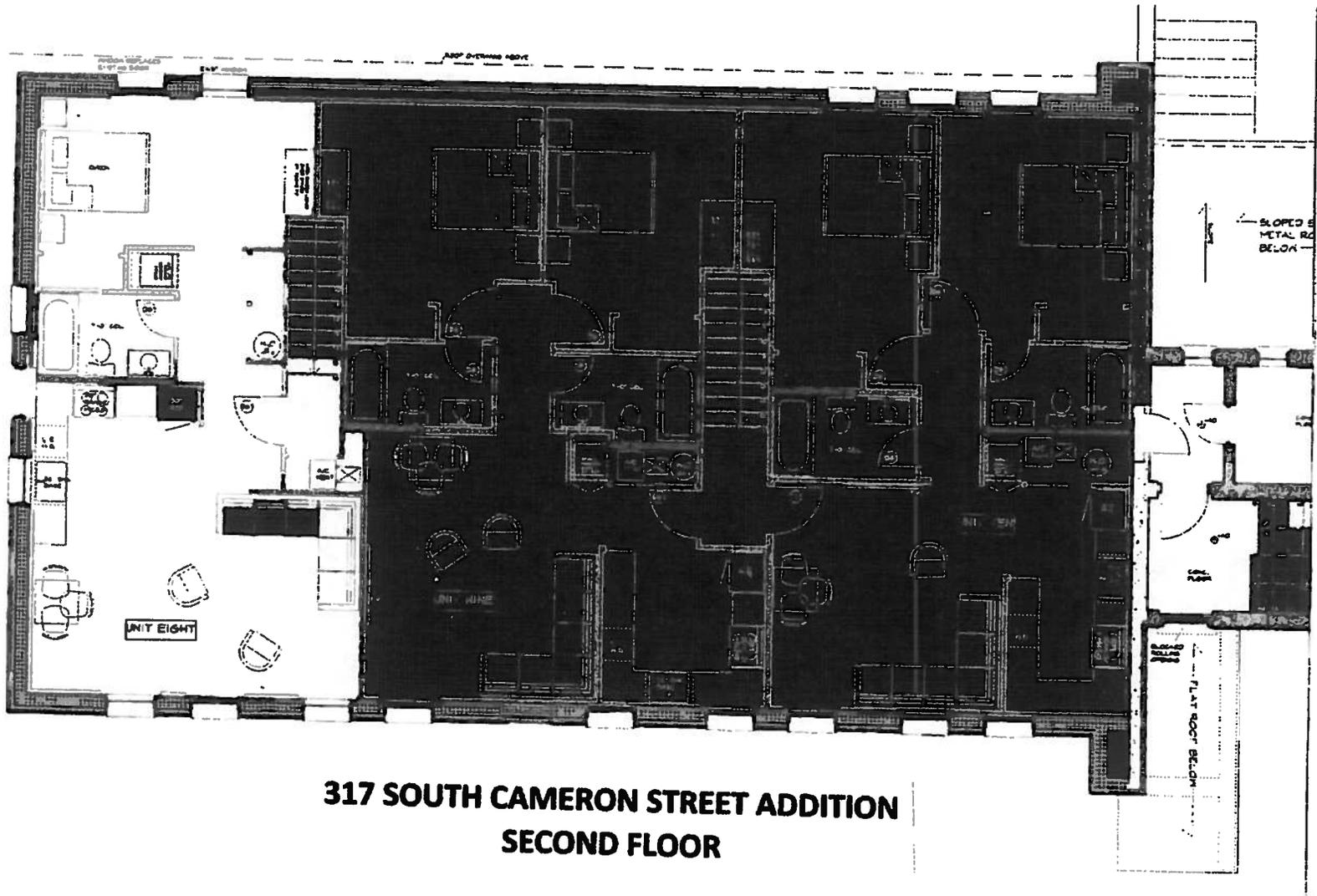
**317 SOUTH CAMERON STREET
UPPER FLOOR**



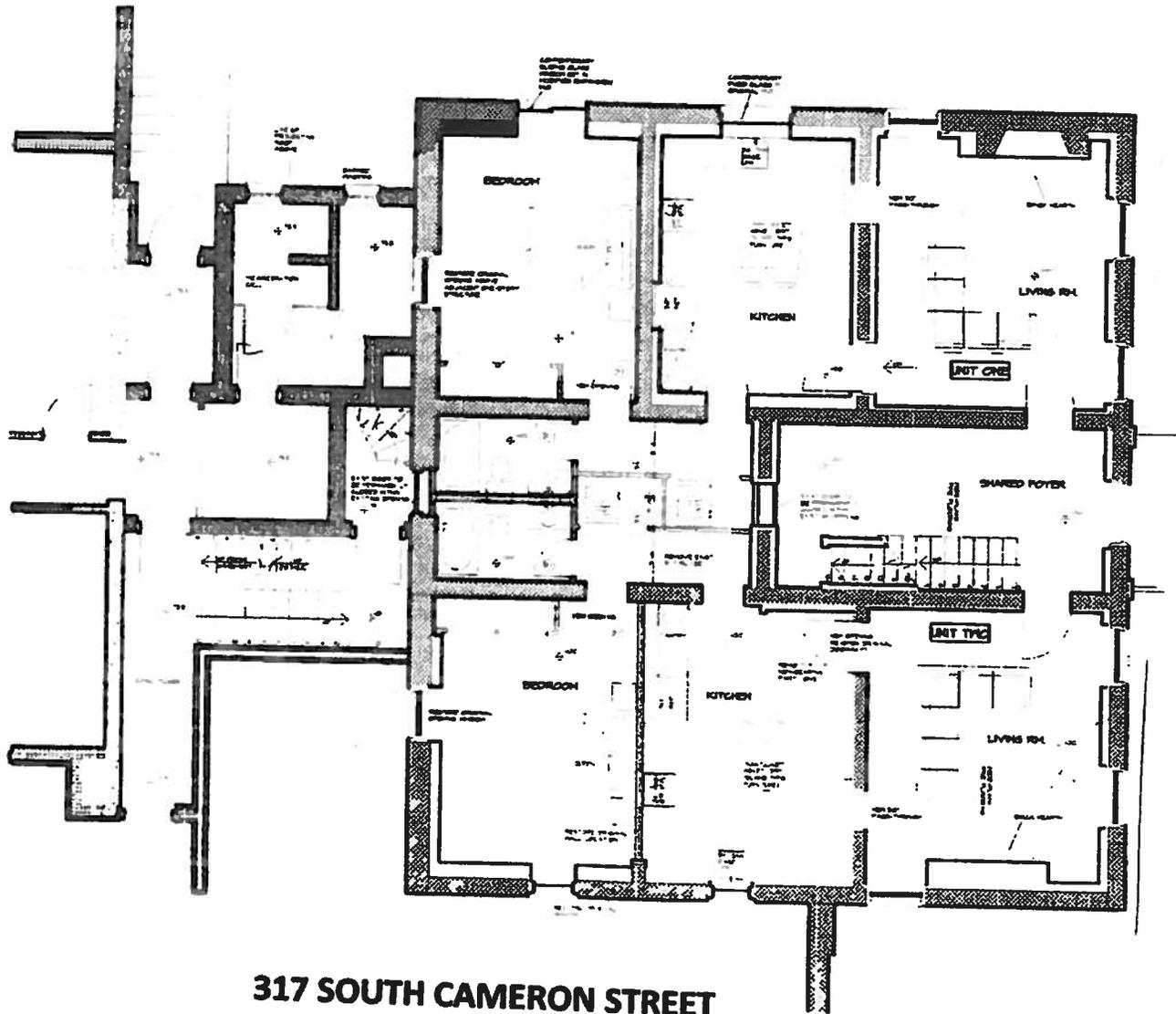
**317 SOUTH CAMERON STREET ADDITION
GROUND FLOOR**



**317 SOUTH CAMERON STREET
BASEMENT**



**317 SOUTH CAMERON STREET ADDITION
SECOND FLOOR**



**317 SOUTH CAMERON STREET
GROUND FLOOR**

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: 1/27/15 (work session) **CUT OFF DATE:** 01/22/15
2/10/15 (Regular meeting)

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

ITEM TITLE:

CU-14-757 Request of Painter-Lewis, PLC on behalf of Long Term Care Properties, LLC for a conditional use permit for Nursing & Rehabilitation Facility and Corridor Enhancement Certificate of Appropriateness for the square footage and roof pitch of the proposed building at 940 Cedar Creek Grade (Map Number 249-1-2) zoned Highway Commercial (B-2) District with Corridor Enhancement (CE) District overlay.

STAFF RECOMMENDATION:

Approval with conditions

PUBLIC NOTICE AND HEARING:

Public hearing for 2/10/2015 Council meeting.

ADVISORY BOARD RECOMMENDATION:

Planning Commission unanimously recommended approval with conditions.

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. Zoning & Inspections	<u>AM6</u>	_____	<u>1/21/15</u>
2. City Attorney	<u>[Signature]</u>	_____	<u>1/21/2015</u> 1/21/2015
3. City Manager	<u>[Signature]</u>	_____	<u>21 Jan 2015</u>
4. Clerk of Council	_____	_____	_____

Initiating Department Director's Signature: [Signature] 1/21/15
(Planning Dept)



APPROVED AS TO FORM:

[Signature] 1/21/2015
CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council

From: Tim Youmans, Planning Director

Date: November 19, 2014

Re: **CU-14-757** Request of Painter-Lewis, PLC on behalf of Long Term Care Properties, LLC for a conditional use permit for Nursing & Rehabilitation Facility and Corridor Enhancement Certificate of Appropriateness for the square footage and roof pitch of the proposed building at 940 Cedar Creek Grade (Map Number 249-1-2) zoned Highway Commercial (B-2) District with Corridor Enhancement (CE) District overlay.

THE ISSUE:

The applicant is requesting a conditional use permit (CUP) to allow for the use of Nursing & Rehabilitation Facility and for a Corridor Enhancement Certificate of Appropriateness for the proposed building at 940 Cedar Creek Grade.

RELATIONSHIP TO STRATEGIC PLAN:

Goal 2: Create a More Livable City for All

Vision 2028 (Principle 5) - Great neighborhoods with a range of housing choices.

BACKGROUND:

See attached staff report

BUDGET IMPACT:

N/A

OPTIONS:

1. Approve with conditions as recommended by Planning Commission
2. Approve with modified conditions
3. Deny

RECOMMENDATIONS:

Recommend Option 1

CU-14-757 Request of Painter-Lewis, PLC on behalf of Long Term Care Properties, LLC for a conditional use permit for Nursing & Rehabilitation Facility and Corridor Enhancement Certificate of Appropriateness for the square footage and roof pitch of the proposed building at 940 Cedar Creek Grade (Map Number 249-1-2) zoned Highway Commercial (B-2) District with Corridor Enhancement (CE) District overlay.

REQUEST DESCRIPTION

The applicant is requesting a conditional use permit to allow for a Nursing & Rehabilitation Facility use under Section 8-2-5 and to allow a single structure in the Cedar Creek Grade Corridor Enhancement (CE) District where the footprint of the building exceeds the 10,000 square-foot ‘by right’ limit and roof pitch less than 6:12 under Section 14.2-6.10b & 14.2-6.10e.

AREA DESCRIPTION

The subject parcel contains a vacant single-family residence and some agricultural structures. The one residentially used property immediately to the east is zoned RO-1 district. Along with numerous other properties throughout the City, that property was rezoned by the City (i.e. not at property owner request) in the 1990’s in an effort to stem what was then viewed as undesirable multifamily rental housing. Land to the north and further to the east is zoned HR and contains multifamily development as well as townhouse development. Land to the south fronting along Cedar Creek Grade is also zoned HR and contains single-family residences.



Land to the west is situated in Frederick County. The adjoining Frederick County parcel owned by Greystone Properties, LLC was conditionally rezoned from Rural Areas (RA) to Residential Planned Community (R4) by Frederick County along with other properties including a larger tract owned by Miller & Smith about five years ago. The 360-acre Willow Run project is slated for 1,390 residential units as well as 36 acres of commercial uses. The Greystone Properties portion of the larger Willow Run project is primarily single-family attached (i.e. townhouse) residential and age-restricted housing. It includes a spine road (Birchmont Dr) that connects Cedar Creek Grade with the extension of Jubal Early Drive to the north. That connection is required to be built prior to the 200th residential permit being issued. A public street connection to Cidermill Lane from the County spine road is also part of the approved Willow Run project. Cidermill Lane is currently being extended to the County line as part of the last phase of the Orchard Hill townhouse development.

STAFF COMMENTS

In a letter (see attached) to the Planning Director dated December 8, 2014, Mr. Timothy Painter of Painter-Lewis PLC, applicant for the owner (Long Term Care Properties, LLC), outlined his request for a CUP for a Nursing & Rehabilitation Facility pursuant to the recent conditional rezoning for the property approved by City Council in November 2014. The proposed use is in adherence with the submitted proffers tied to the property dated August 4, 2014 and revised September 11, 2014.

In addition to the CUP request for the specific use under Section 8-2-5, the applicant is also seeking a conditional use permit to allow a single structure in the Cedar Creek Grade Corridor Enhancement (CE) District where the footprint of the building exceeds the 10,000 square-foot 'by right' limit and roof pitch less than 6:12 under Section 14.2-6.10b & 14.2-6.10e. The Cedar Creek Grade CE District was established by City Council with a CUP provision to consider building with footprints exceeding 10,000 square feet and specific architectural elements on a case-by-case basis.

As show in the attached elevations, the floor plans show the building is proposed to have a gross area of 76,630 sq. ft. on one continuous level with seven "wings" serving 120 beds. The building contains four separate wings (North, South, West, and Secure) that will serve the 120 beds. In the middle of the facility contains a courtyard, which includes the rehabilitation center that will connect to each wing of the facility. Towards the southeast section of the facility (facing Cedar Creek Grade) is the lobby/administration wing and service wing of the facility. These wings will facilitate the overall operation of the facility. The architectural drawings show an appearance similar to other buildings along Cedar Creek Grade and with roof pitches of 5:12. An existing rehabilitated barn located in the southwest area of the site will remain and be connected to a proposed 1,040 sq. ft. three bay service building.

With most of the issues for this project resolved in the proffers for the rezoning of the property, staff has no concerns for this proposed use and building design.

RECOMMENDATION

At their January 20, 2015 meeting, the Planning Commission forwarded to Council recommending approval because the proposal, as submitted, should not adversely affect the health, safety or welfare of persons residing or working in the neighborhood nor be detrimental to public welfare or injurious to property or improvements in the neighborhood. The recommendation is subject to:

1. General conformity with submitted building elevations and floor plans; and,
2. Staff review and approval of a related site plan.

PAINTER-LEWIS, P.L.C.

CONSULTING ENGINEERS

817 Cedar Creek Grade, Suite 120
Winchester, Virginia 22601

Tel.: (540) 662-5792
Fax.: (540) 662-5793

December 8, 2014

Mr. Timothy P. Youmans, Director of Planning
City of Winchester, Virginia
15 N. Cameron Street
Rouss City Hall
Winchester, Virginia 22601

Re: Winchester LTC Properties, LLC
Commercial Development: Nursing and Rehabilitation Facility
940 Cedar Creek Grade
Winchester, Virginia
Tax Map: 249-01-2
Conditional Use Permit Application

Dear Sir:

Pursuant to the recent rezoning requirements of the above-referenced project, this is to serve as the request for a permanent condition use permit for a nursing home and rehabilitation facility to occupy the referenced property. The request confirms that the property will only be used for this specified use in accordance with the proffer statement that was approved with the recent rezoning of this parcel. This project will be developed in the corridor enhancement district and will meet the criteria of the Corridor Enhancement Overlay with the following exceptions:

1. An exception to Section 14.2-6.1c which states that the building footprint can not exceed the 10,000 square foot maximum except with a conditional use as permitted under Section 14.2-6.10b.
2. An exception to Section 14.2-6.4a which states that the roof slope must not be less than 6:12 except with a conditional use permit use as permitted under Section 14.2-6.10e.

We request that you, the Planning Commission, and City Council consider these requests as part of the approval process for this conditional use permit for this project.

Mr. Timothy P. Youmans, Director of Planning
City of Winchester, Virginia

December 8, 2014
Winchester LTC Properties, LLC

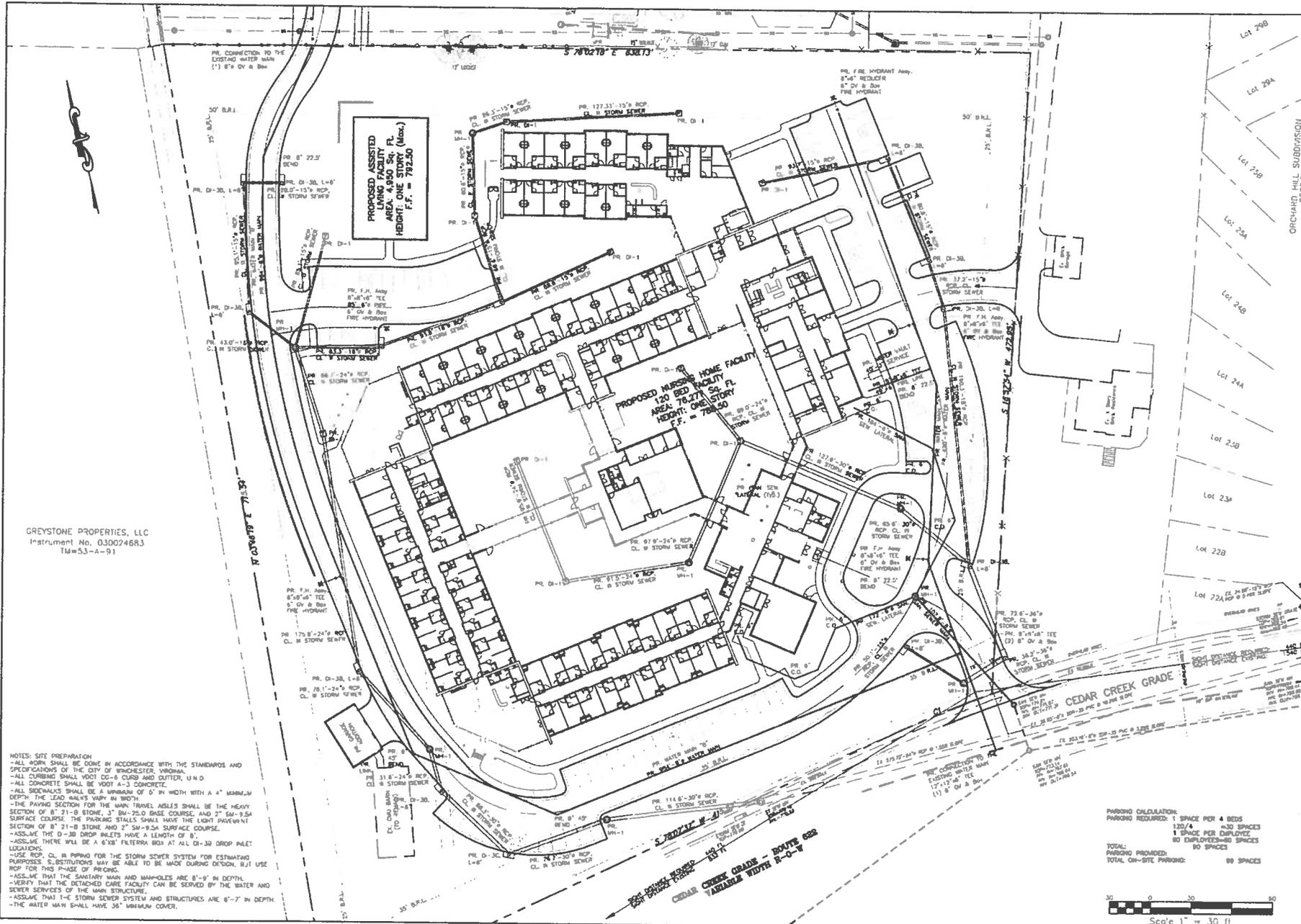
Thank you for your attention to this matter. If you would have any questions or would require further information please do not hesitate to contact me.

Sincerely,



Timothy G. Painter, P. E.

c: Winchester LTC Properties, LLC
380 Millwood Avenue
Winchester, Virginia 22601



GREYSTONE PROPERTIES, LLC
Instrument No. 030074683
TM=53-A-91

PROPOSED ASSISTED LIVING FACILITY
AREA: 4,990 Sq. Ft.
HEIGHT: ONE STORY (Max.)
F.F. = 792.50

PROPOSED NURSING HOME FACILITY
AREA: 70,271 Sq. Ft.
HEIGHT: ONE STORY
F.F. = 708.50

- NOTES: SITE PREPARATION
- ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE STANDARDS AND SPECIFICATIONS OF THE CITY OF WINCHESTER, VIRGINIA.
 - ALL CURBS SHALL ROOT TO 6" CURB AND GUTTER, 1/4" D.
 - ALL CONCRETE SHALL BE VDOT A-3 CONCRETE.
 - ALL SIDEWALKS SHALL BE A MINIMUM OF 6" IN WIDTH WITH A 4" MINIMUM DEPTH. THE LOAD RATES VARY BY WIDTH.
 - THE PAVING SECTION FOR THE MAIN TRAVEL ADLES SHALL BE THE HEAVY SECTION OF 8" 21-0 STONE, 3" 5M-25.0 BASE COURSE, AND 2" 5M-9.5A SURFACE COURSE. THE PARKING STALLS SHALL HAVE THE LIGHT PAVEMENT SURFACE COURSE OF 8" 21-0 STONE AND 2" 5M-9.5A SURFACE COURSE.
 - ASSUME THE 0-38 DROP INLETS HAVE A LENGTH OF 8'.
 - ASSUME THERE WILL BE A 6"X8" FILTER BOX AT ALL 0-30 DROP INLET LOCATIONS.
 - USE TOP CL. IN PIPING FOR THE STORM SEWER SYSTEM FOR ESTIMATING PURPOSES. SUBSTITUTIONS MAY BE MADE DURING DESIGN, BUT USE TOP FOR THIS PHASE OF PAVING.
 - ASSUME THAT THE SANITARY MAIN AND MANHOLES ARE 8'-0" IN DEPTH.
 - VERIFY THAT THE DETACHED CARE FACILITY CAN BE SERVED BY THE WATER AND SEWER SERVICES OF THE MAIN STRUCTURE.
 - ASSUME THAT THE STORM SEWER SYSTEM AND STRUCTURES ARE 6'-7" IN DEPTH.
 - THE WATER MAIN SHALL HAVE 36" MINIMUM COVER.

PARKING CALCULATION:
PARKING REQUIRED: 1 SPACE FOR 4 BEDS
120/4 = 30 SPACES
1 SPACE PER EMPLOYEE
80 EMPLOYEES=80 SPACES
TOTAL: 110 SPACES
PARKING PROVIDED: 90 SPACES
TOTAL ON-SITE PARKING: 99 SPACES

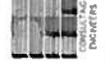


NO.	DATE	REVISIONS
1	12-14-09	ISSUED FOR PERMITS
2	01-14-10	REVISED
3	02-20-10	REVISED

EXHIBIT "A"
CONCEPTUAL SITE LAYOUT PLAN

WINCHESTER LTC PROPERTIES, LLC
NURSING and REHABILITATION FACILITY
CEDAR CREEK GRADE
WINCHESTER, VIRGINIA

PAINTER-LEWIS, P.L.C.
917 COLLEGE AVENUE, SUITE 120
WINCHESTER, VA 24392
Telephone: (540) 562-5792
Fax: (540) 562-5793
E-mail: info@painterlewis.com



TIMOTHY G. PAINTER
Lic No. 018280
Professional Engineer
State of Virginia

DATE:	12/14/09
SCALE:	1" = 30'
DRAWN BY:	ZOB/MS
CHECKED BY:	MS/MS
DATE:	12/14/09
SCALE:	1" = 30'
PROJECT:	13/09/04



AERIAL VIEW 1



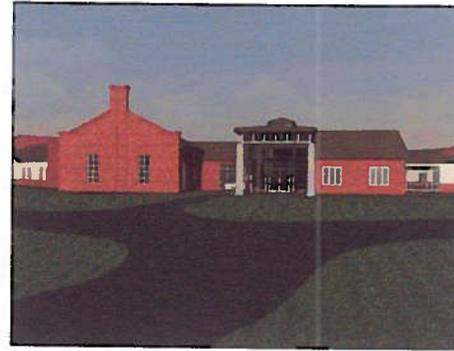
AERIAL VIEW 2



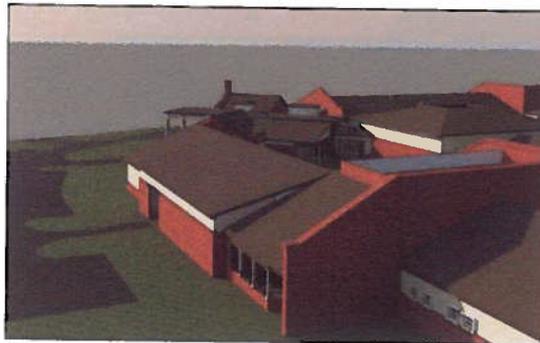
AERIAL VIEW 3



INTERIOR COURTYARD



MAIN ENTRANCE - ADMINISTRATION



SERVICE WING



SOUTHWEST COMMUNITY ROOM

REVISIONS	BY

Winchester LTC Properties, LLC
 Skilled Nursing Facility- Cedar Creek Grade, Winchester VA.

MISA
 MAJOR STREET ARCHITECTURE, P.C.
 24 KILBOURNE PARK DRIVE
 SPOTTSYLVANIA, VIRGINIA 22086
 PHONE: 540-861-1111

DATE	1-8-15
DRAWN	
CHECKED	

A2.5

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: 2/24/15 CUT OFF DATE: 2/5/15

RESOLUTION XX ORDINANCE ___ PUBLIC HEARING ___

ITEM TITLE: Resolution to accept funding from the Office of the Attorney General

STAFF RECOMMENDATION: Staff requests Council to approve this 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. Finance Director	<i>JS</i>		<i>1-28-15</i>
2.			
3.			
4.			
5. City Attorney	<i>[Signature]</i>		<i>2/3/2015</i>
6. City Manager	<i>[Signature]</i>		<i>4/20/2015</i>
7. Clerk of Council			

Initiating Department Director's Signature: *[Signature]* *1/27/15*
Date



APPROVED AS TO FORM:
[Signature] *2/3/2015*
CITY ATTORNEY

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Chief Kevin L. Sanzenbacher 
Date: 1/26/15
Re: Grant Acceptance

THE ISSUE: In November the police department became aware of a grant opportunity, through the Office of the Attorney General, to apply for money that had been made available through a settlement between the Federal Government, the Commonwealth and Abbott Laboratories that brought \$33 million to the state to be used by public safety. We applied for that grant in November of 2014, and have been told that at least \$117,414 of that request may be granted to the City in the near future. The Winchester Police Department is requesting the Common Council grant the authority to accept this funding.

RELATIONSHIP TO STRATEGIC PLAN: Develop a high performing organization.

BACKGROUND: At the time the WPD became aware that funding was available through the Office of the Attorney General we filed an application for \$152,614 to purchase supplies and equipment, pay for overtime and fund a number of community activities. This application has been reviewed and the Office of the Attorney General has responded that we have made the first review and may be awarded up to \$117,414 of the original request. They asked that we exclude several items that were not felt to be consistent with the guidelines for the grant and update our application. We have accomplished this and are waiting to hear the final result.

If approved the funds would be allocated as follows:

Promote Relationships with Minority Youth	\$21,162
Transportation Van	\$35,000
Counselor for the Timbrook House	\$10,400
Law Enforcement Equipment	<u>\$50,852</u>
Total	\$117,414

See the attached table for full description

BUDGET IMPACT: This will have a significant positive impact on future budgets as \$44,132 requested for Tasers has been identified as a significant need in the FY 16 fiscal year request being currently reviewed. The other items will not result in any additional cost to the City as once the funding is diminished the function can cease. Also, although the van will be an addition to the fleet, we see this as a cost saving as it will be used to consolidate trips that now require several trips.

RECOMMENDATIONS: The WPD requests that the Common Council accept the awarding of these funds if the final application is approved.

**A RESOLUTION TO AUTHORIZE THE CITY TO ACCEPT
FUNDING FROM THE OFFICE OF THE ATTORNEY
GENERAL**

WHEREAS, the City of Winchester is committed to protecting the lives and property of its citizens; and

WHEREAS, the Common Council recognizes the importance to public safety for the police department to have the best training and equipment; and

WHEREAS, the Common Council recognizes the importance for the police department to interact with youth in the community; and

WHEREAS, the Police Department has applied to the Office of the Attorney General for the Commonwealth for money to help fund these needs; and

WHEREAS, the City of Winchester's primary concern is the protection of life and property for the citizens and employees.

NOW THEREFORE BE IT RESOLVED, that the Common Council of the City of Winchester, Virginia hereby authorizes the City to proceed in accepting this grant, if awarded, in the amount of up to \$117,414 and authorizes the City Manager to sign all necessary documents to execute acceptance of this grant.

Item Description, Cost Basis, Justification	Requested FUNDS	Total
ITEM:		
<p>#1 Promote Relationships with Minority Youth The funds requested would enhance the effort to have officers to work with minority youth in the community. Money provided would be used to:</p> <ul style="list-style-type: none"> • Rent recreational facilities in the area for youth related activity @ \$ 200 per evening one evening a week for 52 weeks- this will promote the relationship between minority youth and the police. • Provide overtime for officers to act as coaches/mentors during this activity; @ \$35w/FICA per hour/2 officers/3hours per night for 52 weeks- the WPD does not have adequate staff to take on this important function without overtime. This funding will allow us to use street officer, the people interacting with kids daily in the centers • Promote a WPD minority recruitment effort with brochures and handouts \$700. The WPD needs to be more reflective of the community to effectively police it. We hope to expand on the number of minority candidates seeking positions as police officers. 	<p>\$10,400</p> <p>\$10,062</p> <p>\$700</p>	<p></p> <p></p> <p>\$21,162</p>
<p>#2 Transportation Van 12 Passenger Van used to transport young people on the field trips and various recreational venues. This would also be used to transport officers and staff to large events.</p>	<p>\$35,000</p>	<p>\$35,000</p>
<p>#3Timbrook Youth Reporting Center In order to meet the stated goals of the Timbrook Youth Reporting Center, of improving students GPAs, improving school attendance and reducing recidivism rates the program needs to provide additional counseling services. We believe by focusing efforts on a handful of identified troubled youth, who have already had multiple contacts with courts and police. we can make have long-term impact on crime in the city. This program</p>	<p>\$10,400</p>	<p>\$10,400</p>

<p>has already made great strides in reducing recidivism rates, improving school attendance and improving academic performance. The funds requested would be used to employ a contractual counseling service. The purpose of this service would be to assess each child that enters the program and develop a plan to assist this child deal with the multitude of issues they are confronted with. These issues include familial drug/alcohol involvement, teen pregnancy, poor academic performance and poor decision making skills. The rate would be \$25 per hour/2 hours per night/4 nights per week.</p> <p>#4 Law Enforcement Training Equipment The WPD has been very involved with preparing our officers for active shooter training. We have just completed 2 weeks of hands-on, in-school drills. These drills would be enhanced in the future if officers were equipped with simulated munitions in order to make the training more realistic and help better prepare officers for real life situations.</p> <p>We would also like to fully equip our patrol force with Tasers. This will require purchasing an additional 34 units at \$1,298 per unit</p>	<p></p> <p>\$6,720</p> <p>\$44,132</p>	<p></p> <p></p> <p>\$50,852</p>
<p>Grand Total:</p>	<p></p>	<p>\$117,414</p>

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: 10 Feb 2015 ~~1/13/15~~ CUT OFF DATE: 1/8/15

RESOLUTION ORDINANCE PUBLIC HEARING

ITEM TITLE: Change in Ordinance Article IX

STAFF RECOMMENDATION: The staff requests Council action

PUBLIC NOTICE AND HEARING: N/A

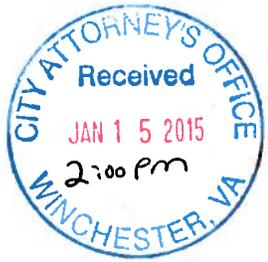
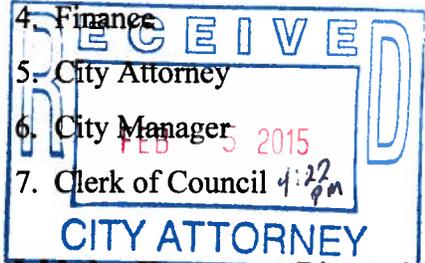
ADVISORY BOARD RECOMMENDATION: OTDB recommends the establishment of a Special Events Policy

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. Police Chief	[Signature]		1/19/15
2. Public Services	[Signature]		1/15/15
3. Fire	[Signature]		1/29/15
4. Finance	[Signature]		1/20/15
5. City Attorney	[Signature]		1/21/2015
6. City Manager	[Signature]		22 Jan 2015
7. Clerk of Council			
Initiating Department Director's Signature: <u>[Signature]</u>			Date: <u>12/17/14</u>



APPROVED AS TO FORM:

[Signature]
CITY ATTORNEY
1/20/2015

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Jennifer Bell, Downtown Manager
Date: December 16, 2014
Re: **Change in ARTICLE IX. ASSEMBLIES, DEMONSTRATIONS AND PARADES**

THE ISSUE: As the City, especially in the downtown, has placed more emphasis on events there has been an increase in Special Event Applications from 77 in 2012 to 90 in 2014. There are new groups organizing events and this has led to questions about the permits required and procedures in holding events as well as the city's view on special events. There have also been increased administrative costs incurred by the application review process. The changes being proposed to Article IX will clarify several minor issues with the existing ordinance. Recommended changes will also grant the authority for fees to be charged to applicants. The attached Special Event Policy will offer greater clarity to the City of Winchester event process.

RELATIONSHIP TO STRATEGIC PLAN: Develop a High Performing Organization; Create a More Livable City For All and the Revitalization of Historic Old Town.

BACKGROUND: After Council established a Community Event Policy as a Strategic Plan Priority, the Old Town Development Board began working on developing a policy for Old Town. Many of the principles and information in the policy were applicable to the City of Winchester as a whole. They recommended that the policy they developed be sent to Council. A stakeholder group of event organizers was invited to give feedback and suggestions on a draft Special Event Policy. After staff review of the document, it was edited and made increasingly user friendly with many changes occurring to the original in order to develop the attached Special Event Policy. In order to provide greater clarity to the event process and offset some costs the city incurs from events the Draft Special Event Policy was developed including recommended permit fees.

BUDGET IMPACT: This action will have a positive impact on the current fiscal situation since the City will be receiving reimbursement for costs already being absorbed by the operating budget of each department.

OPTIONS: The options are as follow:

1. Approve the ordinance as drafted to allow for the collection of fees.
2. Change the fee structure to standardize fee collection based on services rendered by the City to the event.
3. Make no changes to the existing ordinance prohibiting the possibility of any fees being collected.

RECOMMENDATIONS: Staff recommends that the Council adopted the revisions to Article IX as drafted and approve the use of a Special Event Policy.

**AN ORDINANCE TO AMEND ARTICLE IX OF THE WINCHESTER CITY CODE
PERTAINING TO ASSEMBLIES, DEMONSTRATIONS AND PARADES**

WHEREAS, Winchester Police Department believes the current version of Article IX can be confusing to the public and does not allow for the collection of fees; and,

WHEREAS, it is the belief of City that ordinances should be clear; and,

WHEREAS, Common Council for the City of Winchester believes that the implementation of such changes will be of benefit to the citizens of the City of Winchester.

NOW therefore be it ORDAINED that Article IX of the Winchester City Code is hereby amended as follows:

ARTICLE IX. ASSEMBLIES, DEMONSTRATIONS AND PARADES

SECTION 14-146. PURPOSE.

14 - 46 MOTOR VEHICLES AND TRAFFIC

Pursuant to the authority granted to the city by the Code of Virginia and its general police powers, the city does hereby adopt the following sections in order to provide for the public health, safety and general welfare in the city, to ensure the free and safe passage of pedestrians and vehicles on the public rights-of-way, and to ensure the safe and unimpaired use and enjoyment of public property in places open to the general public and otherwise to regulate and control the time, place and manner of activities that would otherwise threaten or impair the public health, safety, and welfare in the city while also encouraging the exercise of the rights to free speech and assembly in the city. (Ord. No.19-2006, 5-3-2006)

SECTION 14-147. DEFINITIONS.

The following terms shall have the meanings set out herein:

- (a) Parade means any march, demonstration, procession or motorcade consisting of people, animals, or vehicles, or a combination thereof upon the streets, sidewalks or other public areas within the city with an intent or likely effect of attracting public attention that interferes with or has a tendency to interfere with the normal flow or regulation of pedestrian or vehicular traffic upon the streets, sidewalks, or other public property.
- (b) Public assembly means any meeting, demonstration, picket line, rally or gathering of more than ten (10) people for a common purpose as a result of prior planning that interferes with or has a tendency to interfere with the normal flow or regulation of pedestrian or vehicular traffic upon the streets, sidewalks, or other public property within the city or that interferes with or has a tendency to interfere with the normal use of any public property in a place open to the general public.
- (c) "Spontaneous event" shall mean an unplanned or unannounced coming together of people, animals or vehicles in a parade or public assembly which was not contemplated beforehand by any participant therein and which is caused by or in response to unforeseen circumstances or

events occasioned by news or affairs first coming into public knowledge within five (5) days of such parade or public assembly.

- (d) "Special Event" means any "Public Assembly" which occurs upon City property or that requires the closure of City streets, sidewalks or parks or where it is anticipated that over twenty-five (25) people may gather and participate, or which requires licenses and permits by City departments beyond the assembly permit required by this Section. This may include but is not limited to fairs, festivals, carnivals, sporting events, foot runs, markets, dances, and exhibitions.

SECTION 14-148. PERMIT REQUIRED.

(a) It shall be unlawful for any person to conduct or participate in a parade, public assembly, or special event unless a written permit has not been issued in accordance with the provisions of this article.

(b) The provisions of this permit shall not apply to:

(1) Spontaneous events;

(2) Recreational activities, including jogging or walking, that do not require closing public streets or other public streets or other public rights-of-way and that do not interfere with or have a tendency to interfere with the normal use of any public property in a place open to the general public;

(3) Door-to-door advocacy, including canvassing, pamphleteering, religious or political proselytizing and the distribution of written materials, and similar activities that do not interfere with or have a tendency to interfere with the free passage of pedestrians and vehicles on the public rights-of-way or the normal use of any public property in a place open to the general public;

(4) Door-to-door sales of goods or services, and similar activities that do not interfere with or have a tendency to interfere with the free passage of pedestrians and vehicles on the public rights-of-way or the normal use of any public property in a place open to the general public; provided, however, that any persons or organizations engaging in such activities shall comply with any other applicable requirements of the code of the City of Winchester;

(5) Funeral processions;

(6) Students going to and from school classes or participating in educational activities, provided that such conduct is under the immediate direction and supervision of the proper school authorities;

(7) The United States army, navy, air force and coast guard, the military forces of the state and the police and fire divisions of the city;

(8) A governmental agency/agencies acting within the scope of its functions; or

(9) Park and recreation areas that are regulated by the city's Parks and Recreation Department.

(c) Permits may be granted if they are requested by individuals or organizations who desire to have a permit, even though the permit is not required under this section.

SECTION 14-149. APPLICATION.

(a) Any person desiring to conduct a parade or special event shall make written application to the Chief of Police, or his designee, at least sixty (60) days prior to such parade or event. Any person desiring to conduct a public assembly shall make written application to the Chief of Police, or his designee, at least five (5) days prior to such public assembly. Such application shall set forth the following information:

- (1) The name, address and telephone number of the person requesting the permit;
 - (2) The name and address of any organization or group the applicant is representing;
 - (3) The name, address and telephone number of the person who will act as the parade or public assembly leader or chairman and who will be responsible for the conduct of the parade or public assembly;
 - (4) The type of parade, public assembly, or special event, including a description of the activities planned during the event;
 - (5) The date and time (start and ending) of the parade, public assembly, or special event;
 - (6) The specific location or locations where the parade, public assembly, or special event is to be held;
 - (7) If a parade, the specific assembly and dispersal locations, the specific route, and the plans, if any, for assembly and dispersal;
 - (8) The approximate number of people who, and animals and vehicles which will constitute such parade or public assembly and the type of animals and a description of the vehicles;
 - (9) A statement as to whether the parade, public assembly, or special event will occupy all or only a portion of the width of the streets or sidewalks or other public rights-of-way proposed to be traversed or used;
 - (10) A description of any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices to be used in connection with the parade, public assembly or special event; and
 - (11) Such other information as the Chief of Police, or his designee, may deem reasonably necessary in order to properly provide for traffic control, street and property maintenance, administrative arrangements, police and fire protection, and for the protection of public health, safety and welfare.
- (b) The Chief of Police, or his designee, shall not issue the permit if any information supplied by the applicant is false or intentionally misleading.
- (c) The Chief of Police, or his designee, shall have the authority to and shall make reasonable efforts to consider an application hereunder which is filed less than five (5) days before the date the parade or assembly is proposed to be conducted if, after due consideration of the date, time, place and nature of the parade or public assembly, the anticipated number of participants and the city services required in connection with the event, and where good cause is otherwise shown, the Chief of Police, or his designee determines that the waiver of the permit application deadline will not present an undue hazard to public safety.
- (d) A permit will not be issued unless an appropriate until the required permit fee is paid upon issuance of the permit as outlined in the administrative special event policy as approved by the City Manager. Fees or portions of fees can be waived for events supported by the City through the budget process.

SECTION 14-150. ISSUANCE OR DENIAL OF PERMIT.

- (a) The Chief of Police, or his designee, shall issue the permit within three (3) days of receipt of a completed application for a public assembly, and within thirty (30) days of receipt of a completed application for a parade or special event; but, in any event prior to the scheduled parade or public assembly if the application has been timely submitted and it has been determined by the Chief of Police that the proposed parade, public assembly or special event

will not endanger the public health, welfare or safety, applying the following criteria and finding that:

- (1) The time, duration, route and size of the event will not unreasonably interrupt the safe and orderly movement of vehicular or pedestrian traffic or the normal use of public property in a place open to the general public;
- (2) The event is not of such a nature that it will require diversion of so great a number of police and fire personnel to properly police the line of movement in the areas contiguous thereto so as to impair the normal protection of the remainder of the city;
- (3) The applicant has, where appropriate, designated monitors sufficient to control the orderly conduct of the event in conformity with such permit;
- (4) The conduct of the event will not unduly interfere with the proper fire and police protection of, or ambulance service to, the remainder of the city, or unreasonably disrupt other public services and protection normally provided to the city;
- (5) The event will not interfere with another event for which a permit has been granted;
- (6) The event proposed will not violate, and will conform with all applicable state regulations and laws governing the proposed event; and
- (7) If alcoholic beverages are to be served at the event, the applicant must comply with all applicable provisions of the State Code and local ordinances pertaining to serving and consumption of alcoholic beverages. Additionally:
 - a. The applicant may be required to demonstrate that adequate measures have or otherwise will be taken to ensure the safety of persons who may become impaired or intoxicated at the event.
 - b. The applicant may be required to demonstrate that adequate measures have or otherwise will be taken to ensure that underage persons are not served or permitted to consume alcoholic beverages at the event.
 - c. The possession of open containers and consumption of alcoholic beverages is strictly prohibited upon any public school grounds or public park within the City. No permit shall be issued to any applicant where alcohol is to be served upon public school grounds or in a public park.
 - d. The Chief of Police shall call upon the members of a special advisory committee appointed by the City Manager to assist in determining whether adequate measures to ensure public safety are available for a proposed parade or public assembly where alcoholic beverages are to be served.

(8) The required fee, as determined, has been received upon approval of the application.

- (b) For parades, special events, or public assemblies held on a regular or recurring basis at the same location, an application for an annual permit covering all such parades or assemblies during the calendar year may be filed with the Chief of Police, or his designee, at least sixty (60) days before the date and time at which the first such parade or special event is proposed to commence and at least five (5) days before any public assemblies. The Chief of Police, or his designee, may and shall make reasonable efforts to waive the minimum period after due consideration of the factors specified in subsection (c) in the previous section.

- (c) If the Chief of Police, or his designee, denies an application, he shall promptly mail to the applicant a notice of his action, stating the reasons for his denial of the permit, and notifying the applicant of his right to appeal the denial pursuant to Section 14-155 of this article.
- (d) If two or more applications are submitted requesting a permit under this article for an event to be used at the same time and place, the application first filed shall be granted if it meets the requirements of this article;
- (e) Nothing in this article shall permit the Chief of Police, or his designee, to deny a permit based upon political, social or religious grounds or reasons or based upon the content of the views expressed. Denial of a permit on such grounds is prohibited.

SECTION 14-151. ALTERNATIVE PERMIT.

The Chief of Police, or his designee, in denying a permit for an event shall be empowered to authorize the conduct of the event on a date, at a time, at a place, or over a route different from that proposed by the applicant. An applicant desiring to accept an alternate permit shall file a written notice of acceptance with the Chief of Police, or his designee. An alternate permit shall conform to the requirements of and shall have the effect of a permit under this article.

(Ord. No. 2012-06, 4-10-12)

ATTACHMENT A

SPECIAL EVENT MOU

_____ has applied for a Special Event Permit with the
Winchester Police Department. We recognize that the issuance of this permit is contingent upon the following conditions:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

We understand if these conditions are not met then the Chief of Police may deny our application or rescind our Special Event Permit at any time, including during the event, in which case the event would have to cease operations.

Organization Name _____

Applicant Name _____

Address _____

Phone # **home** _____ **cell** _____

Signature _____

JURISDICTION	SPECIAL EVENT ORDINANCE	FEEES FOR SERVICES	COMMENTS
Blacksburg	Yes	Yes	Require application fee and charge for excess services by police.
Harrisonburg	Yes	Yes	Fee for barricades and extra police patrol @\$35/hour
Leesburg	Yes	Yes	Required to pay for services deemed necessary by Town
Fredericksburg	Yes	Yes	Working on policy. Currently have mixed processes.
Staunton	No	Unknown	
Charlottesville	Yes	Yes	Fees very dependent on number of people attending event and if alcohol will be served.
Frederick County	No	No	
Waynesboro	No	Unknown	



Special Events

Special Events provide opportunities to promote community welfare and quality of life, help build a sense of community, showcase local and regional talent, enrich cultural opportunities, draw residents and first-time visitors to the City of Winchester, contribute to the economy of the community and establish an active community.

The City of Winchester recognizes the benefits and opportunities made available through Special



Events that provide a benefit to the larger community and fit within the capacities of developing a vibrant city.

A permit is required for any “special event” or “public assembly” which occurs upon City property which requires the closure of the City streets, sidewalks or parks or where it is anticipated over 25 people may gather and participate. [Article IX Section 14 – 146 - 157](#) of City Code.



Guiding Principles

It is the aspiration of this policy that all events will foster a vibrant engaging environment for our residents, stakeholders, and visitors. Such events should not incur a financial drawback to city taxpayers while offering, when possible, reasonable profit opportunities to merchants.



Partnerships between the City, event sponsors and the community are valuable in ensuring successful events. We recognize that events require logistical support and commitment from the sponsoring entities and that the City requirements may represent a significant portion of an event’s costs. When setting fees and conditions for events, the City has considered impacts on the event’s costs while balancing the City obligation to protect public health and safety, and provide financial oversight to the citizens of Winchester. In general, special events will provide full cost recovery to the City. Outside entities receiving financial assistance for special events from the City are required to provide the Council or their designee with a business plan and/or provide a full disclosure of all expenses and revenues related to the event.

It is our goal to have successful cost-effective special events that enrich and enliven the community and provide opportunities for the use of volunteer services from volunteer agencies and organizations when deemed feasible and practical, and when cost savings will be achieved that will not negatively impact public health, welfare and safety.

Application Process for All Events

The Chief of Police or designee serves as a resource to advise and guide organizations seeking to host events within the City of Winchester. Any public gathering or special event that requires use of any portion of public property within the City of Winchester must first submit a special event application at least 60 days prior to the event and complete all necessary documents in order to obtain approval from the Chief of Police or designee. There is no guarantee that an event will be approved solely based upon the submission of an application. The City of Winchester has the authority to block off days specifically for city-sponsored events in which private entities may not compete.



Private events on private property do not require a Special Event Permit but may be subject to permitting such as for amusement devices or vendors.

Approval Process for All Events

All applications must be submitted to the Winchester Police Department. Upon receipt, the application will be forwarded to applicable City Departments and Agencies for review and returned to the Police Department with any comments. The Chief of Police will give final approval or denial of an application and the applicant will be notified. A signed Memorandum of Understanding may be required between all parties involved.

Important Contacts

Commissioner of the Revenue: (540) 667-1815	Health Agent: (540) 722-3480	Zoning and Inspections: (540) 667-1815	Parks and Recreation: (540) 667-4946	Old Town Winchester: (540) 535-3660	Winchester Police Department: (540) 545-4722
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Special Events Application Check List

Before submitting a Special Event Application, be sure to review the items listed below, as applicable to your event. All applications must include the * items.

	Complete the City of Winchester Special Events Application*
	Complete and Sign the Hold Harmless Agreement.*
	A Certificate of Insurance listing the City of Winchester as Additionally Insured.*
	An Endorsement Page issued by insurance company.*
	Obtain VA ABC permit if serving alcohol. Visit http://www.abc.virginia.gov/licensing/banquet.htm for information or call the Regional ABC Office at (540) 332-7800. <i>Fees apply.</i>
	Obtain Health Department permit if serving food. Call (540) 722-3480 for information. <i>Fees apply.</i>
	Contact Winchester Parking Authority if requesting use of any public parking. (540) 722-7575
	Contact Old Court House Civil War Museum if planning to use the area in front of the Court House. (540) 542-1145 (Additional permissions required by neighboring property owners.)
	Obtain permit and schedule inspection for tents greater than 900 sq. ft. Call Zoning and Inspections at (540) 667-1815 for information. Tent Permit Application <i>Fees apply.</i>
	Obtain permit and inspection for inflatables. Call Zoning and Inspections at (540) 667-1815 for information. Amusement Device Permit and Information <i>Fees apply.</i>
	Obtain permit and inspection for stages. Call Zoning and Inspections at (540) 667-1815 for information. Building Permit Application (temporary structure) <i>Fees apply.</i>
	Order portable restrooms; 1 per 100 people expected to attend. Call the Health Department at (540) 722-3480 for information.
	Contact Commissioner of the Revenue for appropriate reporting and tax collection information, if charging admission. (540) 667-1815
	Contact Commissioner of the Revenue for appropriate reporting and tax collection information, if food or merchandise will be sold. Submit Vendor List to Commissioner of the Revenue and Treasurer. (540) 667-1815
	Obtain Fireworks permit issued by Fire & Rescue Department if requesting to launch fireworks. Call the Fire Marshall's office at (540) 662-2298 for information. Fireworks Permit Application <i>Fees apply.</i>
	If having a parade, submit Event Site Plan, including Parade Route.
	Submit check for application fee made out to the City of Winchester.

Submitting Your Permit Application

To complete the application process, send all required information to the City of Winchester Police Department, 231 E Piccadilly Street, Winchester, VA 22601 at least 60 days prior to the requested event date. If additional information is required you will be notified. Once an event is approved you will receive an official permit and statement of applicable charges. The permit will not be approved until payment is received.

Useful Information when planning an event in the City of Winchester

ALCOHOLIC BEVERAGES:

If alcoholic beverages are to be served at the event, the applicant must comply with all applicable provisions of the State Code and local ordinances pertaining to serving and consumption of alcoholic beverages. Additionally:

- The applicant will be required to demonstrate that adequate measures have or otherwise will be taken to ensure the safety of persons who may become impaired or intoxicated at the event.
- The applicant will be required to demonstrate that adequate measures have or otherwise will be taken to ensure that underage persons are not served or permitted to consume alcoholic beverages at the event.
- The possession of open containers and consumption of alcoholic beverages is strictly prohibited upon any public school grounds or public park within the City. No permit shall be issued to any applicant where alcohol is to be served upon public school grounds or in a public park.
- A copy of the ABC License must be submitted to the City of Winchester prior to the event. The event must serve in a restricted area to meet ABC guidelines and restrict any alcoholic beverages from being taken outside the restricted area. Additional security details are required and the number will be set by the Chief of Police or a designee. Key staff will be required to attend mandatory ABC training and have one trained supervisor at each location serving alcohol. Volunteers serving alcoholic beverages are expected to receive basic training and not drink during the event. Organizers must develop a means of identifying those of age and those not of age that is approved by the ABC. No alcohol should be served after 11 p.m. The City of Winchester reserves the right to deny, restrict, or cause to cease the serving of alcohol either prior to the event or during the event.

COSTS FOR SPECIAL EVENTS:

Anyone hosting an event in the City of Winchester must pay a permit fee. The fee costs vary depending on the type of event being held. Event organizers are expected to cover all costs associated with required security, safety, electricity use, water use, and trash removal in order to protect the health, welfare and safety of citizens and should submit a plan with their application including names of private providers who will provide these services.

SPECIAL EVENT PERMIT FEES:

A permit fee must be submitted with the Special Event Permit Application. Fees will not be refunded if the event is cancelled only if the permit is denied. The fees are administrative fees based on the complexity of the event. If the event meets any of the criteria of the higher permit fee designation they must pay the higher fee.

- General Special Event Permit Fee \$50
Applies to: Events with less than 100 participants which do not involve blocked streets, do not require inspections and will not serve alcohol.
- Intermediate Special Event Permit Fee \$150
Applies to: Events with vendors or ones utilizing city electricity
- Advanced Special Event Permit Fee \$250
Applies to Parades/ Walks or Runs which request blocked streets, events with Alcohol, events anticipating more than 1000 participants, events with fireworks.

Other considerations impacting event costs:

- **Additional fees may be required depending upon the services requested directly from the City of Winchester e.g. Police, Fire Rescue, Trash Removal etc.**
- Anticipated attendance at the special event of 2000 or more people (including clean-up fees);

- A street closure anticipated to have a major effect on the flow of traffic in the area, e.g. closure of two or more intersections and rerouting of transit services or other public transportation.
- Vendors shall meet indemnification requirements.
- If a sponsoring organization fails to adequately provide clean-up in accordance with the plan submitted, the City may conduct the necessary clean-up and bill the sponsoring organization for such costs. The sponsoring organization must make payment to the City upon receipt of the City's invoice for such costs.

REVOCAION OF PERMIT:

The Chief of Police, or his designee, shall have the authority to revoke any permit issued pursuant to this article if any information supplied by the applicant is discovered to be false or intentionally misleading or if any term, condition, restriction or limitation of the permit has been substantially violated or if there is any continued violation of the terms, conditions, restrictions or limitations of the permit after the applicant or anyone acting in concert with him is notified of a violation of the permit by an appropriate law enforcement official. A decision by the Police Chief or designee to revoke a permit is final and the City of Winchester and employees shall bear no financial burden for expenses incurred due to a cancellation of a permit.

DENIAL OF PERMIT:

The Chief of Police, or his designee, may reject an application if it has been determined by the Chief of Police that the proposed parade, public assembly or special event will endanger the public health, welfare or safety. A permit can be denied if the time, duration, route and size of the event will unreasonably interrupt the safe and orderly movement of vehicular or pedestrian traffic or the normal use of public property in a place open to the general public. If the event will require diversion of so great a number of police and fire personnel to negatively impact the normal protection of the remainder of the city. If the applicant has not, where appropriate, assigned enough people to ensure the event will be controlled properly. If the conduct of the event will unduly interfere with the proper fire and police protection of, or ambulance service to, the remainder of the city, or unreasonably disrupt other public services and protection normally provided to the city. If the event will interfere with another event for which a permit has been granted. If the event proposed will violate, and will not conform with all applicable state regulations and laws governing the proposed event. If alcoholic beverages are to be served at the event, the applicant is not compliant with all applicable provisions of the State Code and local ordinances pertaining to serving and consumption of alcoholic beverages. If two or more applications are submitted requesting a permit under this article for an event to be held at the same time and place, annual events shall be granted first if it meets the requirements. Otherwise the first filed application if it meets the requirements shall be granted the permit.

APPEAL:

Any person which has received a letter of denial or revocation for a Special Event Permit from the Chief of Police, or their designee, may appeal the denial to the City Manager, or their designee, by filing with the City Manager's office a written notice of appeal within five (5) working days after the date of denial or revocation.

INDEMNIFICATION:

The applicant shall indemnify and hold harmless the City of Winchester, its officers, agents, employees and volunteers from any and all claims, causes of action, penalties, losses, expenses (including reasonable attorneys' fees) and any other liability for injuries or damages to persons or property resulting from the special event which were caused by the omissions or authorized acts of the applicant officers, agents or employees.

If the City incurs any costs as a result of the applicant's failure to comply with any provisions, or if City property is destroyed or damaged by reason of a special event, the applicant shall reimburse the City for its actual costs, including the actual replacement or repair cost of the destroyed property. Tents used for events must be appropriately weighted so as not to cause damage or injury. The City may retain a deposit or portion thereof as full or partial reimbursement for any damage.

OLD TOWN EVENTS:

Events held in the primary or secondary district have the potential to receive additional benefits of downtown promotion and support. They are governed by the Old Town Special Event Policy Guidelines and Special Event Permit Requirements. Refer to these guidelines for additional information.

INSURANCE REQUIREMENTS:

All Special Events permitted by the City of Winchester require general liability in the amount of one million dollars for the duration of the event, which names the City of Winchester, its officers, agents and employees or volunteers as additionally insured.

- A certificate of insurance and an endorsement naming the City of Winchester as an additional insured shall be provided to the City no later than thirty (30) days prior to the event, and must be approved as to form and sufficiency by the City.
- The applicant may apply for insurance under Tenant User Liability Insurance Program (TULIP).

LOGISTICS:

In order to have the best possible events and increase communications between the event organizer and city staff additional information may be required depending on the scope of the event. If event details change from the initial permitted application organizers must contact the City of Winchester in writing to notify them of the change. Significant changes to the event may require the filing of a new permit application. Events setting up in more than one location must provide a map or drawing illustrating the locations to be used. Events using tents must follow the recommended tent guidelines and properly weight their tents.

First Aid and Medical: Events may require provision of first-aid and medical personnel.

Food vendors: Event Coordinators are expected to comply with all local Health Department regulations for food vendors including submitting the coordinator application to the Health Department and ensuring food vendors submit to the health department the Temporary Event Food Permit Application as well as paying any yearly fees. Contact information: Frederick County/Winchester Environmental Health, 107 N Kent Street #201, Winchester, VA 22601 (540) 722-3480.

Hours: Events activities are limited to 7 a.m. – 11 p.m. Events must comply with City of Winchester noise ordinance which can be found on the City's website www.winchesterva.gov.

Tents: Tents having an area 900 square feet or larger require an inspection and permit by the Fire Marshal and Building Inspector. All tents must have proper weights suited to the size of the tent for each leg.

Security: As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment. (The City of Winchester Police Chief will have sole discretion on all security companies used for events, as they will have the final decisions in all matters involving safety and security at events.)

Evaluation: An evaluation by the event organizer is requested for all City of Winchester events at the conclusion of the event. A sample evaluation form is available requesting the number of actual attendees, impact to Winchester businesses etc.

COMPLIANCE WITH DIRECTIONS AND CONDITIONS:

Every person to whom a permit is issued under this article shall substantially comply with all permit terms and conditions and with all applicable laws and ordinances. The parade or assembly chairman or other person heading or leading the event shall carry the permit upon his person during the conduct of the event, and show the permit when requested to do so. Any violation of this ordinance shall be punishable by a fine of up to \$500.00. Any willful and intentional disregard for the procedures established in this ordinance may be punishable as a Class 2 Misdemeanor.



Date Application was received:

Special Events Application

The City of Winchester has enacted an ordinance for assemblies, demonstrations, special events and parades in Section 14-146 through 157. All requests must be submitted to the office of the Chief of Police for review. The information required on this form is consistent to the enacted City ordinance. The information requested by the application form will be used to determine your eligibility for the special event permit request. Please type or print clearly. **The event will not be considered for approval until the entire application and all of its parts are received.** Applications are due to the Winchester Police Department (231 East Piccadilly Street or 540-542-1314), no later than 60 days prior to the proposed parade or special event and 5 days prior to an assembly.

Choose One: **Parade/Special Event** **Assembly (Refer to Code Section 14-147)**

Event:		Date of Application:	
Requested Date:	1 st Choice	2 nd Choice	
Sponsored By:			
ORGANIZERS' CONTACT INFORMATION			
Primary:	Name	Cell Phone	
	Address	Work Phone	
	Email	Home Phone	
Secondary:	Name	Cell Phone	
	Address	Work Phone	
	Email	Home Phone	
Requested Area(s):	<i>Check all that apply</i> <input type="checkbox"/> Old Town District <input type="checkbox"/> City Streets <input type="checkbox"/> Parking Lots <input type="checkbox"/> Parks <input type="checkbox"/> Other		
Exact Location for the Event:			
Event Hours:	Exact event times: _____ to _____	Set up time	Clean up time
Anticipated Attendance Per Day:	Participants (volunteers, staff...)		Spectators
FOR OFFICE USE			
Host Department:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Chief of Police:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Primary:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Insurance Provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments/Special Considerations: See last page		Copy To: <input type="checkbox"/> City Manager <input type="checkbox"/> Chief of Police <input type="checkbox"/> Fire Chief <input type="checkbox"/> OTW <input type="checkbox"/> Frederick County Parks & Rec <input type="checkbox"/> File <input type="checkbox"/> Public Works <input type="checkbox"/> WPA <input type="checkbox"/> Parks & Recreation <input type="checkbox"/> Zoning <input type="checkbox"/> Civil War Museum <input type="checkbox"/> Health Dept. <input type="checkbox"/> Commissioner of the Rev. <input type="checkbox"/> BB&T Bank <input type="checkbox"/> Risk Manager <input type="checkbox"/> Feltner <input type="checkbox"/> Other:	
Chief of Police Signature:	Date:		
Special Events Permit #:			

HOLD HARMLESS AGREEMENT

If your event application is approved, a signed copy of the below Hold Harmless Agreement must be submitted prior to the start of the event.

All permits and/or applications are conditional upon proper insurance, or other City and state agency requirements. Approved permits will be revoked prior to the event if conditions are not met

I have read the above statements and the below agreement and understand my responsibilities and rights.

_____ (Initial)

_____ (Legal name of business/organizer, exactly as it appears on Certificate of Insurance.), shall defend and hold harmless the City of Winchester, its officers, employees, agents, and representatives thereof, harmless from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violation of rights sustained by any person or property in consequence of any neglect on behalf of _____ (Legal name of business/organizer), while their personal property is situated on City property.

_____ (Legal name of business/organizer) shall further hold the City of Winchester harmless from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree.

Legal name of business/organizer (as it appears above): _____

By (Signature): _____

Name (Printed): _____

Title: _____

Address: _____

Signature: _____ Date: _____

Comments/Special Considerations:

GENERAL EVENT INFORMATION

Complete the following questions. Please provide additional information as needed.

1. Event Name					
2. Name of insurance company providing Certificate of Insurance for the event:					
<i>Note: The City shall receive a certificate and endorsement page of a GL policy in the amount of one million dollars listing the City of Winchester as additionally insured. The endorsement must be issued by the insurance company. A notation on the certificate of insurance is not sufficient.</i>					
3. Will the activity require the blocking of any surrounding streets? <i>IF YES, 60 day notice required.</i>	Yes	No			
4. Has your organization held this event in the past?	Yes	No			
5. Will you be requiring assistance from Winchester Fire and Rescue? <i>IF YES, 60 day notice required. A fee may apply.</i>	Yes	No			
6. Will you be requesting assistance from the Police Department? <i>IF YES, 60 day notice required. A fee may apply.</i>	Yes	No			
7. Will you have private security on site?	Yes	No			
8. Will you need electricity?	Yes	No			
9. Will amplification equipment be used? <i>NOTE: All events must comply with the City of Winchester's noise ordinance (Chapter 17).</i>	Yes	No			
10. Will you need space for primitive or RV camping? <i>IF YES, 60 day notice required.</i>	Yes	No			
11. Will you need water hook ups? <i>IF YES, 60 day notice required.</i>	Yes	No			
12. Will items be left overnight?	Yes	No			
13. Will you request/bring the following? <i>IF YES, 60 day notice required.</i>	Yes	No			
<table border="0"> <tr> <td>Requesting: <i>(specify quantity)</i> <i>Not available at most locations.</i> Tables: _____ Chairs: _____</td> <td>Bringing: <i>(specify quantity)</i> Tents: _____ Size(s): _____ Location: _____ <i>900+ sq.ft. must be inspected and have an Occupancy Permit issued. NO EXCEPTIONS.</i></td> <td>Tables: _____ Chairs: _____ Stage (size): _____ Radio Remote Signs/Banners Size(s): _____ Location: _____</td> </tr> </table>			Requesting: <i>(specify quantity)</i> <i>Not available at most locations.</i> Tables: _____ Chairs: _____	Bringing: <i>(specify quantity)</i> Tents: _____ Size(s): _____ Location: _____ <i>900+ sq.ft. must be inspected and have an Occupancy Permit issued. NO EXCEPTIONS.</i>	Tables: _____ Chairs: _____ Stage (size): _____ Radio Remote Signs/Banners Size(s): _____ Location: _____
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14. Will there be any other large structures used in conjunction with your event? (Examples: Stage, bleachers, inflatables*, etc.)	Yes	No			
<i>*If inflatables will be used, insurance and inspection are required. Contact the Zoning and Inspections office. (540) 667-1815</i>					
15. Portable restroom requirements. The estimated # of people expected to attend the event will determine the # of portable restrooms needed. <i>If using portable restrooms, 60 day notice required.</i>	$\frac{\text{\# of people}}{\text{\# of restrooms}} \div 100 = \text{\# of restrooms}$				
NOTE: The Health Department requires one portable restroom and one hand washing station per 100 people (include at least one handicap accessible restroom in total).					

16. Will there be balloon or helicopter rides? <i>IF YES, 60 day notice required.</i>	Yes	No	
17. Will there be any mechanical rides? <i>IF YES, 60 day notice required.</i>	Yes	No	If yes, an amusement device permit is needed from the Zoning and Inspections office. (540) 667-1815
18. Will the event require use of any parking lots as staging areas? <i>Contact the Winchester Parking Authority to request city parking.</i>	Yes	No	If yes, list lots.
19. Will the event require additional spectator parking than regularly available? <i>Contact the Winchester Parking Authority to request city parking.</i>	Yes	No	Hours: Areas:
20. Will alcohol be served? <i>IF YES, 60 day notice required. All state and local ordinances must be followed. NOTE: Alcohol is NOT permitted on park grounds. Additional security requirements and fees may apply.</i>	Yes	No	Event must obtain a VA ABC permit; comply with state code and 16-32; and 14-150 of the City Ordinance.
21. Will food be served? <i>IF YES, 60 day notice required.</i>	Yes	No	You must have a permit from the local Health Department (540) 722-3480 at least 30 days prior to the event.
22. Will food, merchandise or services be sold? <i>IF YES, 60 day notice required. All vendors except those selling unprocessed food products must have a current business license. Contact the Winchester Commissioner of the Revenue. The collection and filing of any applicable taxes will be the responsibility of the individual vendor.</i>	Yes	No	Event Organizer must submit vendor list to Winchester's Commissioner of the Revenue and Treasurer.
23. Will admission fees, entry fees or other fees be charged as part, or in association with the event? <i>IF YES, you must contact Winchester's Commissioner of the Revenue (540) 667-1815 at least 30 days prior to the event.</i>	Yes	No	If yes, fee amounts?
24. Is this event a fundraiser for your organization?	Yes	No	
25. Will there be animals? <i>IF YES, 60 day notice required.</i>	Yes	No	How many and what kind?
26. Will there be fireworks? <i>IF YES, 60 day notice required. Contact Winchester Fire and Rescue for application and permit process.</i>	Yes	No	
27. Will there be a parade? <i>IF YES, 60 day notice required. A diagram must be submitted along with this application. IF NO, skip to #30.</i>	Yes	No	If yes, where and what route?
28. List the streets that will be partially or entirely occupied during the parade.	Entire streets occupied:		Street portions occupied:
29. Will there be vehicles in the parade?	Yes	No	If yes, how many and what type?
30. Will the event need barricades to control or redirect traffic? <i>IF YES, 60 day notice required.</i>	Yes	No	If yes, what intersections?
31. Please attach a site plan of your event to this application.			

32. Describe your event and the planned activities.

33. What items or tasks will your organization be providing or performing for the event? (Please list all)

34. The following information will form the basis of a memo of understanding between the organization hosting the event and the City of Winchester.

Are you requesting any items/tasks that the City of Winchester will need to provide or perform?
(Please list all pertaining to your event.)

COMPLETE A & B IF EVENT IS IN JIM BARNETT PARK

A. If your request is in Jim Barnett Park, does your event require shutting down any of the following? <i>Check all that apply.</i>	Athletic Fields	Any Park Road
	War Memorial Building	City Roads
	Shelters	Other
B. I understand that my organization will charged a fee by Winchester Parks & Recreation for the use of the above facilities and for event maintenance and services. _____ <i>(initial)</i>		

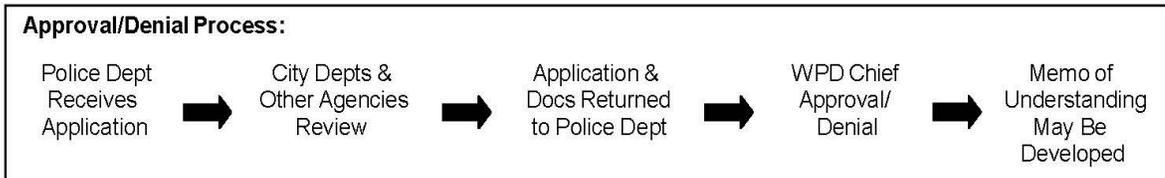
COMPLETE C-E IF EVENT IS IN OLD TOWN WINCHESTER

Special conditions apply when using the Old Town Mall as a venue. Contact the Downtown Manager at (540) 535-3660 or OTW@winchesterva.gov to discuss your plans. Conditions, regulations are subject to change at the discretion of the Downtown Manager and/or as revisions and amendments occur with regard to city zoning, codes and regulations. Event Organizers are responsible for ensuring that all participating vendors comply with the conditions.

C. Will the event require the blocking of any surrounding streets? <i>If yes, indicate which streets.</i>	Yes	No	Boscawen Street	Cork Street
			Braddock Street	Piccadilly St.
			Cameron Street	Indian Alley
D. Will the event require use of any parking lot(s). <i>If yes, contact the Winchester Parking Authority at (540) 722-7575 or wincparking@winchesterva.gov to initiate the request process.</i>			Yes	No
E. Will the event require use of the steps or lawn of the 1840 Frederick County Courthouse? <i>If yes, contact the Frederick County Parks & Recreation Department at (540) 665-5600 to obtain their request form.</i>			Yes	No

SUBMIT TO: Winchester Police Department, 231 E. Piccadilly Street, Winchester, VA 22601 or FAX: (540) 542-1314

NOTE: Your application will be reviewed by several City of Winchester departments. Additional information may be required before granting permission for the event. An event coordinator will be required to sign a memorandum of understanding and Hold Harmless Agreement prior to the event.

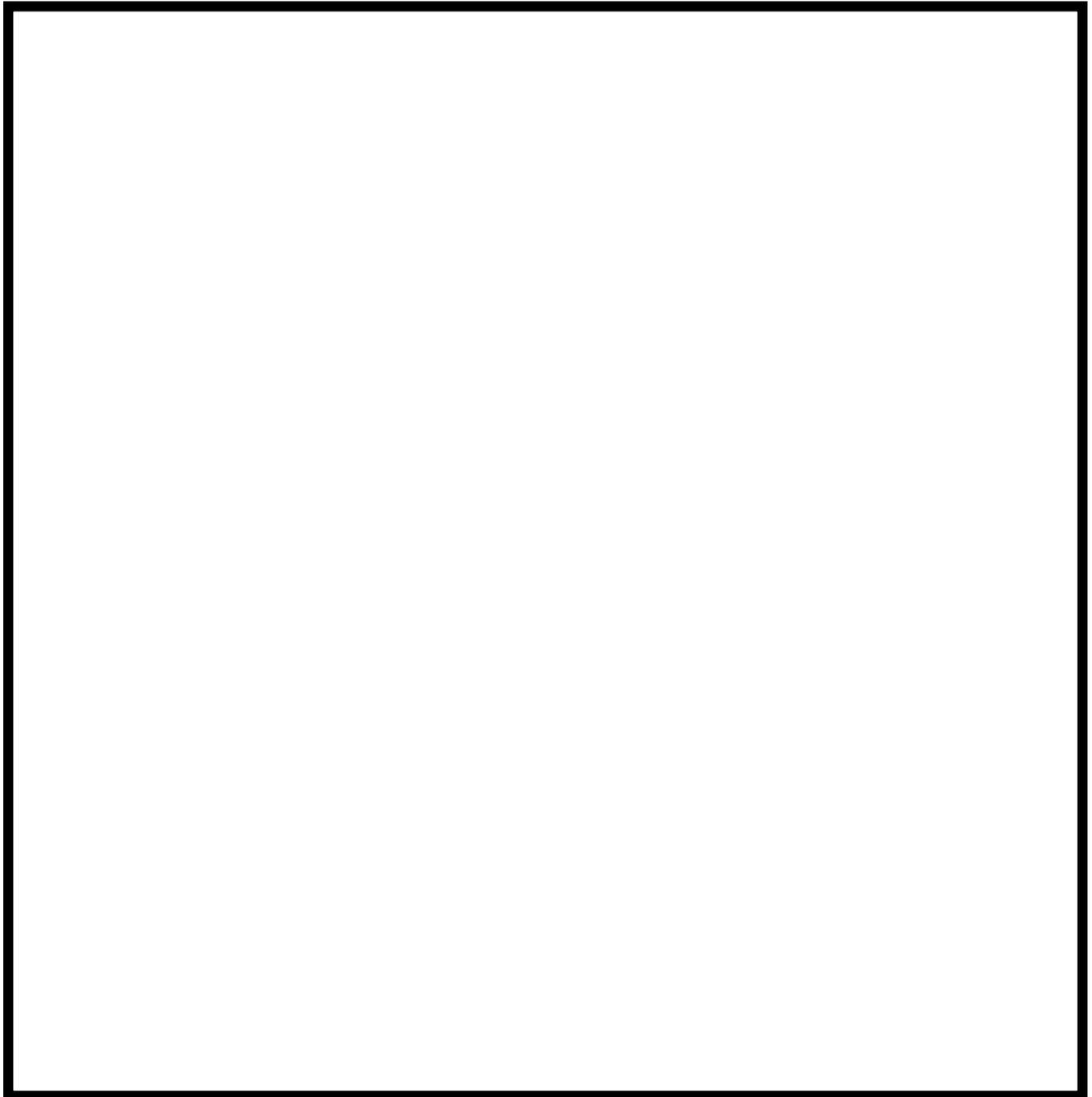


Event Location

Event maps are required for all events. A detailed event map may be attached to the application or drawn below. Site maps should include a description of activities in the event locations, such as stage set up location, event entry and exits, water stations, start/finish sites, tent locations, blocked streets, inflatables, and vendor locations. Please write this description in the space provided below or attach the details as a Word document. If large tents are used additional plans will be required to illustrate the tent set up and safe egress points. Locations of portable restrooms must be highlighted as well.

Race, run, walk and parade routes need to be approved by the City and should be clearly drawn to show all streets being blocked. If holding an event in Old Town and requesting a limited area instead of the full walking mall make a note on the map.

Note that you must submit a copy of your site plan with your completed application.



Winchester Event Evaluation Form

Name of Event: _____ Date of Event: _____

How many people attended the event? _____ How many tickets were sold? _____

What did participants like about the event? _____

What did participants want to change about the event? _____

Which Winchester businesses were involved in this event? _____

Did restaurants indicate if the event favorably or unfavorably impacted their business? _____

Did retail shops indicate if the event favorably or unfavorably impacted their business? _____

What were the event goals? _____

Were event goals met? _____

Do you anticipate holding this event again in Winchester? _____

What could the City of Winchester have done to make your event more successful? _____

Please return this survey within 30 days after the event is completed to: City of Winchester, 15 N. Cameron Street, Winchester, VA 22601