



## CITY COUNCIL WORK SESSION

TUESDAY, NOVEMBER 24, 2015  
7:00 PM

COUNCIL CHAMBERS - ROUSS CITY HALL

### AGENDA

**1. Call to Order**

**2. Public Comments**

**3. Agenda**

**3.1.R-2015-41:** RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF WINCHESTER CONCURRING WITH A FINANCING TO BE UNDERTAKEN BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE TOWN OF MOUNT JACKSON, VIRGINIA, TO BENEFIT SHENANDOAH UNIVERSITY

**3.2.R-2015-42:** A Resolution Adopting the 2016-2020 City of Winchester Strategic Plan

**3.3.O-2015-27:** TA-15-589 AN ORDINANCE TO AMEND AND REENACT ARTICLE 18 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO FENCE HEIGHTS IN REQUIRED FRONT AND CORNER SIDE YARDS IN THE M-1 (LIMITED INDUSTRIAL) AND M-2 (INTENSIVE INDUSTRIAL) ZONING DISTRICTS. (Amendment Will Allow for Increased Fence Heights in Front and Corner Side Yards in Industrial Districts).

**3.4.CU-15-558** Request of Diane M. De Laet on Behalf of Verizon Wireless for a Conditional Use Permit for a Telecommunication Facility at 385 Battaile Drive (Map Number 351-02- -5) Zoned Limited Industrial (M-1).

**3.5.O-2015-28:** AN ORDINANCE TO ADD ARTICLE 31 SECTION 45 AND AMEND SECTION 65 OF THE WINCHESTER CITY CODE PERTAINING TO COLLECTION OF TAXI CAB FEES

**3.6.O-2015-18:** SV-15-406 AN ORDINANCE TO VACATE A PORTION OF AN ALLEY RIGHT OF WAY BETWEEN 328 AND 400 HIGHLAND AVENUE AND CONVEY IT TO THE ADJACENT PROPERTY OWNER(S).

**3.7.**Discussion Regarding Expanding City Code Section 14-64 Meter Zones Established

**3.8.R-2015-43:** Resolution to Set the 2016 Meeting Schedule for the Winchester  
Common Council

**4. Adjournment**

# CITY OF WINCHESTER, VIRGINIA

## CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: November 24, 2015

RESOLUTION  ORDINANCE  DESCRIPTION/PRESENTATION

**ITEM TITLE:** RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF WINCHESTER CONCURRING WITH A FINANCING TO BE UNDERTAKEN BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE TOWN OF MOUNT JACKSON, VIRGINIA, TO BENEFIT SHENANDOAH UNIVERSITY

**PUBLIC HEARING DATE:**

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. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

Review:

Mary Blowe	Completed	11/12/2015 8:45 AM
Kimberly L. Murray	Completed	11/17/2015 11:13 AM
Anthony Williams	Completed	11/18/2015 8:04 AM
Eden Freeman	Completed	11/19/2015 5:12 PM

Approved as to form:

**Mary Blowe**

Mary Blowe, Chief Financial Officer 11/12/2015

By:



**Winchester**  
office of the  
city attorney *Virginia*

Anthony C. Williams, City Attorney  
Office of the City Attorney  
15 N. Cameron Street, Suite 313  
Winchester, VA 22601  
Phone: 540-667-1815, x 1433  
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Eden Freeman, City Manager 11/19/2015

# CITY COUNCIL ACTION MEMO

**To:** Honorable Mayor and Members of City Council  
**From:** Mary Blowe, Chief Financial Officer  
**Date:** November 24, 2015  
**Re:** RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF WINCHESTER CONCURRING WITH A FINANCING TO BE UNDERTAKEN BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE TOWN OF MOUNT JACKSON, VIRGINIA, TO BENEFIT SHENANDOAH UNIVERSITY

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## **THE ISSUE:**

Resolution of the Common Council of the City of Winchester concurring with a financing to be undertaken by the Economic Development Authority of the Town of Mount Jackson, Virginia, to benefit Shenandoah University (the "University").

## **RELATIONSHIP TO STRATEGIC PLAN:**

Goal II - Encourage sustainable growth and partnerships through business and workforce development.

## **BACKGROUND:**

The University desires to issue bank-qualified debt in a total amount not to exceed \$20 million, with up to \$10 million to be issued in calendar year 2015 and up to \$10 million to be issued in calendar year 2016. Proceeds of the debt will be used to finance costs of the design, acquisition, construction, renovation, rehabilitation and equipping of various capital improvement projects at the University including (without limitation) (1) an athletics and events center, (2) a three-story parking garage and (3) a student housing facility, portions of which may be located within the geographic boundaries of Frederick County and portions of which may be located within the geographic boundaries of the City. The University has procured a favorable bank-qualified interest rate for the bonds.

## **BUDGET IMPACT:**

Current IRS regulations set a limit of \$10 million on the amount of bank qualified debt a locality (including its subordinate entities) may issue per calendar year. The City of Winchester does not have any bank-qualified capacity left for calendar year 2015 and does not expect to have sufficient bank-qualified capacity for calendar year 2016. The University will be able to utilize the Town of Mount Jackson's full \$10 million bank-qualified capacity for each of 2015 and 2016 to realize the lowest interest cost options.

**OPTIONS:**

Council could choose not to adopt the resolution and have Shenandoah University seek another form of financing.

**RECOMMENDATIONS:**

Staff recommends the approval of this resolution to further increase and support Council goals to improve economic development and infrastructure investment.

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF WINCHESTER  
CONCURRING WITH A FINANCING TO BE UNDERTAKEN BY THE  
ECONOMIC DEVELOPMENT AUTHORITY OF THE TOWN OF MOUNT  
JACKSON, VIRGINIA, TO BENEFIT SHENANDOAH UNIVERSITY**

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF WINCHESTER  
CONCURRING WITH A FINANCING TO BE UNDERTAKEN BY THE ECONOMIC  
DEVELOPMENT AUTHORITY OF THE TOWN OF MOUNT JACKSON, VIRGINIA, TO  
BENEFIT SHENANDOAH UNIVERSITY**

**WHEREAS**, the Economic Development Authority of the Town of Mount Jackson, Virginia (the "Authority"), has received an application from Shenandoah University, a not-for-profit Virginia non-stock corporation (the "University"), requesting the Authority to issue one or more series of Educational Facilities Revenue Bonds in an aggregate principal amount not to exceed \$20,000,000 (the "Bonds") to finance (a) the design, acquisition, construction, renovation, rehabilitation and equipping of various capital improvement projects including (without limitation) (1) an athletics and events center, (2) a three-story parking garage and (3) a student housing facility and (b) issuance expenses incurred in connection with the issuance of the Bonds (collectively, the "Project");

**WHEREAS**, Section 15.2-4905 of the Code of Virginia of 1950, as amended (the "Virginia Code"), states that an industrial development authority may not finance facilities in another jurisdiction that has created its own industrial development authority "unless the governing body of such county, city or town in which the facilities are located or are proposed to be located, concurs with the inducement resolution adopted by the Authority, and shows such concurrence in a duly adopted resolution;"

**WHEREAS**, Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Internal Revenue Code") requires that the governmental unit having jurisdiction over the area in which any facility financed with the proceeds of the Bonds is located approve the issuance of such Bonds;

**WHEREAS**, Section 147(f) of the Internal Revenue Code requires that any such approval by the applicable governmental unit be given after a public hearing following reasonable public notice, which hearing may be held by the public authority issuing the Bonds;

**WHEREAS**, on November 30, 2015, in accordance with the requirements of Section 147(f) of the Internal Revenue Code and Section 15.2-4906 of the Virginia Code, the Authority held a public hearing and adopted a resolution (the "Resolution"), a copy of which has been filed with the records of the Clerk of the Common Council of the City; and

**WHEREAS**, the University has requested the Common Council of the City to express its concurrence with the Resolution so that a portion of the net proceeds of the Bonds may be loaned to the University to finance such portions of the Project to be located in the City.

**BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WINCHESTER, VIRGINIA:**

1. The Common Council hereby approves the issuance of the Bonds by the

Authority for the benefit of the University, as required by Section 147(f) of the Internal Revenue Code and Section 15.2-4906 of the Virginia Code, and concurs with the Resolution adopted by the Authority for the benefit of the University to the extent required by Section 15.2-4905 of the Virginia Code to permit the Authority to loan the proceeds of the Bonds to the University to finance the portion of the Project to be located in the City.

2. The approval of the issuance of the Bonds does not constitute an endorsement of the Bonds or the creditworthiness of the University. As required by Section 15.2-4909 of the Virginia Code, the Bonds shall provide that the City will have no obligation to pay the Bonds or the interest thereon or other costs incident thereto.

3. All acts and doings of the officers of the City and members of the Common Council that are in conformity with the purposes and intent of this resolution shall be, and the same hereby are, in all respects approved and confirmed.

4. This Resolution shall take effect immediately.

# CITY OF WINCHESTER, VIRGINIA

## CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: November 24, 2015

RESOLUTION  ORDINANCE  DESCRIPTION/PRESENTATION

ITEM TITLE: A Resolution Adopting the 2016-2020 City of Winchester Strategic Plan

PUBLIC HEARING DATE:

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. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

Review:

Tyler Schenck	Completed	11/19/2015 1:16 PM
Anthony Williams	Completed	11/19/2015 2:23 PM
Eden Freeman	Completed	11/19/2015 5:00 PM

Approved as to form:

**Tyler Schenck**  
 Tyler Schenck, Program Manager 11/19/2015

By:   
**Winchester**  
 office of the city attorney Virginia  
 Anthony C. Williams, City Attorney  
 Office of the City Attorney  
 15 N. Cameron Street, Suite 313  
 Winchester, VA 22601  
 Phone: 540-667-1815, x 1433  
 Fax: 540-667-2259

  
 Eden Freeman, City Manager 11/19/2015

# CITY COUNCIL ACTION MEMO

**To:** Honorable Mayor and Members of City Council  
**From:** Tyler Schenck, Program Manager  
**Date:** November 24, 2015  
**Re:** A Resolution Adopting the 2016-2020 City of Winchester Strategic Plan

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**THE ISSUE:** Presentation and Adoption of the 2016-2020 City of Winchester Strategic Plan

**RELATIONSHIP TO STRATEGIC PLAN:** Adoption of this resolution will implement the 2016-2020 City of Winchester Strategic Plan

**BACKGROUND:** Since 2012, the City of Winchester has utilized a robust strategic planning process to guide policy development, budget allocation, staff activities, programs and initiatives for the duration of the plan. As a result of the accomplishment of some prior strategic plan goals, Council and staff determined that then plan needed to be reviewed and updated to reflect current community conditions.

A Council and Staff Retreat was held in January 2015 to devote focused attention to revising the City's Strategic Plan. After reviewing the information acquired during the Retreat, various themes and trends were observed in the data. This information was used by City Staff to generate proposed goals for the 2016-2020 Strategic Plan that were adopted by Council on April 28, 2015. The City of Winchester and Gerhart Enterprises have held additional discussions to develop the objectives, strategies, action items, outcome measures and key accomplishments to provide the City of Winchester with a guide in achieving Council's adopted goals.

**BUDGET IMPACT:** Significant. The proposed 2016-2020 Strategic Plan will heavily dictate the City of Winchester's annual budget, projects, activities and funding priorities for the City during the plan's lifetime.

**OPTIONS:**

1. Adopt the proposed Strategic Plan as presented.
2. Modify and adopt the proposed Strategic Plan
3. Reject the proposed Strategic Plan in its entirety

**RECOMMENDATIONS:** City Staff recommends the adoption of the 2016-2020 City of Winchester Strategic Plan as presented.

## A RESOLUTION ADOPTING THE 2016-2020 CITY OF WINCHESTER STRATEGIC PLAN

**WHEREAS**, the City of Winchester uses a robust strategic planning model to set priorities, focus resources, align operations and ensure that the entire organization is working toward common goals; and,

**WHEREAS**, the Winchester Common Council adopted the following goals for the 2016-2020 City of Winchester Strategic Plan:

- Goal 1: Encourage Sustainable Economic Growth and Partnerships through Business and Workforce Development
- Goal 2: Promote and Accelerate Revitalization of Catalyst and Other Areas throughout the City
- Goal 3: Advance the Quality of Life for all Winchester Residents
- Goal 4: Improve City Services and Advance the Strategic Plan Goals by Promoting a Culture of Transparency, Efficiency and Innovation

**WHEREAS**, City Staff has developed objectives, strategies, action items, outcome measures and key accomplishments that are included in the proposed 2016-2020 City of Winchester Strategic Plan for the purpose of implementing the Strategic Plan's aforementioned goals; and,

**WHEREAS**, the 2016-2020 Strategic Plan is a working document and will be amended periodically to reflect potential changes in the community; and,

**WHEREAS**, City Staff will populate the targets within the Strategic Plan's community outcome measures and key accomplishments in order to measure our progress during our pursuance of the Strategic Plan's goals.

**NOW, THEREFORE BE IT RESOLVED**, the Winchester Common Council hereby adopts the proposed 2016-2020 City of Winchester Strategic Plan.

# 2016-2020 Strategic Plan Update

November 24, 2015

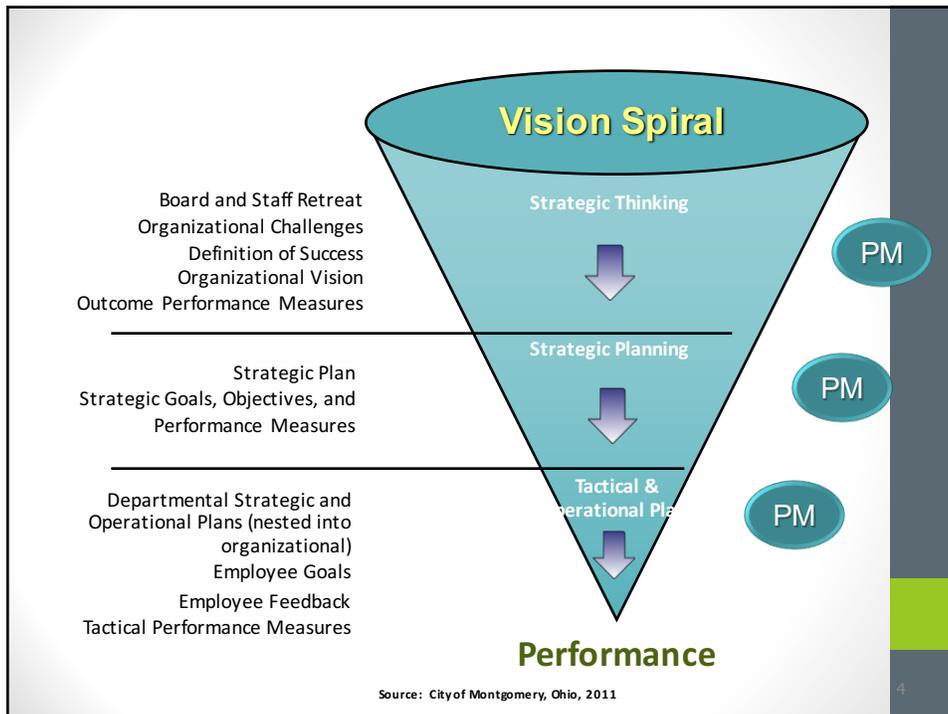


## Today's Discussion

- Review Progress for 2016-2020 Strategic Plan Development
- Discuss Identified Goals, Objectives and Strategies within the Proposed Plan
- Identifying Targets for Outcome Measures and Key Accomplishments
- Identify Potential Items/Issues for Council's Consideration and Potential Inclusion in the Plan
- Next Steps
- Council Discussion

# Our Progress

- Council-Staff retreat on January 30, 2015 to determine Council's priorities for the 2016-2020 Strategic Plan.
- City Staff and Gerhart Enterprises used Council's identified priorities and drafted goals for the Plan. The Plan's goals were adopted by Council on April 28, 2015.
- Following Council's adoption of the goals, City Staff and Gerhart Enterprises held numerous discussions to develop objectives, strategies, action items outcome measures and key accomplishments for each goal.
- These items were included in the Plan and are hereby presented for Council's review.



## **Goal I – Encourage Sustainable Economic Growth and Partnerships through Business and Workforce Development**

- Objective A – Increase effectiveness of workforce development efforts by building on existing collaborative partnerships between the City and local organizations.
  - Strategy – Support a comprehensive workforce development strategy.
- Objective B – Increase effectiveness of business retention, attraction and expansion efforts.
  - Strategy One – Develop a comprehensive business development strategy.
  - Strategy Two – Support the growth and expansion of small businesses in targeted and tourism-related industries.
- Objective C – Support local businesses through destination branding and marketing to visitors.
  - Strategy – Improve overall tourism strategy to promote Winchester to a broader audience.

## **Goal II – Promote and Accelerate Revitalization of Catalyst Sites and Other Areas Throughout the City**

- Objective A – Continue promoting re/development of previously identified catalyst sites
  - Strategy – Advance the re/development of catalyst sites and targeted areas.
- Objective B – Identify additional targeted areas and promote re/development of areas not previously identified as catalyst sites.
  - Strategy One – Advance redevelopment or development of targeted sites that were not previously listed in the 2011 Comprehensive Plan or Economic Development Master Plan as catalyst sites
  - Strategy Two – Ensure consistency of development plans and programs to reflect new strategies.

### **Goal III – Advance the Quality of Life for all Winchester Residents**

- Objective A – Increase cultural, recreational and tourism-related opportunities in Winchester
  - Strategy – Create, coordinate and conduct community events, programs and activities.
- Objective B – Develop and maintain Winchester’s infrastructure
  - Strategy – Complete infrastructure projects that enhance Winchester’s quality of life and improves overall transportation safety.
- Objective C – Promote and improve community safety
  - Strategy – Support and improve existing and new community safety policies and programs.

### **Goal IV – Improve City Services and Advance the Strategic Plan Goals by Promoting a Culture of Transparency, Efficiency and Innovation**

- Objective A– Implement cost saving, innovative internal strategies to improve efficiency
  - Strategy 1 – Maintain and enhance the City’s financial health
  - Strategy 2 – Promote efficiency throughout all departments
- Objective B– Increase government transparency and communication capabilities
  - Strategy 1 – Enhance external communication
  - Strategy 2 – Enhance employee/internal communication
- Objective C– Enhance service delivery to residents, economic partners and visitors
  - Strategy 1 – Development Team
  - Strategy 2 – Public Safety
  - Strategy 3 – Human Services
  - Strategy 4 – Support Services

## Items for Council's Consideration and Potential Inclusion in the Plan

- Creation of additional bus/recreational vehicle (RV) parking opportunities in downtown region.
- Creation of programs or policies to counteract community conditions Council may identify in the future.

## Identification of Targets for Outcome Measures and Key Accomplishments

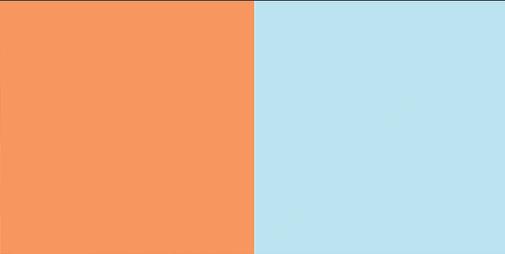
- Current draft of the 2016-2020 Strategic Plan does not include targets for outcome measures and key accomplishments.
- Upon Council approval, City Staff will collect the data needed to set our benchmarks, identify targets, and measure our performance against the outcome measures identified in the Strategic Plan.

## Next Steps

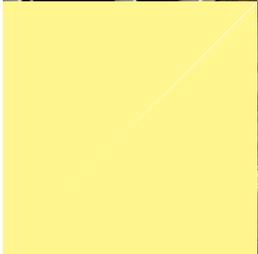
- Council discussion and potential adoption of the 2016-2020 Strategic Plan.
- If adopted, City Staff will designate targets to be included in the Plan's outcome measures and key accomplishments as part of FY17 Budget Process.
- The Plan is a working document that will be amended periodically to reflect potential changes in the community.
- City Staff will internally review the plan to measure our performance against the outcome measures and key accomplishments.

## Discussion

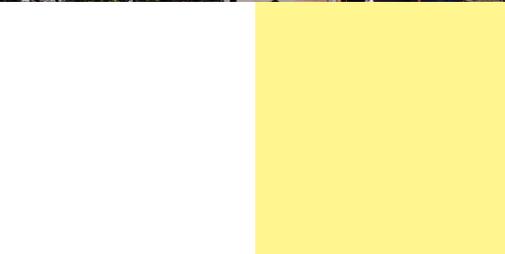
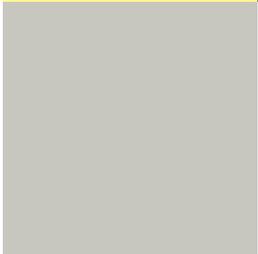




# STRATEGIC PLAN *DRAFT* 2016 2020 2022



**I** Encourage sustainable economic growth and partnerships through business and workforce development



**II** Promote and accelerate revitalization of catalyst and other areas throughout the city

**III** Advance the quality of life for all Winchester residents



**IV** Improve City services and advance the strategic plan goals by promoting a culture of transparency, efficiency and innovation



City of Winchester  
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15 North Cameron Street  
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The strategic planning process is used throughout various industries and sectors, private and nonprofit, to direct an organization's priorities, actions and overall direction. The City of Winchester utilizes the strategic planning process to study and endorse broad issues of organizational direction, propose direct tasks that will be implemented in the City's pursuance of the strategic plan's goals. Through these ongoing strategic planning efforts, the City of Winchester continually renews its vision and reformulates strategies for realizing the City's vision on a periodic basis.



# COUNCIL

CITY OF WINCHESTER



Mayor  
**ELIZABETH MINOR**  
*At-Large*



Vice-Mayor  
**LES VEACH**  
*First Ward*



Vice-President  
**BILL WILEY**  
*First Ward*



Councilor  
**EVAN CLARK**  
*Second Ward*



Councilor  
**JOHN HILL**  
*Second Ward*



Councilor  
**MILT MCINTURFF**  
*Third Ward*



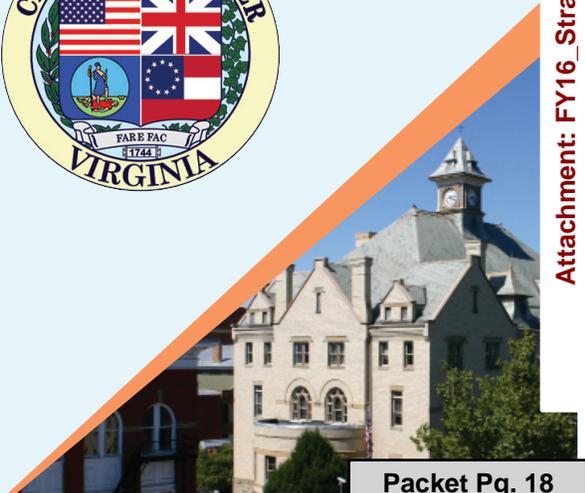
Councilor  
**COREY SULLIVAN**  
*Third Ward*



Councilor  
**KEVIN MCKANNAN**  
*Fourth Ward*



President  
**JOHN WILLINGHAM**  
*Fourth Ward*



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- Goal III** ..... 10-13  
Advance the quality of life for all Winchester residents
- Goal IV** ..... 14-17  
Improve City services and advance the strategic plan goals by promoting a culture of transparency, efficiency and innovation

## MISSION

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

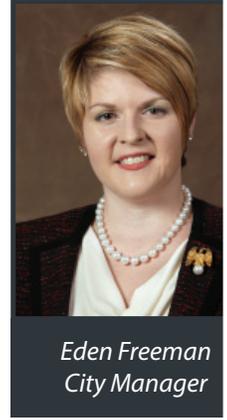
## VISION 2028

To be a beautiful, vibrant city with a historic downtown, growing economy, great neighborhoods with a range of housing options and easy movement

# CITY MANAGER'S MESSAGE

Dear Honorable Members of Council,

I am pleased to present to you, the residents, and businesses of the City of Winchester, the City's 2016-2020 Strategic Plan. This Plan is the guidebook that provides the direction needed by City staff in order to improve and/or maintain desired services for our community. Through the strategic planning process, City staff has proposed a series of objectives, strategies and action items that will be used to inform decisions on allocating human and capital resources to achieve the identified goals within the Plan. It is through the implementation of this Plan that City staff will be held accountable to achieve the identified goals and determine the impact on Winchester through the utilization of outcome measures and key accomplishments.



Eden Freeman  
City Manager

The City of Winchester is exceptionally well positioned to meet current and future challenges facing local government and our community. This Plan signifies the City of Winchester's commitment to work together in a collaborative manner for the betterment of the greater community. In pursuing the Plan's goals, the City of Winchester will fully commit to implementing the objectives, strategies and action items to facilitate the city's economic prosperity, better the lives of our citizens and serve as a benchmark for other localities in innovation and efficiency.

This Strategic Plan will be essential in our continued success and will serve as our guide in preparing our annual budget. Staff will update Council and the public periodically regarding progress made as well as recommend Strategic Plan amendments to the Common Council to accommodate for potential changes in Winchester's economy and culture.

I look forward to the challenges that lie ahead and the commitment to excellence in public service that it will take to achieve these goals. I strongly believe that this strategic approach will greatly improve our ability as an organization to effectively respond to the needs of our community.

Eden Freeman  
City Manager



Attachment: FY16\_StrategicPlan Final (R-2015-42 : A Resolution Adopting the 2016-2020 City of Winchester Strategic Plan)

# OVERVIEW

The City of Winchester's 2016-2020 Strategic Plan is a guidebook that will direct the City's pursuance of its vision and desired goals. This strategic plan is the product of months of diligent work by the Winchester Common Council and City staff and provides a benchmark in where we currently are, where we would like to be and how we plan to get there.

### The Strategic Plan is designed to:

- Provide guidance in future policy development and leadership decision-making
- Facilitate stability in the administration and community
- Provide City staff with direction in the implementation of the City's goals

The City of Winchester's 2016-2020 Strategic Plan highlights activities and accomplishments that City departments will complete during the next five years. The following pages outline the four Strategic Plan goals and their corresponding actions, responsible departments and target date for completion. The goals and objectives outlined in this plan are intended to help achieve the community vision for 2028. These targets were created at the department level and represent the means by which the City will reach its Strategic Plan objectives and strategies successfully.

Winchester is characterized by its long history and well-preserved architecture; vibrant and growing downtown; small-town charm and big-city amenities; friendly people; the Shenandoah Apple Blossom Festival and close proximity to outdoor recreation, northern Virginia and Washington, D.C. Winchester is considered one of the fastest growing suburbs of Washington, D.C. (Washingtonian Magazine, 2015) and has been nationally recognized by AARP and Kiplinger's Personal Finance as a great place to retire. It was also recently named one of the top 15 best places to start a business in Virginia (NerdWallet, 2015) and number 15 (out of 200) in Forbes' list of Best Small Places for Business and Careers.

**We will realize our vision by respecting and building on our heritage, leveraging our assets and making wise choices in guiding sound growth and investment.**



## STRATEGIC PLAN GOALS

- I** Encourage sustainable economic growth and partnerships through business and workforce development
- II** Promote and accelerate revitalization of catalyst sites and other areas throughout the city
- III** Advance the quality of life for all Winchester residents
- IV** Improve City services and advance the strategic plan goals by promoting a culture of transparency, efficiency and innovation

## STRATEGIC PLAN DEVELOPMENT PROCESS

The City's Strategic Plan was developed during 2015 and followed the below process:

- 1** Held Council-Staff retreat on January 30, 2015 to determine Council priorities for the next 3-5 years, revise the mission statement and create a new vision for the year 2028
- 2** Drafted 2016-2020 Strategic Plan goals with consultant Gerhart Enterprises, that incorporated Council priorities from the data obtained during the retreat
- 3** On April 28, 2015, City Council adopted four goals for the Plan and a revised mission and vision statement
- 4** Following Council's adoption of the goals, City staff continued to meet with Gerhart Enterprises to develop objectives, strategies, action items and community outcome measures for each applicable goal
- 5** Council discussion and approval
- 6** Revisit and update as necessary

# READING THIS PLAN

## PERFORMANCE INDICATORS

### Goals

Planned achievable targets that the City strives to achieve.

### Objectives and Strategies

Broadly defined intentions that the City must achieve to reach its goal.

### Action Items

Specific projects, programs or actions departments use or implement to accomplish goals and objectives. Action items serve as detailed work plans that lead resource allocation.

### Targets and Target Dates

The desired results and time frame in which the action items should be completed.

### Outcome Measures

Methods used to measure results and ensure accountability.

### Key Accomplishments

The successful achievement of a task.

## DEPARTMENT KEY

Each action item in the 2016-2020 Strategic Plan has one more City departments assigned to it. These departments take ownership and are responsible for accomplishing task. The list of departments are as follows:

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| <b>CA</b> = City Attorney          | <b>PA</b> = Parking Authority         |
| <b>CM</b> = City Manager's Office  | <b>PK</b> = Parks & Recreation        |
| <b>C</b> = Communications          | <b>PL</b> = Planning                  |
| <b>ER</b> = Economic Redevelopment | <b>PD</b> = Police                    |
| <b>EM</b> = Emergency Management   | <b>PS</b> = Public Services           |
| <b>F</b> = Finance                 | <b>SS</b> = Social Services           |
| <b>FR</b> = Fire & Rescue          | <b>T</b> = Tourism                    |
| <b>HR</b> = Human Resources        | <b>ZI</b> = Zoning/Inspection         |
| <b>IT</b> = Information Technology | <b>*</b> = Other Agencies and Offices |
| <b>OT</b> = Old Town Winchester    |                                       |

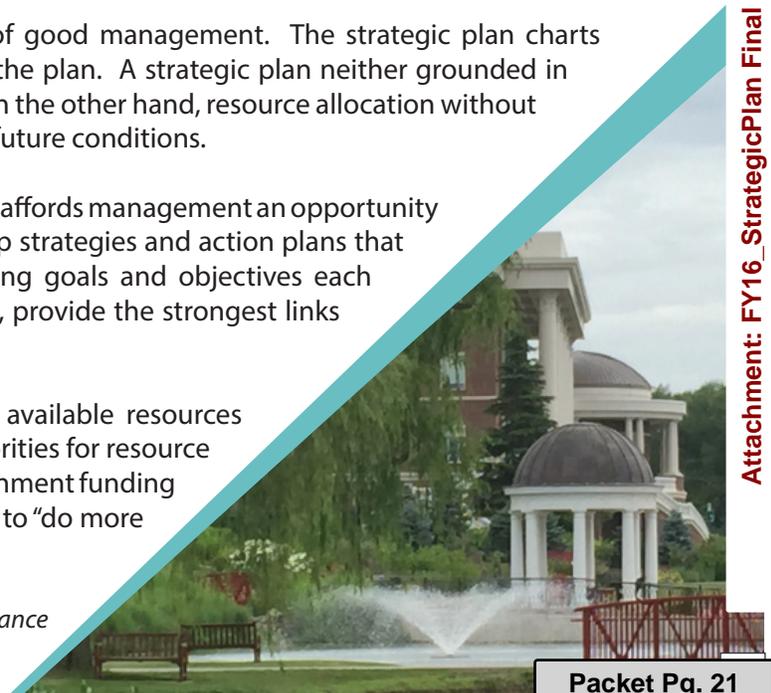
## BUDGETING PROCESS AND THE PLAN

Strategic planning and budgeting are integral components of good management. The strategic plan charts direction, while the budget provides resources to implement the plan. A strategic plan neither grounded in fiscal reality nor linked to the budget would be only a dream. On the other hand, resource allocation without strategic thinking would be shortsighted and unresponsive to future conditions.

Strategic planning guides the budget process. It establishes and affords management an opportunity to reevaluate existing allocations of funds. The City will develop strategies and action plans that detail what will be accomplished to achieve strategic planning goals and objectives each year. These action plans, together with performance measures, provide the strongest links between the operating and capital outlay budgets.

Planning and budgeting are interactive. Assumptions about available resources impact what can be achieved in the plan; the plan also sets priorities for resource allocations, including financial and other resources. Since government funding continues to be limited, strategic planning helps the City strive to "do more with less" while remaining focused on results.

Source: Strategic Planning Guidelines, California State Department of Finance



# GOAL I

## Encourage sustainable economic growth and partnerships through business and workforce development

### OBJECTIVE A

Increase effectiveness of workforce development efforts by building on existing collaborative partnerships between the City and local organizations

The City of Winchester continues to hear from our largest advanced manufacturing employers about the continuing need for a workforce with technical skills.

The City recognizes the importance of having a ready, versatile workforce to create a diverse pool of potential employees with the requisite skills our employers need. The City should help facilitate a steady supply of local workers who have the necessary education, including reading, math and writing. These skills will allow employers the opportunity to provide on-the-job technical training and prepare employees for a long career within their organization.

Allocating appropriate resources to promote Winchester as a place with many advantages to those looking to move or expand their business will help promote why Winchester is a place of opportunity. The City needs to improve how it conveys this message to potential businesses, workers and executives.

### ACTION ITEMS

STRATEGY	DEPARTMENTS	ACTION ITEMS	TARGET DATE
Support a comprehensive workforce development strategy	ER *	Assess and survey businesses concerning their current workforce or training needs	Ongoing
	ER *	Work with high school and community college to ensure Career Technical Education (CTE) classes are designed to prep students for identified industries	Ongoing
	ER *	Work with WPS and other organizations to identify and reduce barriers allowing residents to utilize existing resources and improve basics skills	Ongoing
	ER *	Identify and enhance employer-based on-the-job training	Ongoing
	ER *	Encourage and participate in the creation of a comprehensive guide of all current workforce resources available to the employer and workforce partners	Ongoing
	SS	Enhance collaborative relationships with non-profits for workforce placement of VIEW participants	Ongoing
	SS	Complete assessment of workforce programs and create a guide for underemployed/persons with limited education and skills	Ongoing

### OUTCOME MEASURES & KEY ACCOMPLISHMENT

OUTCOME MEASURES	TARGET
Satisfaction rate of available labor pool among local businesses	
Unemployment rate	
KEY ACCOMPLISHMENTS	TARGET
Number of technical education classes and STEM classes offered at Winchester City Schools and at LFCC	
Annual business survey on workforce training needs	
Produce and distribute resource booklet for workforce partners	
Number of apprenticeships and employer-based on-the-job training opportunities	
Produce and distribute resource booklet for underemployed and persons with limited education and skills	

# GOAL I

Encourage sustainable economic growth and partnerships through business and workforce development

## OBJECTIVE B

Increase effectiveness of business retention, attraction and expansion efforts

### EXPLANATIONS:

**VIEW** (Virginia Initiative for Employment not Welfare) - This Virginia Department of Social Services offers employment-related activities, education, training and needed support services to TANF (Temporary Assistance to Needy Families) program recipients while providing the opportunity to achieve economic independence and self-sufficiency.

**CTE** - Career Technical Education

**STEM** - An educational program for science, technology, engineering and math

**LFCC** - Lord Fairfax Community College in Middletown, VA

**WFCCVB** - Winchester-Frederick Co. Convention and Visitors Bureau

### ACTION ITEMS

STRATEGY	DEPARTMENTS	ACTION ITEMS	TARGET DATE
1. Develop comprehensive business development strategy	ER PL ZI	Implement innovative mixed-use redevelopment strategies	Spring 2017
	ER OT	Identify targeted businesses and industries and implement best marketing strategies to attract them to Winchester	Ongoing
	ER C T OT	Develop and distribute marketing materials to attract small and large businesses	Summer 2017
	ER	Update site selector websites with additional data and marketing material for targeted industries	Fall 2016
	ER	Develop and implement a business retention program	Summer 2017
2. Support the growth and expansion of small businesses in targeted and tourism-related industries	ER	Continue and enhance promotion of the Enterprise Zone Program and evaluate effectiveness to determine potential enhancements	Ongoing
	ER	Assess feasibility of a business incubator program and implement if appropriate	Fall 2017
	T	Change current city/county tourism promotional strategy to be inclusive of all tourism-related businesses	Spring 2016
	T	Offer personalized on-site social media and marketing assistance to small and tourism-related businesses	Ongoing

### OUTCOME MEASURES & KEY ACCOMPLISHMENT

OUTCOME MEASURES	TARGET
Increase in business revenue trends	
Vacant commercial real estate	
Appreciation of commercial properties in the city	
Number of jobs created by sector compared to prior year	
Amount of capital investment	
Number of jobs paying above median wage	
KEY ACCOMPLISHMENTS	TARGET
Produce and distribute small business attraction promotional material	
Number of Enterprise Zone applications	
Amount of economic incentives awarded per year	

# GOAL I

Encourage sustainable economic growth and partnerships through business and workforce development

## OBJECTIVE C

Support local businesses through destination branding and marketing to visitors

### ACTION ITEMS

STRATEGY	DEPARTMENTS	ACTION ITEMS	TARGET DATE
Improve overall Tourism strategy to promote Winchester to a broader audience	T ER OT	Develop a Tourism Master Plan to guide future efforts	Winter 2016
	T ER OT * C	Professionally rebrand the Winchester/Frederick region to increase visitation and strengthen tourism-related and small businesses	Spring 2017
	T	Develop and implement a dynamic advertising campaign that allows the City to strategically focus on highly desired demo- and geo-targeted populations	Annually
	T OT	Focus on driving visitors and tourist dollars into our community through cross-platform marketing efforts	Ongoing
	T ER OT	Implement an ambassador program to regularly engage local tourism-related business owners in tourism education and training	Fall 2016
	T ER OT *	Implement a community engagement initiative to improve regional collaboration between political, business and community stakeholders to increase engagement and regional pride	Ongoing
	T OT	Create transportation opportunities to connect Shenandoah University students to the downtown (Th-Sa)	Spring 2019

### OUTCOME MEASURES & KEY ACCOMPLISHMENT

OUTCOME MEASURES	TARGET
Hotel tax revenues	
Number of people visiting the visitwinchesterva.com website	
Number of people utilizing the Visitors Center	
Social media engagement (Facebook)	
Social media engagement (Instagram)	
KEY ACCOMPLISHMENTS	TARGET
Hotel occupancy rates	

# GOAL II

Promote and accelerate revitalization of catalyst sites and other areas throughout the city

## OBJECTIVE A

Continue promoting redevelopment/development of previously identified catalyst sites

The City of Winchester has several areas classified as catalyst sites in the 2011 Comprehensive Plan. These sites are underutilized or hold great potential to contribute more to Winchester's economy:

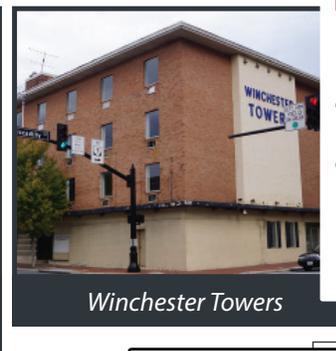
- Meadow Branch Avenue
- Ward Plaza
- Berryville Avenue
- National Fruit
- Old Town

Although these sites will continue to be the emphasis of redevelopment or development, the City will target other focus areas for future commercial, residential and mixed-use development. The timing on many of these projects is driven by the market and the participation of current private property owners. However, by keeping these projects in the forefront, it empowers the City to take advantage of or encourage development opportunities as they arise.

Including sites which have begun the revitalization process in the Strategic Plan allows City staff to continue supporting future growth and investment.

## ACTION ITEMS

STRATEGY	DEPARTMENTS	ACTION ITEMS	TARGET DATE
Advance the redevelop/develop catalyst sites and targeted areas	ER F PL PS ZI	<b>Meadow Branch Avenue:</b> <ul style="list-style-type: none"> <li>• Site plan and subdivision review</li> <li>• Road improvements</li> <li>• Property rezoning</li> <li>• Infrastructure improvements</li> <li>• Market incentives for properties</li> </ul>	Summer 2016
	ER PL PS ZI	<b>Berryville Avenue:</b> <ul style="list-style-type: none"> <li>• Prepare access management recommendations near I-81 ramps</li> <li>• Explore development of reverse frontage road along south side as called for in Comp Plan</li> <li>• Install gateway welcome sign</li> <li>• Investigate redevelopment of MR-zoned properties for mixed use</li> <li>• Extend Conway Street from Atwell to Fort Collier Rd along Rt-7 north side</li> </ul>	Ongoing
	ER PL PS ZI	<b>National Fruit Site (Fairmont Avenue):</b> <ul style="list-style-type: none"> <li>• Investigate Wyck Street improvements including possible realignment with Fairmont Avenue</li> <li>• Explore rezoning and reuse options for mixed-use redevelopment</li> </ul>	Ongoing
	ER F PL OT ZI PS T	<b>Old Town:</b> <ul style="list-style-type: none"> <li>• Winchester Towers redevelopment</li> <li>• Community events expansion</li> <li>• Encourage private investment</li> <li>• Update way-finding signage</li> <li>• Continue historic preservation</li> <li>• Promotion of Old Town brand</li> <li>• Encourage public art programs</li> </ul>	Ongoing
	ER PL PS ZI CM	<b>Ward Plaza (Valley Avenue):</b> <ul style="list-style-type: none"> <li>• Taft Avenue extension option</li> <li>• Explore rezoning and reuse options for mixed-use redevelopment</li> </ul>	Ongoing



# GOAL II

Promote and accelerate revitalization of catalyst sites and other areas throughout the city

## OBJECTIVE B

Identify additional targeted areas and promote redevelopment/development of areas not previously identified as catalyst sites

## EXPLANATIONS:

TPOF - Transportation Partnership Opportunity Fund

PUD - Planned Unit Development

EDA - Economic Development Authority

EPA - Environmental Protection Agency

VDOT - Virginia Department of Transportation

DEQ - Department of Environmental Quality

## ACTION ITEMS

STRATEGY	DEPARTMENTS	ACTION ITEMS	TARGET DATE
1. Advance redevelopment or development of target sites that were not previously listed in the 2011 Comp Plan or Economic Development Master Plan as catalyst sites	ER PL PS ZI	<b>Federal-Mogul Site (S. Pleasant Valley Rd):</b> <ul style="list-style-type: none"> <li>• Confirm status of EPA and Virginia DEQ permits and inspections for mitigating hazardous waste and contamination</li> <li>• Promote Enterprise Zone and other incentives for south end's reuse</li> <li>• Collaborate with property owner to mitigate hazards and redevelop site</li> </ul>	Ongoing
	ER PL ZI	<b>National Avenue:</b> <ul style="list-style-type: none"> <li>• Incentivize mixed-use and/or housing rehabilitation with existing incentives</li> <li>• Consider PUD rezoning for mixed-use redevelopment of Smalts properties</li> </ul>	Ongoing
	ER PL PS ZI	<b>Monticello Street &amp; Armour Dale:</b> <ul style="list-style-type: none"> <li>• Complete TPOF project to establish one-way paired streets, install traffic signal at Valley/Armour Dale intersection and provide access to Rubbermaid</li> <li>• Consider PUD rezoning for parcel off south side of Monticello</li> </ul>	Summer 2017
	PL PS ZI	<b>East Tevis Street:</b> <ul style="list-style-type: none"> <li>• Work with developer to construct extension of E. Tevis St. eastward to I-81</li> <li>• Coordinate with VDOT and Frederick Co. regarding revenue-sharing funding of I-81 overpass</li> </ul>	Spring 2017
	ER PL PS ZI	<b>Hope Drive/Robinson School:</b> <ul style="list-style-type: none"> <li>• Secure Council approval of engineered plans for Hope Drive</li> <li>• Work with Frederick Co. EDA to negotiate subdivision of Robinson school site</li> <li>• Acquire all needed right of way and CSX crossing approvals</li> <li>• Coordinate with VDOT on funding</li> <li>• Reroute Tevis St. to new Hope Dr. intersection, close existing rail crossing and resolve street name issue</li> </ul>	Winter 2018
	ER PL ZI	<b>ZeroPak (N. Cameron Street):</b> <ul style="list-style-type: none"> <li>• Collaborate with owner to assist with redevelopment</li> </ul>	Ongoing

# GOAL II

Promote and accelerate revitalization of catalyst sites and other areas throughout the city

## EXPLANATIONS:

**Comprehensive (Comp) Plan** - Outlines community goals and aspirations for future development and guides public policy and decision making concerning transportation, utilities, land use, recreation and housing

**Capital Improvement Plan (CIP)** - Every year, the City adopts a plan for capital improvements for the next five years. Capital improvements include projects such as street construction, public buildings, traffic systems, park improvements, sewers, water infrastructure, etc.

STRATEGY	DEPARTMENTS	ACTION ITEMS	TARGET DATE
2. Ensure consistency of development plans and programs to reflect new strategies	ER F PL PS	Update economic development demographic data and Economic Development Analysis Master Plan	Fall 2016
	PL	Update Comprehensive Plan to reflect completed projects and identify new ones	Fall 2018
	F CM	Update Capital Improvement Plan	Annual
	PL	Implement additional Corridor Enhancement Districts to enhance the city's entryways (Comp Plan & Strategic Plan)	Ongoing
	ZI	Update Zoning Ordinance to match Comprehensive Plan, Strategic Plan and Code of Virginia	Ongoing

## OUTCOME MEASURES & KEY ACCOMPLISHMENT

OUTCOME MEASURES*	TARGET
Assessed values of targeted properties	
Amount of private investment in the targeted properties	
Cumulative private investment in Old Town (since mid-80's)	
Number of net new businesses opened in Old Town	
KEY ACCOMPLISHMENTS*	TARGET
Number of site plan reviews and permit applications	

\*For Objective 1



National Avenue Corridor Enhancement District  
New Roundabout

# GOAL III

Advance the quality of life for all Winchester residents

## OBJECTIVE A

Increase cultural, recreational and tourism-related opportunities in Winchester

Quality of life is a necessary element if the city is to be viable and attractive to new businesses, residents and visitors. Quality of life has many factors, including but not limited to, a safe and active community that supports life-long learning experience.

Based on the citizen survey, the below areas were identified as the top three areas of improvement importance:

- 1) street maintenance
- 2) quality of public education
- 3) management of traffic flow

The City will target these areas and work with Winchester Public Schools to make improvements.

In order to continue to sustain and enhance overall community satisfaction, it is necessary to increase, identify and support community events that serve, and enrich a diverse community. In addition, the City can support the community while promoting public safety through the development and maintenance of the City's infrastructure, crime-prevention activities, recreational opportunities and transportation alternatives.

## ACTION ITEMS

STRATEGY	DEPARTMENTS	ACTION ITEMS	TARGET DATE
Create, coordinate and conduct community events, programs and activities	C IT	Create an online centralized list of events occurring in the city	Spring 2016
	OT T C PK	Continue to enhance, diversify and promote local and City-supported special events	Ongoing
	PK	Increase quantity and quality of recreational programs for seniors	Ongoing
	PK	Conduct SWOT analysis of designated park areas/properties to determine barriers and untapped opportunities for events	Fall 2016
	OT T PK PD FR PS ZI *	Improve special events permitting to streamline internal processes and enhance customer service	Winter 2016
	OT	Issue and retain a special event contractor(s) to promote Old Town's brand and events	Ongoing
	PK	Provide recreational programs that serve our culturally diverse and underserved populations	Ongoing
	PK	Increase recreational activities through further utilization of neighborhood parks	Ongoing
PK	Improve and solidify partnerships with park user groups to enhance and increase overall recreational program offerings	Ongoing	

## OUTCOME MEASURES & KEY ACCOMPLISHMENT

OUTCOME MEASURES	TARGET
Number of events held in Old Town	
Parking revenue during events	
Number of events held in Jim Barnett Park or community parks	
Number of events held in Old Town	
KEY ACCOMPLISHMENTS	TARGET
Attendance and ticket sales at events in Old Town	
Number of visitors at Visitors Center and attractions	
Number of programs offered for seniors by Parks & Recreation	
Number of programs held in neighborhood parks	

# GOAL III

Advance the quality of life for all Winchester residents

## OBJECTIVE B

Develop and maintain Winchester's infrastructure

### EXPLANATIONS:

**SWOT** - Strengths, Weaknesses, Opportunities and Threats

**Infrastructure** - Publicly-maintained sidewalks, streets, water/sewer lines, storm drains, etc.

**Green Circle Trail** - A designated pedestrian and biking trail that circles the city and connects major attractions

**LED** - LED light bulbs are extremely energy efficient and consume up to 90% less power than incandescent bulbs. Since LEDs use only a fraction of the energy of an incandescent light bulb there is a dramatic decrease in power costs. Also, money and energy is saved in maintenance and replacement costs due to the long LED lifespan.

**Traffic Adaptive System** - A traffic management strategy in which traffic signal timing changes, or adapts, based on actual traffic demand

**Chesapeake Bay Watershed Initiative (CBWI)** - A Federal initiative, funded through the 2008 Farm Bill, that strives to improve the health of the Chesapeake Bay.

### ACTION ITEMS

STRATEGY	DEPARTMENTS	ACTION ITEMS	TARGET DATE
Complete infrastructure projects that enhance Winchester's quality of life and improves overall transportation safety	PS	Continue implementation of sidewalk master plan	Ongoing
	PS	Continue implementation of street maintenance master plan	Ongoing
	PL PS *	Continue retrofitting light bulbs in existing street lights to LED	Ongoing
	PD PS	Develop a street light improvement plan and begin implementation in targeted areas (i.e. North End)	Summer 2018
	PL PS *	Complete Green Circle Trail connections	Fall 2020
	PK	Maintain/enhance Green Circle Trail	Ongoing
	PA OT T	Increase bus/RV parking access to downtown and area attractions	Spring 2017
	PL PS	Facilitate additional biking and pedestrian amenities in the city	Ongoing
	PL PS ZI *	Enhance number and quality of pedestrian and biking transportation opportunities	Ongoing
	PS	Improve synchronization of traffic signals using the traffic adaptive system beginning with 1) Valley Avenue and 2) Gerrard Street	Ongoing
	PS	Continue implementation of water and sewer main replacement plan	Ongoing
PS	Ensure the City's stormwater program meets all applicable Federal and State regulations (i.e. CBWI)	Ongoing	

### OUTCOME MEASURES & KEY ACCOMPLISHMENTS

OUTCOME MEASURES	TARGET
Improve citizen survey results concerning traffic flow	
Improve citizen survey results concerning street lighting	
Number of bus/RV parking spaces in downtown	
KEY ACCOMPLISHMENTS	TARGET
Miles of sidewalk repaired/installed	
Miles of roads repaved/potholes repaired	
Complete Green Circle Trail connections	
Number of traffic adaptive systems installed	
Miles of water/sewer main replaced	

# GOAL III

Advance the quality of life for all Winchester residents

## OBJECTIVE C

Promote and improve community safety

### EXPLANATIONS:

**NSVSAC** - Northern Shenandoah Valley Substance Abuse Coalition

**CIP** - Capital Improvement Plan

**CRT** - The City's award-winning Community Response Team includes members from various departments who work together to tackle community issues

**Timbrook House Youth Reporting Center** - Provides alternatives to detention for at-risk youth, including those who violate terms of probation or who commit new crimes while on probation. Many of the referred youth are non-violent offenders with serious truancy or behavioral problems who previously would have been sent to detention facilities or expelled from school. Each evening (M-Th) students receive tutoring and remedial education assistance from teachers. Representatives from community organizations offer a wide range of prevention and intervention programs to the students and their families.

### ACTION ITEMS

STRATEGY	DEPARTMENTS	ACTION ITEMS	TARGET DATE
Support and improve existing and new community safety policies and programs	PD *	Implement a drug court in conjunction with the NSVSAC	Summer 2017
	FR	Increase number of volunteer firefighters by improving recruitment and retention strategies and programs	Ongoing
	FR	Create informal CIP between City and Volunteer Fire Companies to enhance the department's ability to serve community efficiently	Spring 2018
	FR	Improve cardiac arrest resuscitation rate	Ongoing
	PD ZI FR *	Continue enhancements to proactive code enforcement through the CRT process	Ongoing
	PD *	Implement the PACT model to help police officers identify and assist persons with mental health disorders	Fall 2018
	PD	Continue support of Timbrook House mission	Ongoing
	PD	Continue to support and enhance participation in the NSVSAC drug/alcohol reduction programs	Ongoing
	PD *	Develop re-entry program to assist offenders released from jail with their integration back into the community	Summer 2019
	C EM	Develop and implement a social media strategy for an emergency preparedness program	Summer 2017
	PD *	Increase or sustain outreach events and educational programs to continue supporting crime prevention efforts	Ongoing
	PD *	Increase activity with faith-based community organizations and non-profits to develop shelters and reduce homelessness	Ongoing

# GOAL III

Advance the quality of life for all Winchester residents

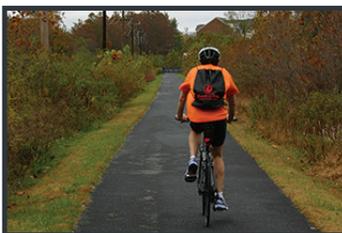
## EXPLANATIONS:

UCR - Uniform Crime Reporting

GPA - Grade Point Average

## OUTCOME MEASURES & KEY ACCOMPLISHMENTS

OUTCOME MEASURES	TARGET
UCR Part 1 crime rates	
Number mental health-related police calls	
Police response times	
Fire & Rescue emergency incident response times	</= 4 minutes
Decreased truancy, improved GPA and decreased court visits and police contact with Timbrook House participants	
Number of calls for panhandling, vagrancy	
Advanced Life Support (ALS) on scene times	</= 6 minutes
Cardiac arrest resuscitation rate	=/> 40%
KEY ACCOMPLISHMENTS	TARGET
Drug court operational	
Re-entry program implemented for offenders released from jail	
Number of volunteer firefighters	



# GOAL IV

Improve City services and advance the strategic plan goals by promoting a culture of transparency, efficiency and innovation

## OBJECTIVE A

Implement cost saving, innovative internal strategies to improve efficiency

In order to adequately serve the city's diverse and ever-changing community, the City of Winchester must implement innovative ideas to improve efficiency and government transparency. By launching time-saving and customer-friendly software and implementing new service enhancements will improve the City's interaction with customers and encourage open communication.

Completion of these various action items will assist with the implementation of all other Strategic Plan goals, objectives and strategies.

## ACTION ITEMS

STRATEGY	DEPARTMENTS	ACTION ITEMS	TARGET DATE
1. Maintain and enhance the City's financial health	F CM	Obtain 2nd AAA bond rating	Fall 2018
	F CM	Maintain an annual fund balance at policy goal of 20% and add to capital reserve fund 1% annually	Ongoing
	F CM	Maintain unqualified audits	Annually
2. Promote efficiency throughout all departments	F HR CM	Complete comprehensive review of City's pay plan	Summer 2017
	F IT	Fully implement NOVATime	Summer 2016
	IT PS	Fully implement new utility billing system	Summer 2016
	CM	Implement Performance Measures/Dashboard	Summer 2017
	HR CA CM	Complete comprehensive CEMS review and revision	Fall 2016
	HR CM	Develop a City-wide career development and succession plan	Summer 2017
	C CM	Develop records retention policy	Spring 2016
	C IT CA	Implement FOIA request management software	Winter 2016

## OUTCOME MEASURES & KEY ACCOMPLISHMENT

OUTCOME MEASURES	TARGET
Overall customer satisfaction with City services (citizen survey)	
Increase bond refunding savings through a reduced interest rate	
Decrease interest rate on General Obligation bond sales	
KEY ACCOMPLISHMENTS	TARGET
Reaffirmed AAA bond rating	
Increase amount in capital reserves	

## EXPLANATIONS:

**NOVATime** - Electronic time and attendance management software

**City Hall Renovation** - Reorganize office locations to be more customer-friendly and create a development services concourse for "one-spot-shop" convenience

**AAA Bond Rating** - The highest bc rating achievable. The higher the bc rating, the more the City saves interest rates when issuing bonds pay for capital improvement project

**CEMS** - Comprehensive Employment Management System

**FOIA** - Freedom of Information Act

Attachment: FY16\_StrategicPlan Final (R-2015-42 : A Resolution Adopting the 2016-2020 City of Winchester Strategic Plan)

# GOAL IV

Improve City services and advance the strategic plan goals by promoting a culture of transparency, efficiency and innovation

## OBJECTIVE B

Increase government transparency and communication capabilities

### EXPLANATIONS:

**OpenGov** - A cloud-based financial analysis platform that will allow improved financial reporting and additional tools for the public to examine the City's budget

**NeoGov** - The City's online job vacancy application and applicant management program

**Accela** - A cloud-based civic engagement tool that the City will use for Council and boards and commissions agenda and member appointment management

**Everbridge** - The City's new emergency communication system, Winchester Alerts, allows for the dissemination of emergency and non-emergency messages to subscribers

**Innovative Idea Portal** - An easy way for employees to share their innovative ideas on how to improve services or efficiencies with City administration. The best ideas will be selected and teams designated to implement.

**Knowledge Base** - Searchable online FAQ database for public use

**311** - Service request program

### ACTION ITEMS

STRATEGY	DEPARTMENTS	ACTION ITEMS	TARGET DATE
1. Enhance external communication	IT C	Upgrade existing website to improve communications and access to public information/records	Spring 2016
	C EM	Launch a web page for information on Mass Care during emergencies	Fall 2016
	C	Expand distribution of Annual Reports	Annually
	IT F C CM	Launch OpenGov	Winter 2016
	HR IT	Re-launch NeoGov	Spring 2017
	C IT	Launch Accela Boards & Commissions management software for improved application process	Winter 2016
	C IT CM	Implement mobile app to provide City information and 311 program	Spring 2016
	C	Create and implement a City Services Fair	Fall 2017
	OT T C	Conduct a targeted social media campaign to promote Winchester as a great place to live, work and visit	Ongoing
	C	Create and distribute a printed annual calendar	December Annually
2. Enhance employee/internal communication	C IT CM	Create a knowledgebase and train staff to update	Spring 2016
	C EM	Implement Everbridge's employee portal and train staff to use	Spring 2016
	C CM	Create and manage "Innovative Idea Portal"	Summer 2016
	C IT	Improve internal website to make it the employee-related information source, update more frequently and promote as primary source of info	Spring 2017

### OUTCOME MEASURES & KEY ACCOMPLISHMENT

OUTCOME MEASURES	TARGET
Satisfaction ratings in citizen survey (communication and customer service)	
Facebook followers	
Twitter followers	
Website hits	
KEY ACCOMPLISHMENTS	TARGET
Internal/external City website visits	
Number of publications distributed	

# GOAL IV

Improve City services and advance the strategic plan goals by promoting a culture of transparency, efficiency and innovation

## OBJECTIVE C

Enhance service delivery to residents, economic partners and visitors

### EXPLANATIONS:

**City Hall Development Services Concourse** - The FY16 City Hall renovation project will reorganize City development offices to create a "one-spot-shop" for developers to improve customer service and efficiency

**ESF-6 Mass Care** (Emergency Support Function) – Federal mass care, emergency assistance, housing and human services when local and State response and recovery needs exceed their capabilities

**CERT** - The Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may impact their area

**NFPA 1710 Standard** - Specifies requirements for effective and efficient organization and deployment of fire suppression operations, emergency medical operations and special operations to the public by career fire departments to protect citizens and fire department employees

### ACTION ITEMS

STRATEGY	DEPARTMENTS	ACTION ITEMS	TARGET DATE
1. Development Team	PL PS CM	Complete the City Hall renovation and development services concourse	Fall 2016
	ZI PL PS C	Update forms and create development guides to improve customer service to developers	Summer 2018
	ZI PL PS	Continue enhancements to land development approval process for improved customer service	Fall 2018
	OT C	Continue to produce and improve Old Town shopping and dining guide, mobile app and website to market downtown as a destination and increase visits	Ongoing
	PA C OT	Increase number of hourly customers utilizing the parking garages by improving promotions	Ongoing
	PA	Increase number of monthly parking space rentals in garages	Ongoing
2. Public Safety	EM PD FR *	Complete the public safety Radio Communications Project and management program	Summer 2017
	EM SS FR *	Complete ESF-6 Mass Care table-top, functional and full-scale exercises	Spring 2016
	EM	Revitalize CERT program through scheduled training and inclusion of members in various exercises	Ongoing
	EM PD FR *	Conduct Active-Shooter full-scale exercise	Fall 2016
	FR	Continue implementation of Fire & Rescue staffing plan to meet NFPA 1710 Standard	Ongoing



Old Town Winchester



Turnout Gear



George Washington Autopark

# GOAL IV

Improve City services and advance the strategic plan goals by promoting a culture of transparency, efficiency and innovation

## ACTION ITEMS

### EXPLANATIONS:

**Bridgeforth Field** - Largest baseball field in Jim Barnett Park. Currently the home field for John Handley High School, Winchester Royals and Shenandoah University

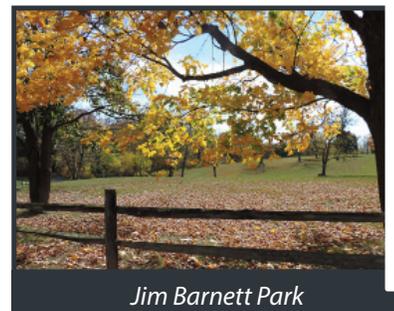
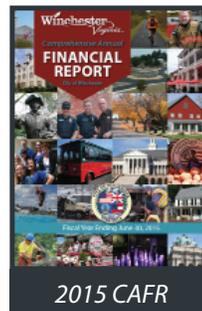
**GFOA** - Government Finance Officers Association

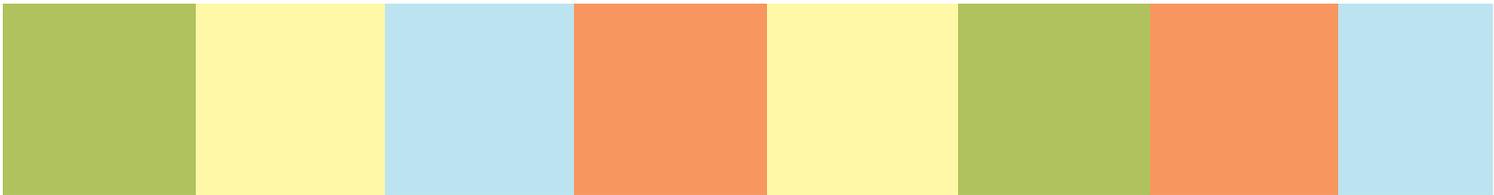
**CAFR** - Comprehensive Annual Financial Report

STRATEGY	DEPARTMENTS	ACTION ITEMS	TARGET DATE
3. Human Services	PK	Develop a Park Master Plan using the Needs Assessment findings	Fall 2018
	PK *	Continue redevelopment of Bridgeforth Field enabling the stadium to host regional and national tournaments	Spring 2020
	PK C	Increase number of participants using park facilities and programs by improving communications and program offerings	Ongoing
	SS PD *	Provide truancy prevention programming in collaboration with schools	Ongoing
4. Support Services	F CM	Obtain GFOA Certificate of Achievement for CAFR	Annually
	F CM	Obtain GFOA Distinguished Budget Award for operating budget document	Annually
	IT CM	Adjust Information Technology Strategic Plan	Annually

## OUTCOME MEASURES & KEY ACCOMPLISHMENT

OUTCOME MEASURES	TARGET
Number of events held in Old Town	
Number of park program participants	
KEY ACCOMPLISHMENTS	TARGET
GFOA Distinguished Budget Award	
GFOA Certificate of Achievement for CAFR	
Number of hourly customers using the four downtown garages	
Number of monthly parking space rentals in the four garages	





Produced by the City of Winchester, Virginia  
and  
Gerhart Enterprises

DRAFT

Presented to Council: November 24, 2015

# CITY OF WINCHESTER, VIRGINIA

## CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: November 24, 2015

RESOLUTION \_\_\_ ORDINANCE  DESCRIPTION/PRESENTATION \_\_\_

**ITEM TITLE:** TA-15-589 AN ORDINANCE TO AMEND AND REENACT ARTICLE 18 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO FENCE HEIGHTS IN REQUIRED FRONT AND CORNER SIDE YARDS IN THE M-1 (LIMITED INDUSTRIAL) AND M-2 (INTENSIVE INDUSTRIAL) ZONING DISTRICTS. (Amendment Will Allow for Increased Fence Heights in Front and Corner Side Yards in Industrial Districts).

**PUBLIC HEARING DATE:**

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. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

Review:

Aaron Grisdale	Completed	11/18/2015 8:40 AM
Anthony Williams	Completed	11/19/2015 2:23 PM
Eden Freeman	Completed	11/19/2015 5:03 PM

Approved as to form:

**Aaron Grisdale**

Aaron Grisdale, Zoning and Building Inspections Director 11/18/2015

By: \_\_\_\_\_



**Winchester**  
office of the city attorney Virginia

Anthony C. Williams, City Attorney  
Office of the City Attorney  
15 N. Cameron Street, Suite 313  
Winchester, VA 22601  
Phone: 540-667-1815, x 1433  
Fax: 540-667-2259

  
Eden Freeman, City Manager 11/19/2015

# CITY COUNCIL ACTION MEMO

**To:** Honorable Mayor and Members of City Council  
**From:** Aaron Grisdale, Zoning and Building Inspections Director  
**Date:** November 24, 2015  
**Re:** TA-15-589 AN ORDINANCE TO AMEND AND REENACT ARTICLE 18 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO FENCE HEIGHTS IN REQUIRED FRONT AND CORNER SIDE YARDS IN THE M-1 (LIMITED INDUSTRIAL) AND M-2 (INTENSIVE INDUSTRIAL) ZONING DISTRICTS. (Amendment Will Allow for Increased Fence Heights in Front and Corner Side Yards in Industrial Districts).

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**THE ISSUE:** This is a privately sponsored zoning ordinance text amendment to allow for increased fence heights in the two industrial districts: M-1 and M-2 districts.

**RELATIONSHIP TO STRATEGIC PLAN:** Goal 2 - Promote and accelerate revitalization of catalyst and other areas throughout the City.

**BACKGROUND:** This amendment will allow for maximum fence heights in required front and corner side yards in the M-1 and M-2 districts to be increased from the current maximum of 4-feet to 5-feet. (Full staff report attached).

**BUDGET IMPACT:** None

**OPTIONS:**

1. Approve the amendment as proposed.
2. Modify the amendment and approve.
3. Deny the amendment.

**RECOMMENDATIONS:**

The Planning Commission at their 11/17/15 public hearing, unanimously forwarded the amendment to City Council with a favorable recommendation.

**TA-15-589 AN ORDINANCE TO AMEND AND REENACT ARTICLE 18 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO FENCE HEIGHTS IN REQUIRED FRONT AND CORNER SIDE YARDS IN THE M-1 (LIMITED INDUSTRIAL) AND M-2 (INTENSIVE INDUSTRIAL) ZONING DISTRICTS. (AMENDMENT WILL ALLOW FOR INCREASED FENCE HEIGHTS IN FRONT AND CORNER SIDE YARDS IN INDUSTRIAL DISTRICTS).**

AN ORDINANCE TO AMEND AND REENACT ARTICLE 18 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO FENCE HEIGHTS IN REQUIRED FRONT AND CORNER SIDE YARDS IN THE M-1 (LIMITED INDUSTRIAL) AND M-2 (INTENSIVE INDUSTRIAL) ZONING DISTRICTS.

**TA-15-589**

Draft 1 - October 5, 2015

Ed. Note: The following text represents an excerpt of Article 18 of the Zoning Ordinance that is subject to change. Words with strikethrough are proposed for repeal. Words that are boldfaced and underlined are proposed for enactment. Existing ordinance language that is not included here is not implied to be repealed simply due to the fact that it is omitted from this excerpted text.

**ARTICLE 18**

**GENERAL PROVISIONS**

**SECTION 18-9. SPECIAL REGULATIONS REGARDING YARDS**

**18-9-2.11 In the M-1 and M-2 districts, fences up to five (5) feet in height may be installed in a required front or corner side yard provided a setback of at least ten (10) feet is met from the respective front or corner side property line. Any fence that encroaches more than half of the required setback shall have landscape screening installed between the fence and the front or corner side yard property line consistent with Section 19-5-6.4d of this Ordinance. Fences installed pursuant to this section shall not be made of, or include, barbed ends, barbed wire or razor wire, or any similar material.**

City Council  
November 24, 2015

**TA-15-589** AN ORDINANCE TO AMEND AND REENACT ARTICLE 18 OF THE WINCHESTER ZONING ORDINANCE PERTAINING TO FENCE HEIGHTS IN REQUIRED FRONT AND CORNER SIDE YARDS IN THE M-1 (LIMITED INDUSTRIAL) AND M-2 (INTENSIVE INDUSTRIAL) ZONING DISTRICTS. (Amendment Will Allow for Increased Fence Heights in Front and Corner Side Yards in Industrial Districts)

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#### REQUEST DESCRIPTION

This is a privately sponsored zoning ordinance text amendment to modify the allowable fence heights in front and corner side yards in the M-1 (Limited Industrial) and M-2 (Intensive Industrial) zoning districts. In the proposal, the applicant is proposing to allow for fence heights of up to five (5) feet in required front or corner side yards. This would replace the current standard of a maximum of four (4) feet in height in required front and corner side yards.

If a fence encroaches more than half of the required setback, then landscape screening shall be installed between the fence and the front or corner yard property line consistent with the existing screening provisions of 19-5-6.4d. The inclusion of this requirement is to help soften and mitigate the impact of having tall fence structures closer to public rights-of-way.

Lastly, any fences that may qualify for the additional fence heights in the M-1 and M-2 districts pursuant to this ordinance amendment will be prohibited from being made of or including barbed or razor wire.

#### STAFF COMMENTS

Often industrial operations necessitate a requirement to have their operational or storage areas separated off and secured from public access. As part of this operational need, the ordinance will provide flexibility for property owners to have a marginally taller fence height in areas closer to front and corner side yards, provided that enhanced landscaping is provided on the outside edge of the fence.

#### RECOMMENDATION

Staff supports this ordinance proposal.

At their 11/17/15 meeting, the Planning Commission forwarded **TA-15-589** with a favorable recommendation because the amendment, as proposed, presents good planning practice by allowing for increased flexibility for fencing options for industrial operations, while also mitigating potential effects with enhanced landscaping along public rights-of-way.

# CITY OF WINCHESTER, VIRGINIA

## CITY COUNCIL AGENDA ITEM

**CITY COUNCIL MEETING OF:** November 24, 2015

**ITEM TITLE:** CU-15-558 Request of Diane M. De Laet on Behalf of Verizon Wireless for a Conditional Use Permit for a Telecommunication Facility at 385 Battaile Drive (Map Number 351-02- -5) Zoned Limited Industrial (M-1).

**PUBLIC HEARING DATE:** December 8, 2015 at 6:00 PM

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. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

**Review:**

Josh Crump	Completed	11/17/2015 5:19 PM
Anthony Williams	Completed	11/18/2015 8:12 AM
Eden Freeman	Completed	11/19/2015 5:04 PM

**Approved as to form:**

**Josh Crump**  
 Josh Crump, Planner 11/17/2015

By:   
**Winchester**  
 office of the city attorney Virginia  
 Anthony C. Williams, City Attorney  
 Office of the City Attorney  
 15 N. Cameron Street, Suite 313  
 Winchester, VA 22601  
 Phone: 540-667-1815, x 1433  
 Fax: 540-667-2259

  
 Eden Freeman, City Manager 11/19/2015

# CITY COUNCIL ACTION MEMO

**To:** Honorable Mayor and Members of City Council  
**From:** Josh Crump, Planner  
**Date:** November 24, 2015  
**Re:** CU-15-558 Request of Diane M. De Laet on Behalf of Verizon Wireless for a Conditional Use Permit for a Telecommunication Facility at 385 Battaile Drive (Map Number 351-02- -5) Zoned Limited Industrial (M-1).

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**THE ISSUE:**

The applicant is requesting for a new telecommunications facility, which includes an 80-foot monopole tower to be located at 385 Battaile Drive.

**RELATIONSHIP TO STRATEGIC PLAN:**

Goal #1- Encourage Sustainable Economic Growth and Partnerships through Business and Workforce Development.

Goal #3- Advance quality of life for Winchester residents.

**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

City Council Work Session  
November 24, 2015

**CU-15-558** Request of Diane M. De Laet on behalf of Verizon Wireless for a conditional use permit for a telecommunication facility at 385 Battaile Drive (Map Number 351-02- -5) zoned Limited Industrial (M-1).

#### REQUEST DESCRIPTION

The request is for a new telecommunications facility, which includes an 80-foot monopole tower to be located behind the Midwesco headquarters at 385 Battaile Drive.

#### AREA DESCRIPTION

The subject parcel is located along Battaile Drive and is zoned Limited Industrial (M-1) District. The adjacent properties surrounding the subject parcel are similarly zoned M-1 and likewise are composed of industrial uses such as manufacturing, warehouses, and so forth.

#### STAFF COMMENTS

The request is described in a letter submitted September 30, 2015 from the applicant (see attachment, Diane M. De Laet on behalf of Verizon Wireless). The letter also references the related site plan which was submitted concurrent with the CUP. As stated in the letter, the request involves the construction of a 2,500 sq. ft. telecommunication facility compound which will consist of an 80-foot telecommunications monopole tower to support the increased demand for wireless telecommunications. The applicant notes this proposed telecommunication facility will provide improved wireless coverage to residents, businesses, and visitors to the City and the US-522 corridor. The proposed monopole tower will be constructed to a height of 80 feet but can accommodate an extension up to 20 feet for two future antennas arrays for additional carrier(s) as co-locations, resulting in a possible maximum height of 100 feet. This 80-100 foot height range for the proposed monopole tower is well short of the 200 foot tower height restriction in M-1 zoned properties.



Section 18-2-1.2 allows for CUP consideration of communications facilities in the M-1 district. There are a number of requirements which must be met for proposed towers. Those requirements, along with staff comments on the applicant's compliance as demonstrated in the submitted materials, are as follows:

- 1) *All possible means for sharing space on existing towers or on existing building or other structures have been exhausted and no alternative other than constructing a new tower exists.*

As stated in the September 30, 2015 letter, the site selection the proposed tower was carefully researched by the applicant. Consideration to other locations were considered but ultimately the location at 385 Battaile Drive was selected examined for providing sufficient coverage and meeting capacity demands and a more desirable location within the M-1 Zoning with less visual impacts.

- 2) *The applicant has executed a Letter of Intent to share space on their tower and negotiate in good faith with other interested parties.*

As noted in the letter from the applicant, the tower will accommodate future carriers and has the means to expand for the placement of antennas as a means of sharing space.

3) *The tower height is no more than the minimum to accomplish required coverage.*

As stated in the letter, the height of the tower is designed to be 80 feet with a possible 20 foot extension for a max height of 100 feet. This 80-100 foot height range for the proposed monopole tower is well short of the 200 foot tower height restriction in M-1 zoned properties.

4) *The tower construction is of a design which minimizes the visual impact and the tower and other facilities have been camouflaged and/or screened from adjacent properties and rights-of-way to the maximum extent practicable.*

The tower and support equipment will be located towards the rear of the property and with a screened fence and canopy of the equipment. Photo simulations of the proposed tower have also been provided (see attachment) showing visual impacts in the surrounding area.

5) *The proposal must provide for the retention of existing stands of trees and the installation of screening where existing trees do not mitigate the visual impact of the facility. Such screening must, at a minimum, meet the requirements of Section 19-5-6.4d of the Ordinance. The Planning Commission may recommend and the City Council may require additional trees and screening when the minimum provisions do not mitigate adverse visual impacts of the facility.*

The applicant is not proposing to eliminate any trees in the area. The tower and support equipment will be located towards the rear of the property and with a screened fence and canopy of the equipment. Existing evergreen screening to the east of the property facing Shawnee Drive will remain.

6) *The electromagnetic fields do not exceed the radio frequency emission standards established by the American National Standards Institute (ANSI) or standard issued by the Federal Government subsequent to the adoption of this Ordinance.*

The applicant has indicated the proposed facility will be designed and operate in accordance with all applicable laws in regards to health, safety, zoning, and building codes.

Staff believes that the proposal meets the requirements outlined in Section 18-2-1.2 of the Zoning Ordinance.

#### RECOMMENDATION

For a conditional use permit to be approved, a finding must be made that the proposal as submitted or modified 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.

At the November 17, 2015 meeting, the Planning Commission forward **CU-15-558** to Council recommending approval because the use, as proposed, will not adversely affect the health, safety, or welfare of residents and workers in the neighborhood nor be injurious to adjacent properties or improvements in the neighborhood. The approval is subject to the following conditions:

1. Submit an as-built emissions certification after the facility is in operation;
2. The applicant, tower owner, or property owner shall remove equipment within ninety (90) days once the equipment is no longer in active use; and,
3. Submit a bond guaranteeing removal of the facilities should the use cease.
4. Staff review and approval of the required site plan in addition granting a waiver from the paved access drive requirement (§18-6-3.5) to allow for a gravel access drive to serve only the telecommunications facility.
5. The waiver for the gravel access drive will expire should the telecommunication facility use cease.



**Summit Ave & First St**

**Battaile Dr**

**Battaile Dr**

**Site**  
★

**Shawnee Dr & Battaile Dr**

**Shawnee Dr & Judy Dr**

**Shawnee Dr**

**Shawnee Dr & Capitol Ln**

**Shawnee Dr**

**Bufflick  
Location Map**

● - not visible ● - visible

Attachment: Photosimulations (DOC-2015-6 : CU-15-558 385 Battaile Drive (Verizon))



Attachment: Photosimulations (DOC-2015-6 : CU-15-558 385 Battaile Drive (Verizon))

**Site Name: Bufflick**  
Wireless Communication Facility  
385 Battaile Drive,  
Winchester, VA 22601

*Photograph Information:*  
Battaile Drive  
View from the North  
**Showing the Existing Site**

**NBIC**<sup>TM</sup>  
TOTALLY COMMITTED



Attachment: Photosimulations (DOC-2015-6 : CU-15-558 385 Battaile Drive (Verizon))

**Site Name: Bufflick**  
Wireless Communication Facility  
385 Battaile Drive,  
Winchester, VA 22601

*Photograph Information:*  
Battaile Drive  
View from the North  
**Showing the Proposed Site**





**Site Name: Bufflick**  
Wireless Communication Facility  
385 Battaile Drive,  
Winchester, VA 22601

*Photograph Information:*  
Battaile Dr & Shawnee Dr  
View from the East  
**SITE NOT VISIBLE**

**NB+C**  
TOTALLY COMMITTED.

3.4.b

Attachment: Photosimulations

**Site Name: Bufflick**  
Wireless Communication Facility  
385 Battaile Drive,  
Winchester, VA 22601

*Photograph Information:*  
Shawnee Dr & Judy Dr  
View from the East  
**Showing the Existing Site**



Packet Pg. 50

3.4.b

Attachment: Photosimulations

**Site Name: Bufflick**  
Wireless Communication Facility  
385 Battaile Drive,  
Winchester, VA 22601

*Photograph Information:*  
Shawnee Dr & Judy Dr  
View from the East  
**Showing the Proposed Site**

**NBC**<sup>TM</sup>  
TOTALLY COMMITTED.

Packet Pg. 51



**Site Name: Bufflick**  
Wireless Communication Facility  
385 Battaile Drive,  
Winchester, VA 22601

*Photo Information:*  
Shawnee Drive  
View from the South  
**Showing the Existing Site**





**Site Name: Bufflick**  
Wireless Communication Facility  
385 Battaile Drive,  
Winchester, VA 22601

*Photo Information:*  
Shawnee Drive  
View from the South  
**Showing the Proposed Site**





**Site Name: Bufflick**  
Wireless Communication Facility  
385 Bataille Drive,  
Winchester, VA 22601

*Photograph Information:*  
Shawnee Drive  
View from the Southwest  
**SITE NOT VISIBLE**





**Site Name: Bufflick**  
Wireless Communication Facility  
385 Bataille Drive,  
Winchester, VA 22601

*Photograph Information:*  
Bataille Drive  
View from the Northwest  
**Showing the Existing Site**





**Site Name: Bufflick**  
Wireless Communication Facility  
385 Bataille Drive,  
Winchester, VA 22601

*Photograph Information:*  
Bataille Drive  
View from the Northwest  
**Showing the Proposed Site**



**Site Name: Bufflick**

Wireless Communication Facility  
385 Bataille Drive,  
Winchester, VA 22601

*Photograph Information:*

Shawnee Drive  
View from the West  
**Showing the Existing Site**

**NB-C**<sup>TM</sup>  
TOTALLY COMMITTED.



Attachment: Photosimulations

**Site Name: Bufflick**  
Wireless Communication Facility  
385 Bataille Drive,  
Winchester, VA 22601

*Photograph Information:*  
Shawnee Drive  
View from the West  
**Showing the Proposed Site**





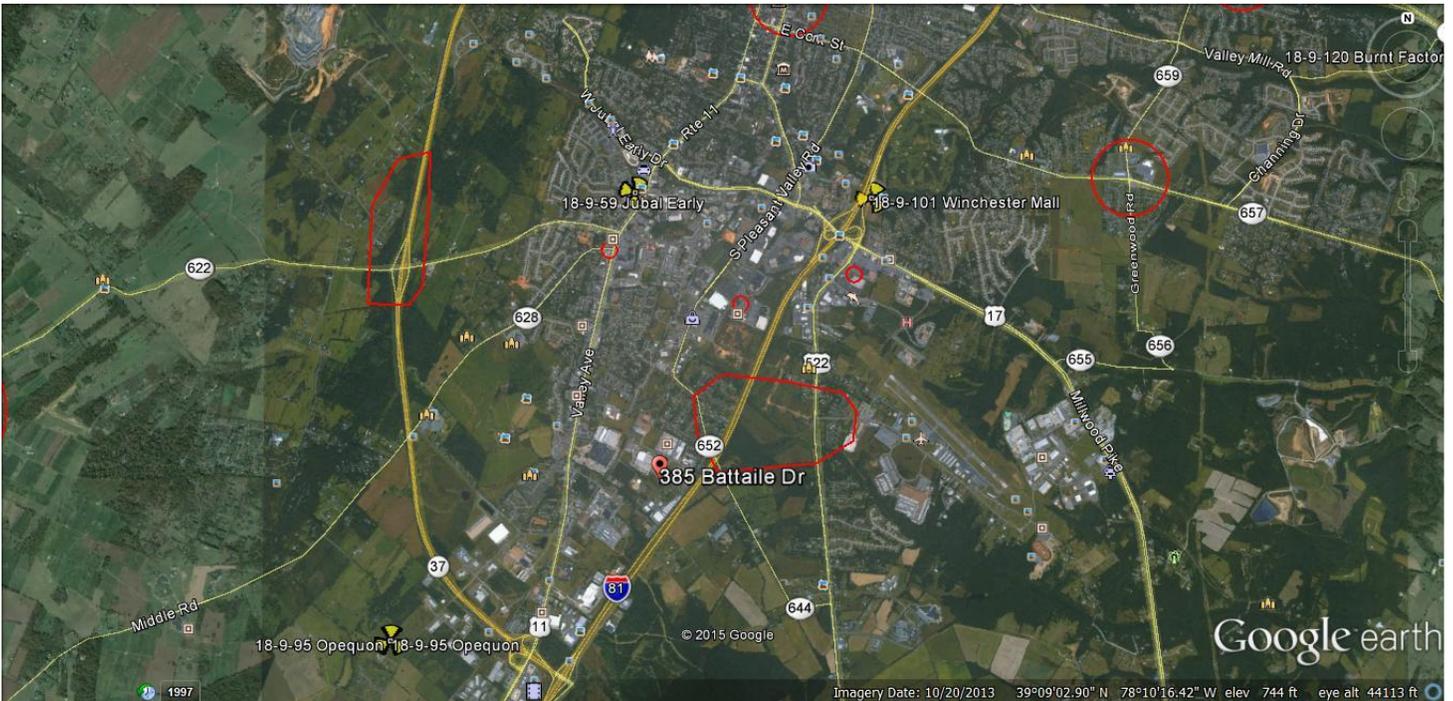
**Site Name: Bufflick**  
Wireless Communication Facility  
385 Battaile Drive,  
Winchester, VA 22601

*Photograph Information:*  
Summit Ave & First St  
View from the Northeast  
**SITE NOT VISIBLE**



**Coverage Objective:**

The proposed facility is needed to provide 4G LTE coverage to Hwy 522 (Front Royal Pike), and Winchester Regional airport. Additionally, the proposed facility will improve area capacity by offloading the beta and gamma sectors of the existing Verizon Wireless Winchester mall facility. As indicated below, the proposed facility is located approximately 2.25 miles southwest of the Winchester Mall site. The proposed location at 385 Bataille Dr. will provide needed coverage to the Winchester Regional Airport located approximately 1.5 miles east of the site. Additionally, the proposed facility will provide contiguous coverage along Front Royal Pike, while offloading the Winchester Mall site located to the north along Hwy 522.



Attachment: Site Selection (DOC-2015-6 : CU-15-558 385 Bataille Drive (Verizon))

**Candidate Selection:**

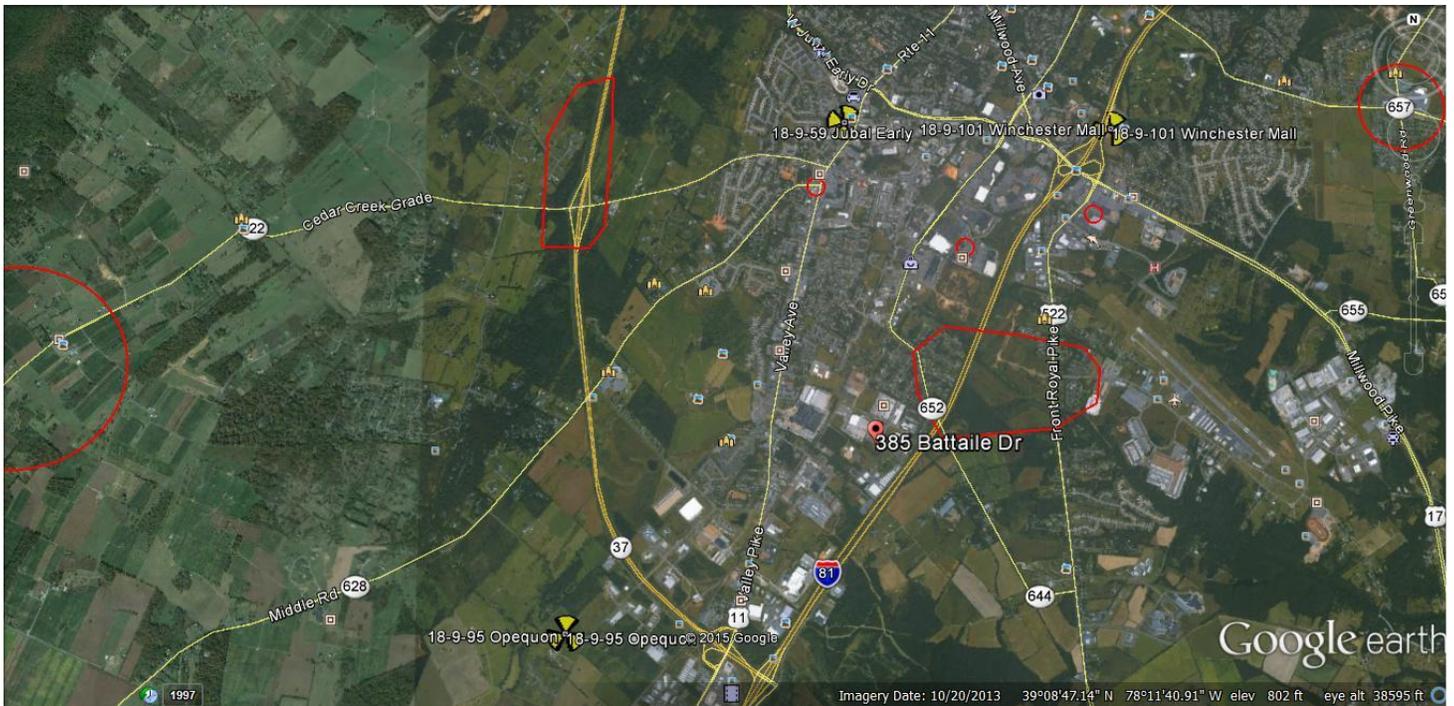
*In selecting locations for its wireless telecommunications facilities, Verizon Wireless strives to utilize existing structures whenever possible to minimize proliferation of additional structures.*

*In selecting a candidate to meet the area network requirements, Verizon Wireless first considered use of an existing silo located at the Pine Hill Farm, 281 Laurel Drive:*



*This parcel which includes two existing silos is located on County land that is zoned RA, and currently accommodates other wireless carrier installations. Due to the location of existing carriers, this site offers limited space for equipment. The Verizon Wireless installation would have to be located below the existing antennas. The lower height required would cause the signal to be blocked by the other silo, and the site is located too far southeast to meet the coverage objective.*

The nearest existing tower is Crown site #816359, located at 3074 Middle Road is 1.6 miles from the proposed location, and 2.2 miles west of the search area. Because this existing structure is located so far west of the search area, it would not meet the network objectives for this area; however, it was considered as a candidate for Verizon Wireless' neighboring Cedar Creek Grade site. The Cedar Creek Grade location is needed to provide 4G LTE coverage and contiguous coverage connectivity with planned and existing sites along State Route 37, West of Winchester and to improve capacity by offloading the surrounding, Opequan Alpha and Jubal Early Gamma sectors:



In pursuing this candidate, for the Cedar Creek Grade coverage area, we learned that this structure is currently at 100% loading, and the proposed Verizon Wireless installation will exceed acceptable tower loading.

Due to the proximity to the airport, there are no other existing structures to be considered within the search area.

Verizon Wireless then considered use of the Elks Club 867, located at 466 Front Royal Pike. This is a 7.31 acre parcel located within County limits and is zoned B2. Use of the Elks Club parcel would require construction of a new monopole. The Elks Club location is also located outside of the search area, and the industrial location of the proposed location at 385 Bataille Drive was preferred.

**VERIZON WIRELESS****Bufflick****Conditional Use Permit and Minor Site Plan Application for new Verizon Wireless Telecommunications Facility to be located at 385 Battaile Drive, Winchester, VA 22601**

**Applicant:** Diane De Laet for Verizon Wireless  
**Office Address:** 9305 Gerwig Lane, Columbia, MD 21046  
**Phone:** 240.527.1986  
**Email:** ddelaet@sceeng.com

**Description of Proposed Use.**

Verizon Wireless respectfully requests review and approval of this application for a new telecommunications facility and monopole tower.

The proposed facility consists of a new 12' wide access drive, a fenced 50'x50' compound to be located within a 60'x60' leased area. The proposed compound will contain a new 80' monopole with 12 antennas and 2 fiber lines, a 10'x16' concrete equipment pad with a canopy, a propane generator and related tank, an electrical backboard and mesa cabinet as reflected in the attached drawings dated 09.14.2015.

The proposed telecommunications facility is an integral part of Verizon Wireless' area wide wireless communications network. The proposed facility is needed in order to provide seamless area coverage in the City of Winchester, providing service to business, residents, and travelers through the area.

The proposed facility is an unmanned facility that is operational twenty four hours per day three hundred sixty five days per year. The proposed use is passive and will not generate noise, dust, light, glare, vibrations, traffic or odors. Typical traffic to and from the site is one visit per month for routine maintenance. The proposed facility will pose no threat to public health, safety or welfare and will not affect area telephone, radio or television reception, nor will it interfere with emergency communications.

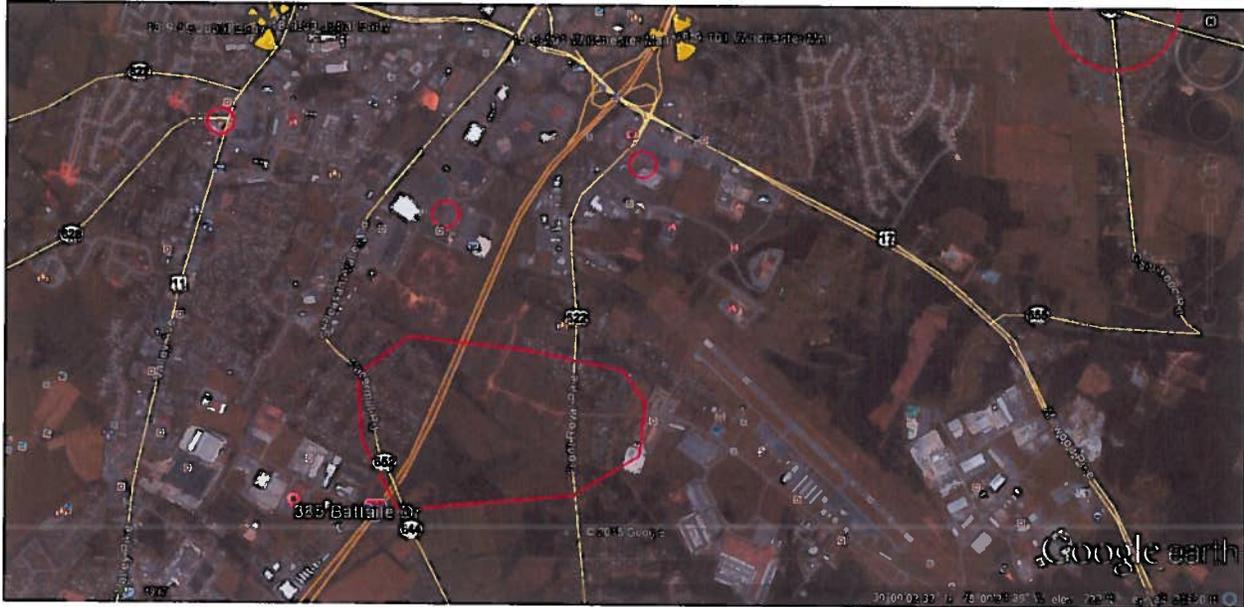
**Requirement for Proposed Use**

Telecommunication carriers must locate antenna sites according to a network design within relatively limited geographic parameters in order to provide uninterrupted coverage. The demand for wireless Internet access and the use of "Smart Phones" has exponentially increased the demand.

The proposed facility is needed to provide contiguous coverage throughout the area and provide the necessary capacity to support the ever increasing use of data within the community. Specifically, the proposed facility will provide 4G LTE coverage on Hwy522 (Front Royal Pike), and Winchester Regional airport and offload Winchester mall beta and gamma sectors for improved capacity:

## VERIZON WIRELESS

Bufflick



The proposed wireless telecommunications facility will provide improved coverage to residents, businesses, and visitors of Winchester.

The proposed heights of the antennas are at a sufficient height to allow radio signals to clear any obstructions and provide quality coverage to the intended service area. Additionally, the proposed monopole will be constructed with the capacity to accommodate two (2) future installations below the Verizon antenna array for additional carrier co-locations as well as the ability to have an extension up to twenty feet (20ft) above the Verizon array for another co-locator in the future, mitigating the need for additional new structures in the area.

#### **Compliance with General Provisions of §18-2-1 Conditional Use Permit**

Verizon Wireless strives to co-locate its facilities on existing structures when possible, and works with other carriers in an effort to minimize the proliferation of new towers in the area. The proposed facility has been sited and designed in accordance with the provisions of this Ordinance and in conformance with the Comprehensive Plan:

##### **18-2-1.1**

Conditional use permits may be granted by the City Council for any of the uses for which a permit is required by the provisions of this Ordinance. In granting any such use permit, the City Council may impose any such conditions in connection therewith as will assure that it will conform with the requirements contained herein and will continue to do so, and may require a guarantee or bond to ensure that the conditions imposed are being and will continue to be complied with. A conditional use permit shall not be issued unless the City Council shall find that:

**VERIZON WIRELESS****Bufflick**

- a. The proposal as submitted or as modified will not affect adversely the health, safety, or welfare of persons residing or working in the neighborhood of the proposed use; and will not be detrimental to public welfare or injurious to the property or improvements in the neighborhood. Among matters to be considered in this connection are traffic congestion, noise, lights, dust, odor, fumes, and vibration, with due regard for timing of operation, screening and other matters which might be regulated to mitigate adverse impact.
- b. The proposal as submitted or modified will conform to the Comprehensive Plan, or to specific elements of such plan, and the official policies adopted in relation thereto, including the purposes and the expressed intent of this Ordinance.

*The proposed facility has been sited and designed in accordance with all local, state and federal regulations. The proposed use is passive and will not generate odors, dust, gas, smoke, fumes, vibrations, glare or noise. The proposed facility does include a generator for emergency power which is run occasionally as a matter of routine maintenance and in the event of a power outage. The proposed facility presents no negative impact on the surrounding property uses or values. The structure has been located in a Light Industrial Zone which is best suited for the proposed use. The proposed facility will accommodate future carriers, thus minimizing the need for additional towers in the area. Additionally, the terms of the lease agreement between includes a provision for compliance with all applicable laws to include ordinances, zoning and land use regulations, and building codes.*

**18-2-1.2**

Proposals for transmitting and receiving facilities and towers for cellular communications systems and similar communications systems shall demonstrate the following: (2/14/96, Case TA-95-07, Ord. No. 002-96; 8/13/13, Case TA-13-198, Ord. No. 2013-21)

- All possible means for sharing space on existing towers or on existing buildings or other structures have been exhausted and no alternative other than constructing a new tower exists, and if a new tower is proposed, the applicant as executed a Letter of Intent to share space on their tower and negotiate in good faith with other interested parties;
- The height of any tower is not more than the minimum to accomplish required coverage and any new tower is separated from property lines in a residential district by not less than the height of the tower. In no case shall any tower exceed 75 feet in height in a LR, MR, HR, HR-1, RO-1, RB-1 or HS Districts, nor 100 feet in the B-1, B-2, CM-1, PC, MC or HE-1 Districts, nor 200 feet in the M-1 or M-2 Districts;
- The tower construction is of a design which minimizes the visual impact and the tower and other facilities have been camouflaged and/or screened from adjacent properties and rights of way to the maximum extent practicable. To this end, the proposal must provide for retention of existing stands of trees and the installation of screening where existing trees do not mitigate the visual impact of the facility. Such screening must, at a minimum, meet the requirements of Section 19-5-6.4d of this Ordinance. The Planning Commission may recommend and the City Council may require additional trees and screening when the minimum provisions do not mitigate adverse visual impacts of the facility;

**VERIZON WIRELESS**

Bufflick

- The electromagnetic fields do not exceed the radio frequency emission standards established by the American National Standards Institute or standard issued by the Federal Government subsequent to the adoption of this Ordinance.

*The proposed facility has been sited and designed in accordance with regulations for health and safety and will meet all requirements for human exposure. The proposed facility will not negatively impact the health, safety or welfare of persons living, working, or travelling in the area. The proposed Verizon Wireless facility has been sited and designed in accordance with the City's intent to minimize the visual impact of towers and related equipment. The height of the proposed monopole is sufficient to provide needed area coverage, and has will be designed to accommodate future carriers, thus minimizing the need for additional towers in the area. The location in a M1 Zone provides the most suitable, least obtrusive location for such a facility.*

**18-2-3 Procedures****18-2-3.1**

The procedures governing this application for and the granting of conditional use permit where required by this Ordinance shall be as follows: (10/11/83, Case 83-06, Ord. No. 034-83)

**18-2-3.2**

The applicant, who shall be a record owner, or contract owner with written approval of the owner, of the land involved (if a contract owner, copy of said contract shall be filled with and made a part of application), shall make application for the use permit to the Administrator on the form provided for that purpose, giving all information required by such form, including such other information which the Administrator may deem necessary for an intelligent consideration of the project for which a permit is desired. The application shall be accompanied by the fee as per Section 23-8, evidence of delinquent tax payment per Section 23-9, and disclosure of real party interest per Section 23-10 for this Ordinance and ten (10) copies of the following: (10/13/92, Case TA-92-02, Ord. No. 016-92; 8/16/02, Case TA-02-04, Ord. No. 014-2002)

*A lease agreement has been established between Verizon Wireless and the property owner. A redacted copy is included in this application package.*

**18-2-3.3**

A site plan in accordance with Article 19 of this Ordinance.

*Site plans have been submitted with the Conditional Use Application in accordance with the provisions of Article 19 of this Ordinance.*

**18-2-3.4**

The front, side, and rear elevations and floor plans of the proposed buildings.

**VERIZON WIRELESS****Bufflick**

*Verizon Wireless proposes construction of a new monopole for use as a wireless telecommunications facility. There are no existing buildings or structures in the area that provide sufficient height to achieve the Verizon Wireless Network requirements. The proposed equipment will be located on a concrete pad with a canopy. No new buildings are proposed.*

**18-2-3.5**

**Public Notice and Hearing.** The Administrator shall submit the conditional use permit application and copies of the site plan to the Commission, which shall make a recommendation to the City Council with shall approve, approve with conditions, or deny the application. No such use permits shall be considered by the Commission or the Council except after notice and hearing as per Section 23-7-1 of this Ordinance. Written notice shall be provided per Section 23-7-2 of this Ordinance for both the Commission and City Council hearings. (2/9/88, Case TA-87-14, Ord. No. 009-88; 10/13/92, Case TA-92-02, Ord. No. 016-92)

*Verizon Wireless will comply with the applicable provisions for public notice and hearings as required by this Ordinance.*

**18-2-3.6**

**Notification Signs.** For the hearing by both the Commission and City Council, the applicant shall place notification signage as per Section 23-7-3 of this Ordinance. (2/9/88, Case TA-87-14, Ord. No. 009-88; 10/13/92, Case TA-92-02, Ord. No. 016-92)

*Verizon Wireless will comply with the applicable provisions for notification signage as required by this Ordinance.*

# verizon

## "BUFFLICK"

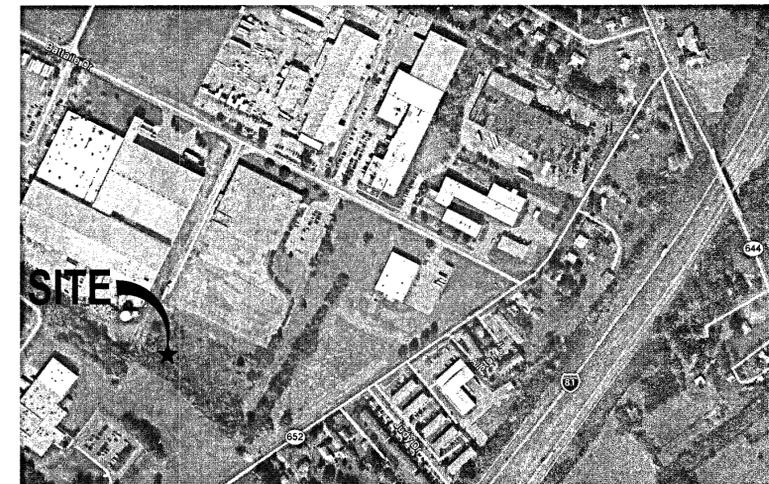
### 385 BATTAILE DRIVE, WINCHESTER, VA 22601

#### DRAWING INDEX

SHT.	DISCIPLINE	TITLE
ZD-1	TELECOMMUNICATIONS	PROJECT COVER SHEET
ZD-2	TELECOMMUNICATIONS	PROPOSED SITE PLAN
ZD-3	TELECOMMUNICATIONS	PROPOSED COMPOUND PLAN AND ELEVATION
ZD-4	TELECOMMUNICATIONS	PROPOSED ANTENNA SECTOR PLAN, DETAILS, RISER DIAGRAM
ZD-5	TELECOMMUNICATIONS	TYPICAL CIVIL DETAILS
ZD-6	TELECOMMUNICATIONS	TYPICAL CIVIL DETAILS

#### PROJECT DESCRIPTION

THE PROPOSED COMMUNICATIONS FACILITY IMPROVEMENTS WILL CONSIST OF CREATING A 12' WIDE ACCESS DRIVE, A FENCED 50'x50' COMPOUND INSIDE OF A 60'x60' LEASE AREA. THE COMPOUND WILL CONTAIN A 10'x16' CONCRETE EQUIPMENT PAD WITH CANOPY, PROPANE GENERATOR, PROPANE TANK, 80' MONOPOLE WITH 12 ANTENNAS AND 2 FIBER LINES, ELECTRICAL BACKBOARD AND MESA CABINET.



VICINITY MAP  
SCALE: 1"=600'-0"



#### DIRECTIONS TO SITE

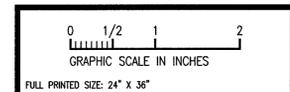
- FROM MONTPELIER ROAD:
- DEPART MONTPELIER ROAD TOWARD JOHNS HOPKINS ROAD.
  - TURN RIGHT ONTO JOHNS HOPKINS ROAD (0.4 MI).
  - TURN RIGHT ONTO SANNER ROAD (1.8 MI).
  - TAKE RAMP LEFT FOR MD-32 W (12.0 MI).
  - TAKE RAMP LEFT FOR I-70 W / US-40 W (27.5 MI).
  - TAKE RAMP RIGHT FOR US-15 SOUTH / US-340 WEST TOWARD CHARLES TOWN / LEESBURG (4.5 MI).
  - KEEP STRAIGHT ONTO US-340 W (12.8 MI).
  - ROAD NAME CHANGES TO WILLIAM L WILSON FREEWAY (2.3 MI).
  - KEEP STRAIGHT ONTO US-340 S / WILLIAM L WILSON FREEWAY (4.8 MI).
  - TAKE RAMP RIGHT FOR US-340 S / WV-9 E / VETERANS MEMORIAL HIGHWAY (13.4 MI).
  - TAKE RAMP FOR VA-7 W / HARRY BYRD HIGHWAY (9.0 MI).
  - TAKE RAMP RIGHT FOR I-81 S (2.0 MI).
  - TAKE RAMP RIGHT FOR US-17 NORTH / US-50 WEST / US-522 NORTH TOWARD WINCHESTER (0.3 MI).
  - TURN RIGHT ONTO US-17 N / US-50 W / US-522 N / MILLWOOD AVENUE (417 FT).
  - BEAR LEFT ONTO E JUBAL EARLY DRIVE (0.3 MI).
  - TURN LEFT ONTO S PLEASANT VALLEY ROAD (1.4 MI).
  - BEAR LEFT ONTO PAPERMILL ROAD (0.5 MI).
  - TURN RIGHT ONTO SHAWNEE DRIVE (0.2 MI).
  - BEAR RIGHT ONTO BATTAILE DRIVE (0.2 MI).
  - ARRIVE AT SITE ON LEFT.

REV.	DESCRIPTION	DATE
F	ADDITIONAL NOTES	10/28/15
E	COUNTY COMMENTS	09/14/15
D	REVISED GENERATOR	06/17/15
C	REVISED FOR OUTDOOR EQUIPMENT	10/30/14
B	REVISED FOR FUTURE CARRIERS	09/17/14
A	ISSUED FOR REVIEW	05/09/14



**LAVELLE & ASSOCIATES INCORPORATED**  
PLANNERS • SURVEYORS

9732 Industry Lane  
Frederick, Maryland 21704  
TEL: (301) 695-9722  
FAX: (301) 695-9766



**"BUFFLICK"**  
N/F OLD NATIONAL LLC  
D.B. 275, P. 0788  
TM. 351-02-5  
WINCHESTER, VA

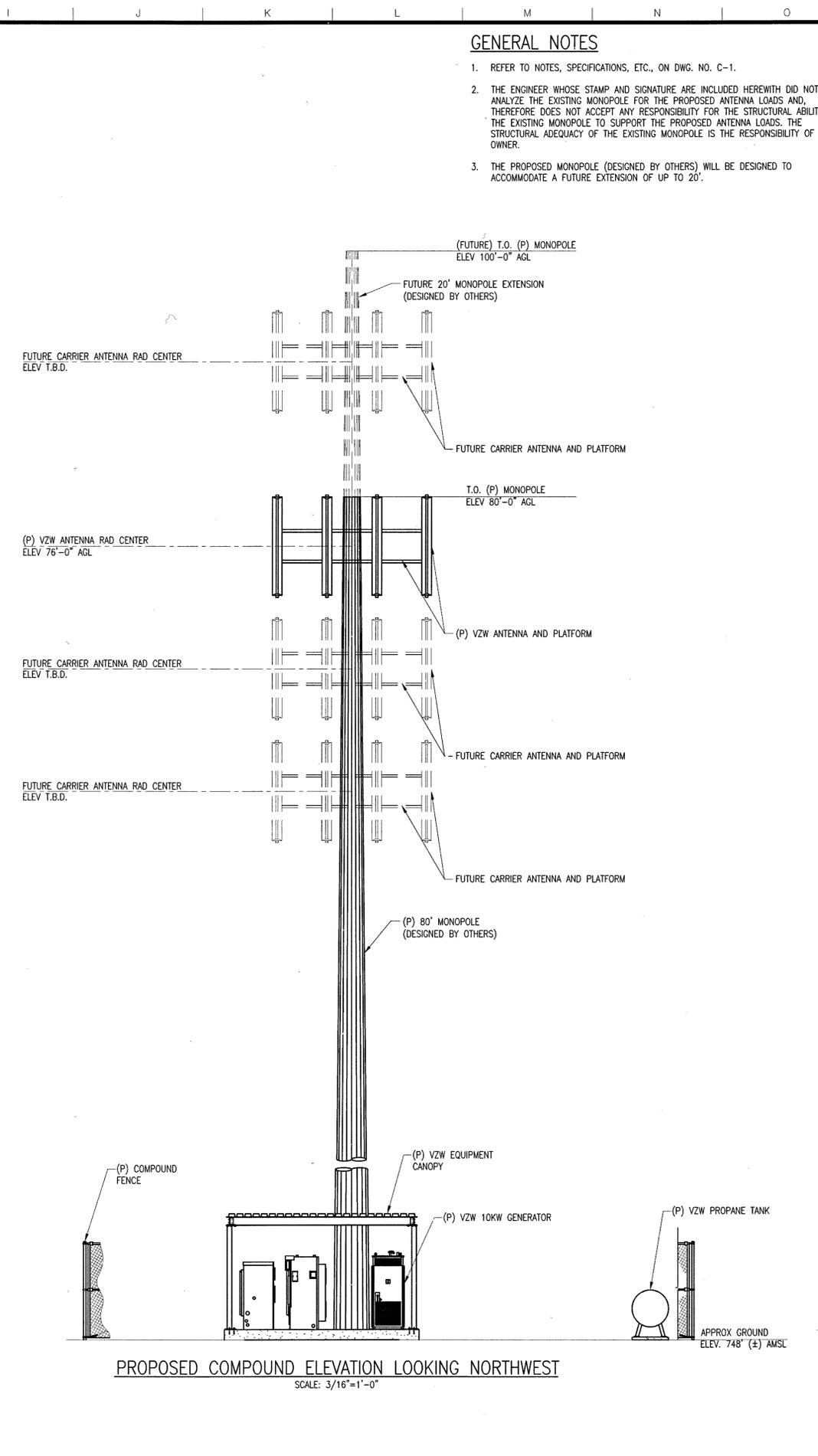
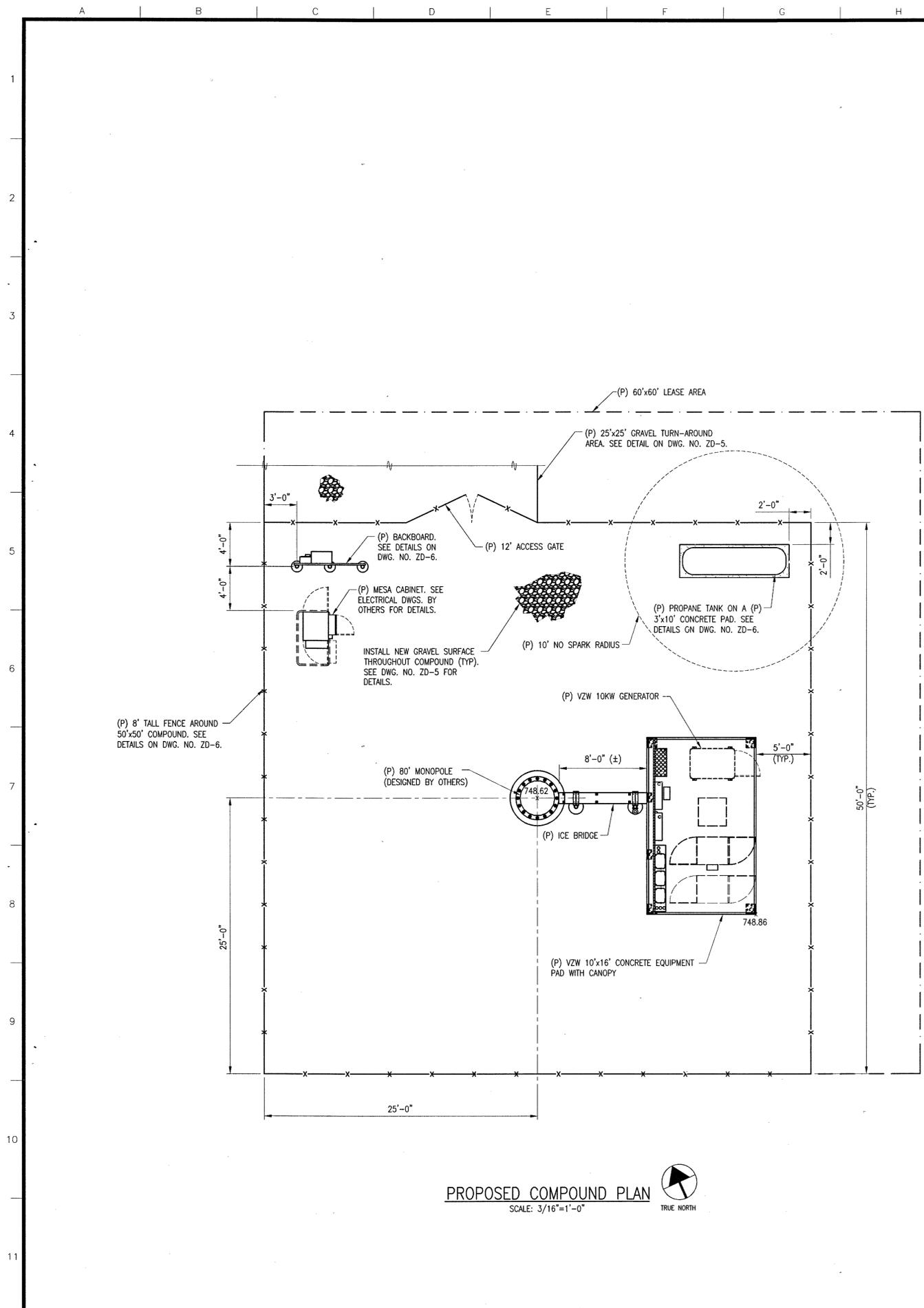
**TELECOMMUNICATIONS**

**PROJECT COVER SHEET**

<b>TAI</b> ENGINEERS, MANAGERS, TECHNICAL SERVICES	
8200 Rock Brook Boulevard, Suite 500 Owings Mills, Maryland 21117 tel: 410-536-3100 • fax: 410-536-3109	
SCALE: AS SHOWN	XXXX
DRAWN BY: DAG	PROJECT NO.: 13-1118
ENGINEER: TLB	CLIENT NO.: XXXX

DRAWING NUMBER  
**ZD-1**





**GENERAL NOTES**

1. REFER TO NOTES, SPECIFICATIONS, ETC., ON DWG. NO. C-1.
2. THE ENGINEER WHOSE STAMP AND SIGNATURE ARE INCLUDED HEREWITH DID NOT ANALYZE THE EXISTING MONOPOLE FOR THE PROPOSED ANTENNA LOADS AND, THEREFORE DOES NOT ACCEPT ANY RESPONSIBILITY FOR THE STRUCTURAL ABILITY OF THE EXISTING MONOPOLE TO SUPPORT THE PROPOSED ANTENNA LOADS. THE STRUCTURAL ADEQUACY OF THE EXISTING MONOPOLE IS THE RESPONSIBILITY OF THE OWNER.
3. THE PROPOSED MONOPOLE (DESIGNED BY OTHERS) WILL BE DESIGNED TO ACCOMMODATE A FUTURE EXTENSION OF UP TO 20'.

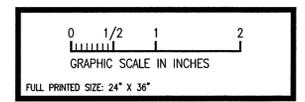
REV.	DESCRIPTION	DATE
F	ADDITIONAL NOTES	10/28/15
E	COUNTY COMMENTS	09/14/15
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REVISIONS



**LAVELLE & ASSOCIATES INCORPORATED**  
PLANNERS • SURVEYORS

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Frederick, Maryland 21704  
TEL: (301) 695-9722  
FAX: (301) 695-9768



**"BUFFLICK"**  
N/F OLD NATIONAL LLC  
D.B. 275, P. 0788  
TM. 351-02-5  
WINCHESTER, VA

**TELECOMMUNICATIONS**

**PROPOSED COMPOUND PLAN AND ELEVATION**

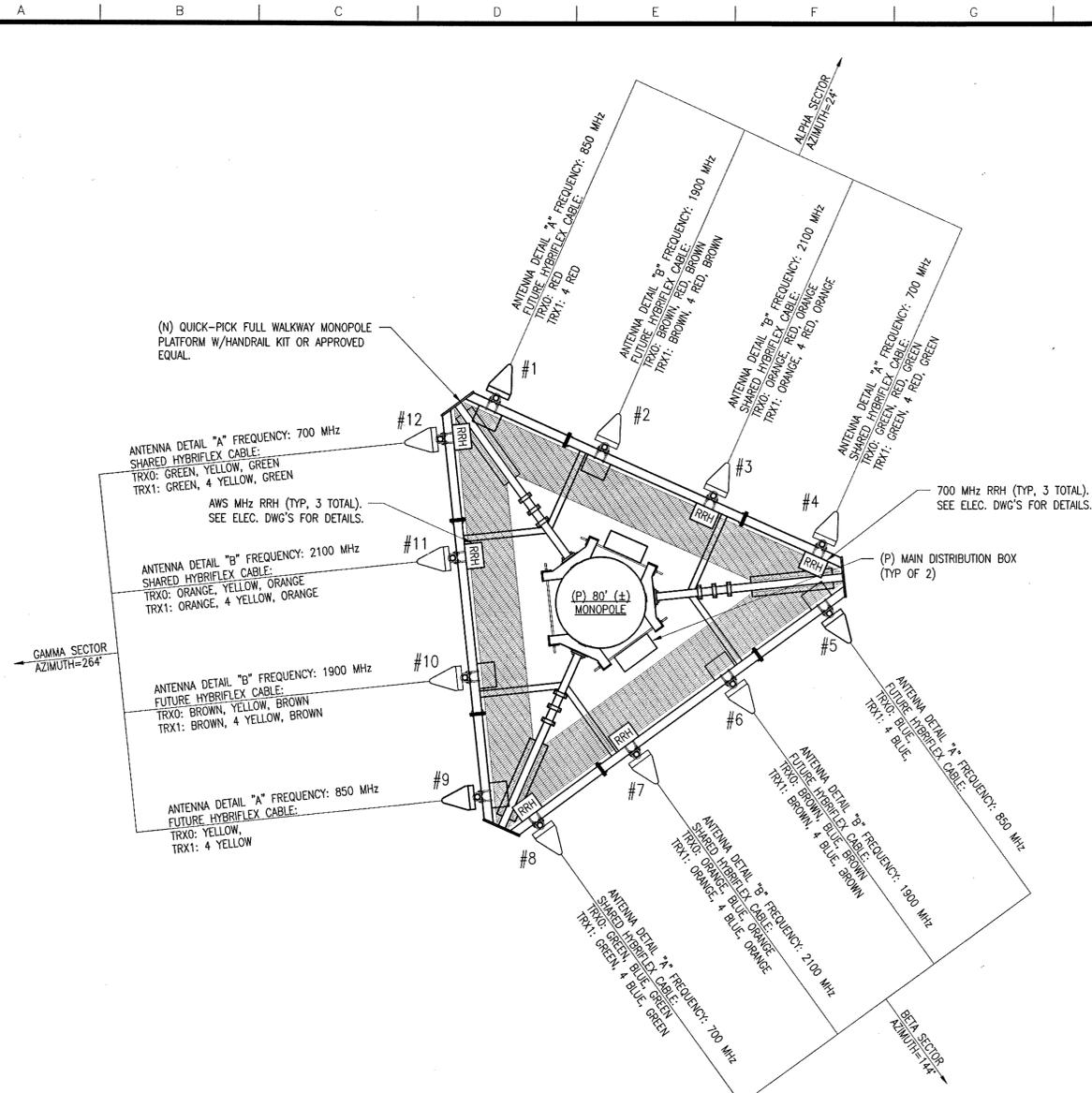
**TAI** ENGINEERS, MANAGERS, TECHNICAL SERVICES  
1021 Red Brook Boulevard, Suite 200  
Owings Mills, Maryland 21117  
tel: 410-356-1188 • fax: 410-356-3109

SCALE: AS SHOWN - XXXX  
DRAWN BY: DAG PROJECT NO.: 13-1118  
ENGINEER: TLB CLIENT NO.: XXXX

DRAWING NUMBER  
**ZD-3**

GENERAL NOTES

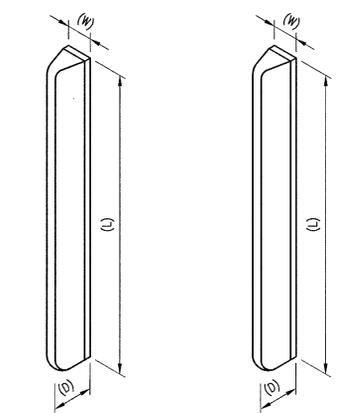
1. REFER TO NOTES, SPECIFICATIONS, ETC., ON DWG. NO. C-1.



- NOTE:
- RRH LOCATED UNDER EACH 700 AND 850 MHz ANTENNA. SEE ELECTRICAL DRAWINGS BY OTHERS FOR DETAILS.
  - APPROX. CABLE LENGTHS SHOWN IN SCHEDULE.
  - MONOPOLE MAY BE EXTENDED BY 20' IN THE FUTURE.

PROPOSED ANTENNA SECTOR PLAN AT RAD CENTER ELEV. 76'-0" AGL

SCALE: 3/8"=1'-0"

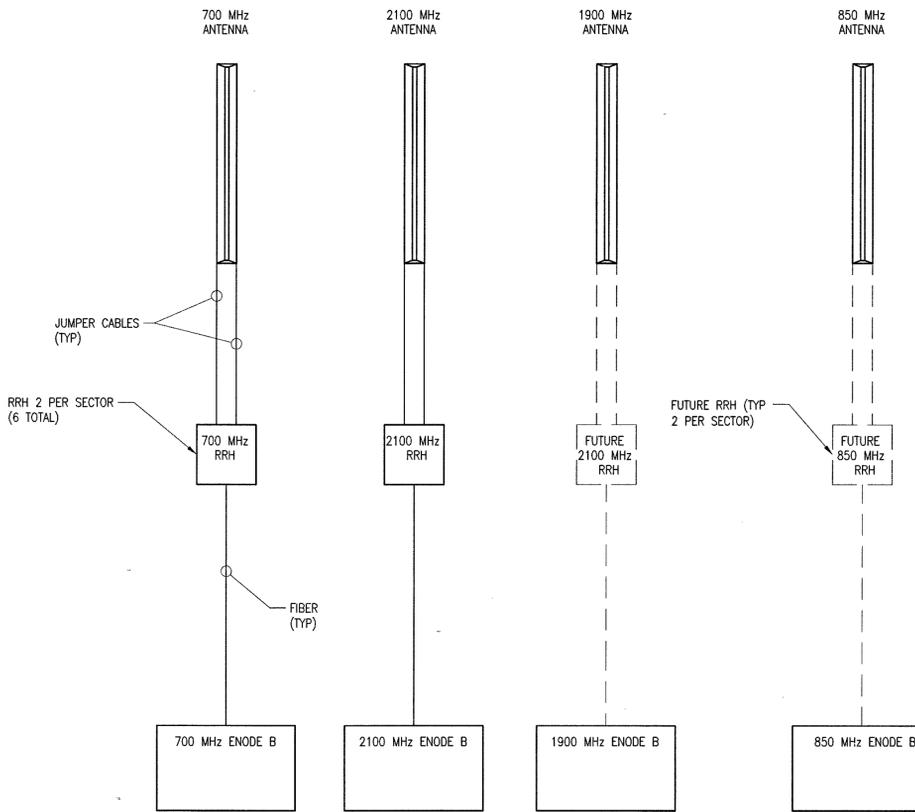


ANTENNA "A" DIMENSIONS  
BXA-70063-8CF-2  
94.6" (L)x11.2" (W)x4.5" (D)

ANTENNA "B" DIMENSIONS  
BXA-171063-12CF-EDIN-0  
72.4" (L)x6.1" (W)x4.1" (D)

ANTENNA DETAILS

SCALE: N.T.S.



NOTE: SEE ELECTRICAL DRAWINGS BY OTHERS FOR DETAILS.

TYPICAL CABLE RISER DIAGRAM

SCALE: NONE

ANTENNA AND CABLE SCHEDULE									
ANTENNA MARK	ANTENNA SECTOR	TYPE OF ANTENNA	ANTENNA FREQUENCY	ANTENNA AZIMUTH	ANTENNA RAD CENTER	ESTIMATED CABLE LENGTH	CABLE TYPE	CABLE SIZE	ADDITIONAL EQUIPMENT
#1	ALPHA	ANTENNA DETAIL "A"	850 MHz	24°	76'-0"	96'-0"	FUTURE FIBER	1 5/8" DIA.	700 MHz RRH AWS MHz RRH
#2	ALPHA	ANTENNA DETAIL "B"	1900 MHz	24°	76'-0"	96'-0"	FUTURE FIBER	1 5/8" DIA.	FUTURE 850 MHz RRH FUTURE PCS MHz RRH
#3	ALPHA	ANTENNA DETAIL "B"	2100 MHz	24°	76'-0"	96'-0"	SHARED FIBER	1 5/8" DIA.	
#4	ALPHA	ANTENNA DETAIL "A"	700 MHz	24°	76'-0"	96'-0"	SHARED FIBER	1 5/8" DIA.	
#5	BETA	ANTENNA DETAIL "A"	850 MHz	144°	76'-0"	96'-0"	FUTURE FIBER	1 5/8" DIA.	700 MHz RRH AWS MHz RRH
#6	BETA	ANTENNA DETAIL "B"	1900 MHz	144°	76'-0"	96'-0"	FUTURE FIBER	1 5/8" DIA.	FUTURE 850 MHz RRH FUTURE PCS MHz RRH
#7	BETA	ANTENNA DETAIL "B"	2100 MHz	144°	76'-0"	96'-0"	SHARED FIBER	1 5/8" DIA.	
#8	BETA	ANTENNA DETAIL "A"	700 MHz	144°	76'-0"	96'-0"	SHARED FIBER	1 5/8" DIA.	
#9	GAMMA	ANTENNA DETAIL "A"	850 MHz	264°	76'-0"	96'-0"	FUTURE FIBER	1 5/8" DIA.	700 MHz RRH AWS MHz RRH
#10	GAMMA	ANTENNA DETAIL "B"	1900 MHz	264°	76'-0"	96'-0"	FUTURE FIBER	1 5/8" DIA.	FUTURE 850 MHz RRH FUTURE PCS MHz RRH
#11	GAMMA	ANTENNA DETAIL "B"	2100 MHz	264°	76'-0"	96'-0"	SHARED FIBER	1 5/8" DIA.	
#12	GAMMA	ANTENNA DETAIL "A"	700 MHz	264°	76'-0"	96'-0"	SHARED FIBER	1 5/8" DIA.	

HYBRIFLEX CABLE MINIMUM BEND RADIUS	
	MINIMUM BEND RADIUS
SINGLE BENDING RADIUS	8"
MULTIPLE BENDING RADIUS	20"

(2) MAIN DISTRIBUTION BOX

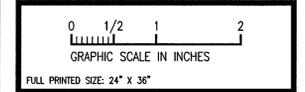
REV.	DESCRIPTION	DATE
F	ADDITIONAL NOTES	10/28/15
E	COUNTY COMMENTS	09/14/15
D	REVISED GENERATOR	06/17/15
C	REVISED FOR OUTDOOR EQUIPMENT	10/30/14
B	REVISED FOR FUTURE CARRIERS	09/17/14
A	ISSUED FOR REVIEW	05/09/14



**verizon**

**LAVELLE & ASSOCIATES INCORPORATED**  
PLANNERS - SURVEYORS

5732 Industry Lane  
Frederick, Maryland 21704  
TEL: (301) 695-9722  
FAX: (301) 695-9766



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D.B. 275, P. 0788  
TM. 351-02-5  
WINCHESTER, VA

**TELECOMMUNICATIONS**

**PROPOSED ANTENNA SECTOR PLAN, DETAILS AND RISER DIAGRAM**

**TAI** ENGINEERS - MANAGERS - TECHNICAL SERVICES  
1001 West Enoch Esplanade, Suite 3000  
Owings Mills, Maryland 21117  
Tel: 410-386-3100 • Fax: 410-386-3109

SCALE: AS SHOWN PROJECT NO.: XXXX  
DRAWN BY: DAG CLIENT NO.: 13-1118  
ENGINEER: TLB

DRAWING NUMBER  
**ZD-4**

GENERAL NOTES

1. REFER TO NOTES, SPECIFICATIONS, ETC., ON DWG. NO. C-1.

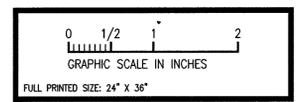
REV.	DESCRIPTION	DATE
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C	REVISED FOR OUTDOOR EQUIPMENT	10/30/14
B	REVISED FOR FUTURE CARRIERS	09/17/14
A	ISSUED FOR REVIEW	05/09/14



**verizon**

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PLANNERS • SURVEYORS

5732 Industry Lane  
Friedrich, Maryland 21704  
TEL: (301) 695-9722  
FAX: (301) 695-9765



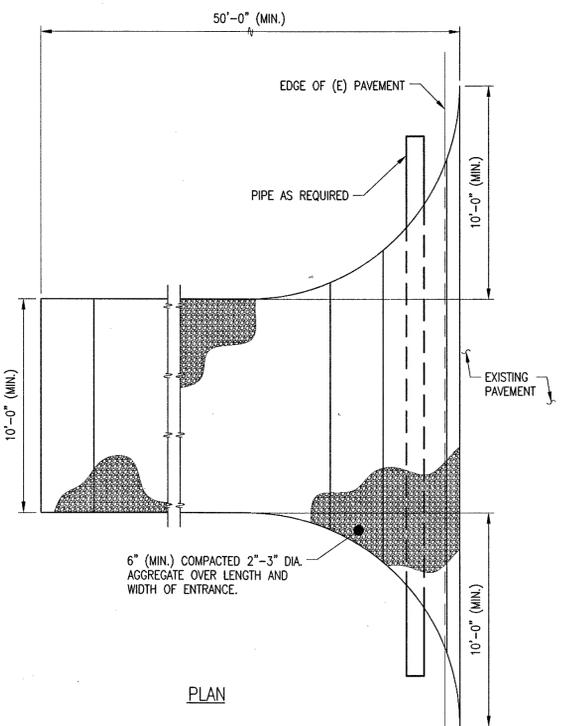
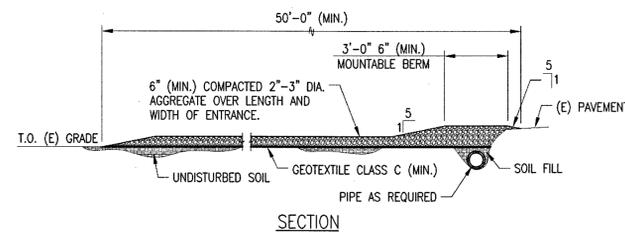
**"BUFFLICK"**  
N/F OLD NATIONAL LLC  
D.B. 275, P. 0788  
TM. 351-02-5  
WINCHESTER, VA

TELECOMMUNICATIONS

TYPICAL CIVIL DETAILS

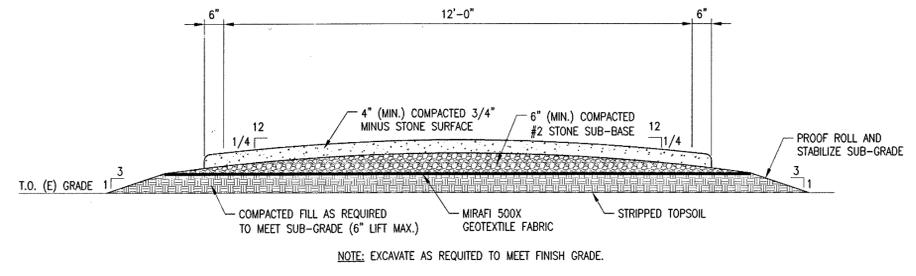
SCALE:	AS SHOWN	XXX
DRAWN BY:	DAG	PROJECT NO.: 13-1118
ENGINEER:	TLB	CLIENT NO.: XXX

DRAWING NUMBER  
**ZD-5**

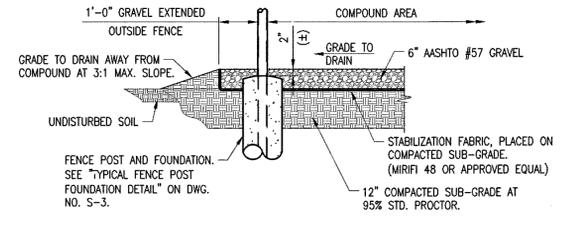


- NOTES:
1. ALL SURFACE WATER FLOWING TO OR DIVERTED TOWARD CONSTRUCTION ENTRANCE SHALL BE PIPED THROUGH THE ENTRANCE, MAINTAINING POSITIVE DRAINAGE. PIPE INSTALLED THROUGH THE STABILIZED CONSTRUCTION ENTRANCE SHALL BE PROTECTED WITH A MOUNTABLE BERM WITH 5:1 SLOPES AND A MINIMUM OF 6" OF STONE OVER PIPE. PIPE SHOULD BE SIZED ACCORDING TO THE AMOUNT OF RUNOFF TO BE CONVEYED. A 6" DIAMETER MINIMUM PIPE WILL BE REQUIRED.
  2. A STABILIZED CONSTRUCTION ENTRANCE SHALL BE LOCATED AT EVERY POINT WHERE CONSTRUCTION TRAFFIC ENTERS OR LEAVES THE CONSTRUCTION SITE. VEHICLES LEAVING THE SITE MUST TRAVEL OVER THE ENTIRE LENGTH OF THE STABILIZED CONSTRUCTION ENTRANCE.

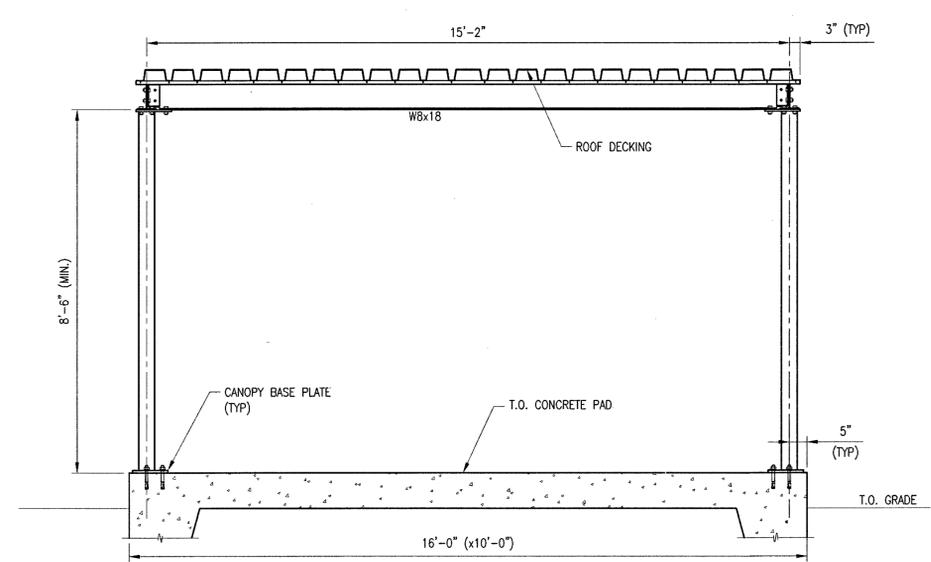
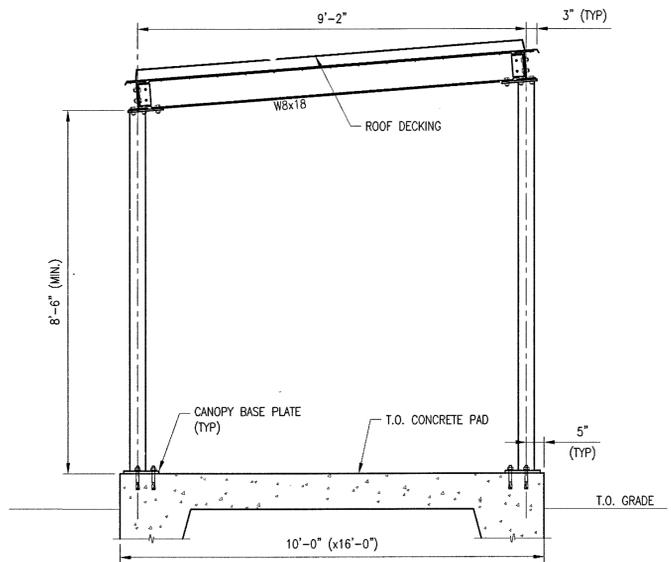
TYPICAL TEMPORARY CONSTRUCTION ENTRANCE DETAIL  
SCALE: 1/4"=1'-0"



TYPICAL GRAVEL DRIVE SURFACING DETAIL  
SCALE: 1/2"=1'-0"



TYPICAL GRAVEL COMPOUND SURFACE DETAIL  
SCALE: 1/2"=1'-0"

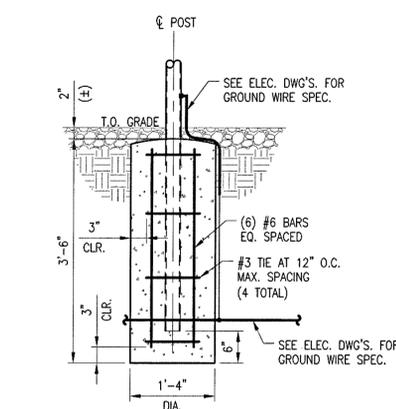
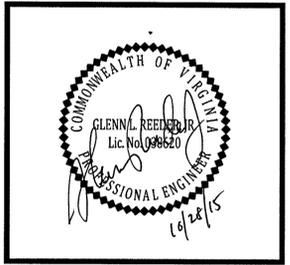


PROPOSED CANOPY & FOUNDATION ELEVATIONS  
SCALE: 1/2"=1'-0"

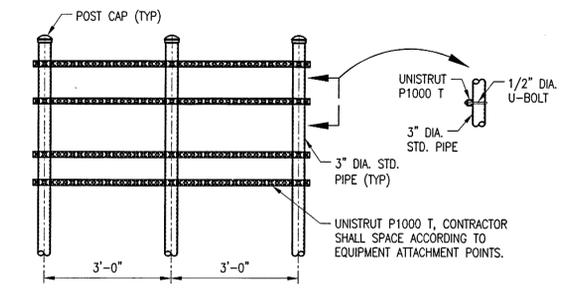
GENERAL NOTES

1. REFER TO NOTES, SPECIFICATIONS, ETC., ON DWG. NOS. C-1 AND S-1.

REV.	DESCRIPTION	DATE
F	ADDITIONAL NOTES	10/28/15
E	COUNTY COMMENTS	09/14/15
D	REVISED GENERATOR	06/17/15
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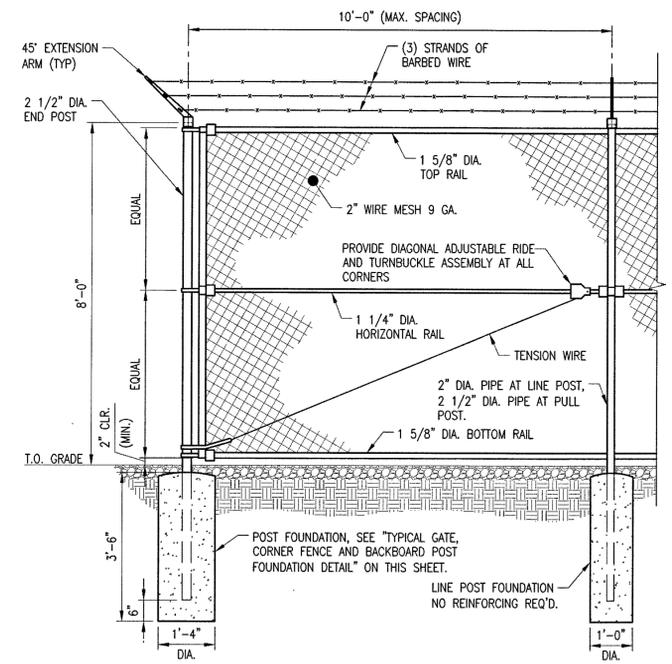


TYPICAL GATE, CORNER FENCE AND BACKBOARD POST FOUNDATION DETAIL  
SCALE: 3/4"=1'-0"



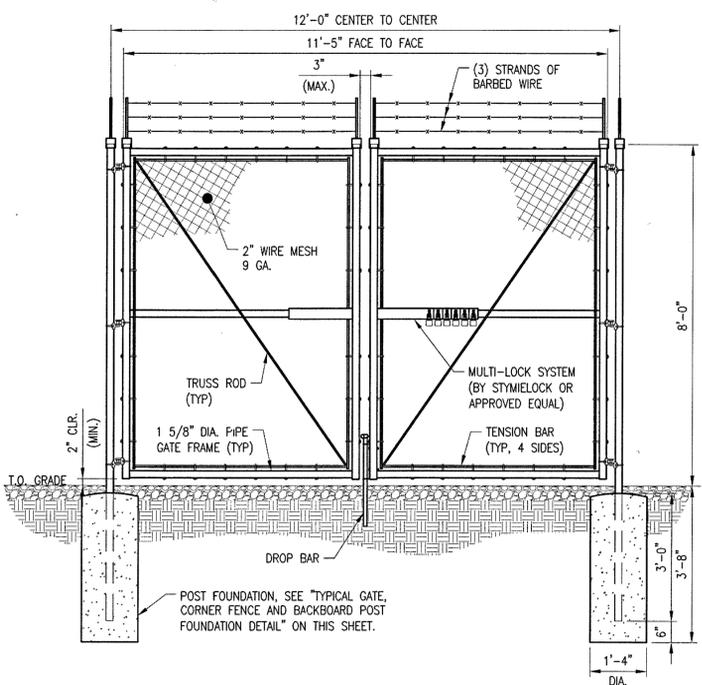
- NOTES:
- ALL METALLIC ITEMS SHALL BE STAINLESS STEEL OR HOT-DIPPED GALVANIZED. ALL FIELD CUTS SHALL BE BRUSHED MARINE GRADE GALVANIZING.
  - ALL EXPOSED UNISTRUT ENDS SHALL BE CAPPED.

TYPICAL BACKBOARD DETAIL  
SCALE: 1/2"=1'-0"

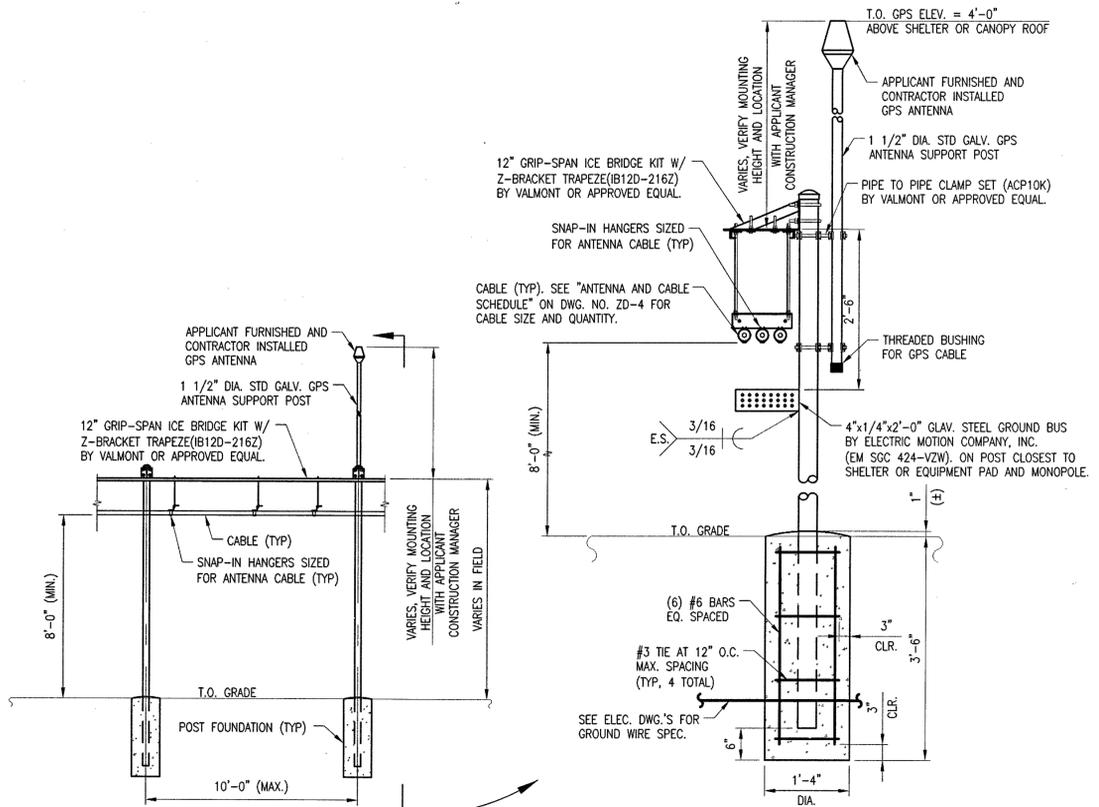


- FENCE NOTES:
- FENCE POST SPACING NOT TO EXCEED 10'-0" O.C.
  - GATE POST, CORNER, TERMINAL OR PULL POST 2-1/2" DIA. SCH. 40 FOR GATE WIDTHS UP TO 6 FEET OR 12 FEET FOR DOUBLE SWING GATE PER ASTM-F1083.
  - LINE POST: 2" DIA. SCH. 40 PIPE PER ASTM-F1083.
  - GATE FRAME: 1-1/2" SCH. 40 PIPE PER ASTM-F1083.
  - TOP RAIL AND BRACE RAIL: 1-1/2" SCH. 40 PIPE PER ASTM-F1083.
  - FABRIC: 12 GA. CORE WIRE SIZE 2" MESH, CONFORMING TO ASTM-A329.
  - TIE WIRE: MIN. 11 GA. GALVANIZED STEEL AT POSTS AND RAILS. A SINGLE WRAP OF FABRIC TIE AT TENSION WIRE BY HOG RINGS SPACED MAX. 2'-0" INTERVALS.
  - TENSION WIRE: 7 GA. GALVANIZED STEEL.
  - BARBED WIRE: DOUBLE STRAND 12-1/2" OVERALL DIA. TWISTED WIRE TO MATCH
  - LOCAL ORDINANCE OF BARBED WIRE PERMIT REQUIREMENT SHALL BE COMPLIED WITH IF REQUIRED.
  - HEIGHT = 8'-0" VERTICAL + 1'-6" BARBED WIRE VERTICAL DIMENSION.
  - TENSION ALL BARBED WIRE TO SNUG TIGHT.

TYPICAL CHAINLINK FENCE DETAIL  
SCALE: 1/2"=1'-0"



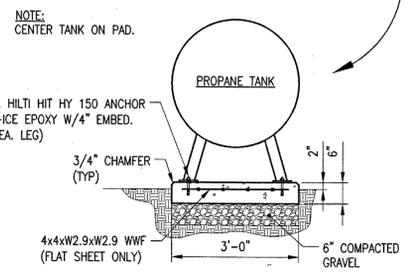
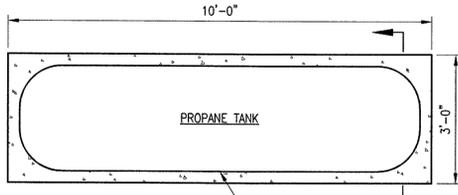
TYPICAL DOUBLE GATE DETAIL  
SCALE: 1/2"=1'-0"



ELEVATION  
SCALE: 1/4"=1'-0"

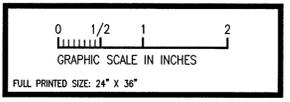
TYPICAL SECTION  
SCALE: 3/4"=1'-0"

COAX CABLE ICE BRIDGE DETAIL



PROPANE TANK FOUNDATION DETAILS  
SCALE: 1/2"=1'-0"

**LAVELLE & ASSOCIATES INCORPORATED**  
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TM. 351-02-5  
WINCHESTER, VA

**STRUCTURAL**

**TYPICAL CIVIL DETAILS**

SCALE:	AS SHOWN	PROJECT NO.:	XXXX
DRAWN BY:	DAG	CLIENT NO.:	13-1118
ENGINEER:	TLB		XXX

DRAWING NUMBER  
**ZD-6**

# CITY OF WINCHESTER, VIRGINIA

## CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: November 24, 2015

RESOLUTION \_\_\_ ORDINANCE  DESCRIPTION/PRESENTATION \_\_\_

**ITEM TITLE:** An Ordinance to Add Article 31 Section 45 and Amend Section 65 of the Winchester City Code Pertaining to Collection of Taxi Cab Fees

**PUBLIC HEARING DATE:** December 22, 2015 at 12:00 AM

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. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

**Review:**

Kevin Sanzenbacher	Completed	09/18/2015 11:52 AM
Mary Blowe	Completed	11/19/2015 9:35 AM
Anthony Williams	Completed	11/19/2015 2:23 PM
Eden Freeman	Completed	11/19/2015 5:43 PM

Approved as to form:

**Kevin Sanzenbacher**

Kevin Sanzenbacher, Chief of Police 9/18/2015

By: \_\_\_\_\_

**Winchester**  
office of the  
city attorney *Virginia*

Anthony C. Williams, City Attorney  
Office of the City Attorney  
15 N. Cameron Street, Suite 313  
Winchester, VA 22601  
Phone: 540-667-1815, x 1433  
Fax: 540-667-2259

**Eden Freeman**  
Eden Freeman, City Manager 11/19/2015

# CITY COUNCIL ACTION MEMO

**To:** Honorable Mayor and Members of City Council  
**From:** Kevin Sanzenbacher, Chief of Police  
**Date:** November 24, 2015  
**Re:** An Ordinance to Add Article 31 Section 45 and Amend Section 65 of the Winchester City Code Pertaining to Collection of Taxi Cab Fees

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**THE ISSUE:** The Winchester Police Department (WPD) is asking the Common Council to change the fee structure for permits to operate taxicabs and allow the City to collect a fee for the application for a Certificate of Public Convenience and Necessity. These permits and the ensuing fee structure are mandated by City ordinance to operate a taxicab and cab company. We feel the costs requested more realistically reflect our cost of administering our approval process for these applications and capture increases we must incur for fingerprinting and state record checks, which are beyond our control. In addition, the wording included will keep us from returning to the Council each time a State agency increase the fees charged to us.

**RELATIONSHIP TO STRATEGIC PLAN:** Goal III - Advance the Quality of Life for Winchester Residents

**BACKGROUND:** WPD is required, by City Ordinance Chapter 13, to conduct an investigation into the fitness and qualifications of perspective cab drivers and cab companies with each new application. There is also a renewal required every three years for taxi drivers. A request for a new taxi driver permit can take up to 3.5 hours to process. A new Certificate of Public Convenience and Necessity can take over 2 days to process. The cost to process these applications far exceeds the fees collected under the current rate structure (\$25 for driver permit \$0 for Certificate). These costs include labor to run numerous background checks on applicants and businesses and administrative processing. The State Department of Social Services just raised the fee they collect for child welfare and abuse checks from \$7 to \$10. This means we now expend the entire current fee of \$25 to recover our costs charged by the State (\$15 for a Criminal History) and Social Services in order to perform these checks (see attached chart). If these rates go higher we will actually lose money on each transaction without consideration of our labor costs.

In addition, the WPD would like to see an additional fee of \$25 imposed for taxi operators who lose their permit and need to have it replaced. We currently do not charge a fee for this service. However, since there are costs associated with reproducing the permit, WPD would like to be able to recover these costs. This is analogous to the manner in which the DMV charges for lost driver's licenses.

Finally, the Commonwealth has just passed legislation allowing TNCs (Transportation

Networking Companies, presently operating as Uber, lyft) to operate within the state. We anticipate this legislation will lead to a significant increase in TNCs operating in the City. The State legislation does not override our local ordinance so any TNC operating here will also be subject to our requirements. The State requirements to operate as a TNC are that the vehicle must display both an identification marker issued by DMV identifying the vehicle as registered for TNC use and trade dress issued by the TNC that clearly identifies the TNC or TNCs with which the vehicle is associated. This will increase our workload and expenses as each TNC vehicle will have to be inspected and the background of each driver will have to be checked.

These fee changes were shared with all the licensed cab companies in the City, via email on July 21, 2015. The Chief also spoke to several owners on the phone and provided them with copies of the proposed ordinance. None have responded with any comments or concerns other than the fact the increased fee for drivers may put a burden on the individual. We believe if this is a burden it should be shared between the applicant and his prospective employer not be borne by the City of Winchester.

**BUDGET IMPACT:** This will have a positive impact on funds contributed to the General Fund. The additional \$25 collected from drivers will have an estimated added value of \$2,300. The fees collected for the Certificate of Convenience and Necessity will generate an added \$1,000. Not taking action will result in \$3 per transaction loss to current revenue.

**OPTIONS:** Available options include:

1. Maintain the status quo
2. Adopt the ordinance
3. Adopt a modified fee structure

**RECOMMENDATIONS:** WPD recommends Council adopt the ordinance as drafted.

**AN ORDINANCE TO ADD ARTICLE 31 SECTION 45 AND AMEND SECTION 65 OF THE WINCHESTER CITY CODE PERTAINING TO COLLECTION OF TAXI CAB FEES**

WHEREAS, Winchester Police Department wishes to improve their service to the community through efficiencies; and

WHEREAS, the current fees charged to license taxicab drivers and cab companies do not cover the cost of processing; and

WHEREAS, fees charged by the Commonwealth may soon outstrip what the City collects; and

WHEREAS, the Winchester Police Department believes they may see an increase in applications as Transportation Networking Companies become more prevalent; and

WHEREAS, the 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 31 Section 45 of the Winchester City Code is added and Section 65 is hereby amended as follows:

**SECTION 31-45. FEES.**

(A) The schedule of fees with reference to Certificate of Public Convenience and Necessity shall be as follows:

<u>For each new application .....</u>	<u>\$100.00</u>
<u>For each application for renewal of permit.....</u>	<u>\$100.00</u>

(b) All fees provided for in this section shall be collected by the Chief of Police, or some member of the police department designated by him, and shall promptly be paid over to the city Treasurer to be placed in the general fund. (Ord. No. 016-2002, 6-11-02)

**SECTION 31-65. FEES.**

~~(A) The schedule of fees with reference to taxicab drivers' permits shall be as follows:~~

<del>For each new application .....</del>	<del>\$25.00</del>
<del>For each application for renewal of permit.....</del>	<del>\$25.00</del>

(a) The schedule of fees reference to taxicab drivers' permits shall be \$25.00 processing fee for each new application plus current charges for Central Registry and Release of Information from the Virginia Department of Social Services, and Virginia State Police Criminal History.

For each application for renewal of permit the schedule of fees shall be \$25.00 processing fee for each new application plus current charges for Central Registry and Release of

Information from the Virginia Department of Social Services and Virginia State Police Criminal History.

(b) All fees provided for in this section shall be collected by the Chief of Police, or some member of the police department designated by him, and shall promptly be paid over to the city Treasurer to be placed in the general fund. (Ord. No. 016-2002, 6-11-02)

STRIKEOUT -REMOVED  
UNDERLINE- ADDED

## NEW TAXI COMPANY FOR CERTIFICATE

### Investigation

1. Review application
  2. Check Court by Internet - 25 or more depending on area where applicant has worked or resided
  3. Check Maryland by Internet
  4. Check Driving Status, If Wanted Person, State & National Sex Offender Registry
  5. Check Name, Company Name, Address, Phone Number, Maiden Name by Internet
  6. Check WPD for Records and Reports
  7. Check Domestic Relation Court Charges – Need to go to Court for copies
  8. Check Drivers License Status in surrounding States or other States license have been added
  9. Check with Zoning & Commissioner of Revenue
  10. Check Law Enforcement Exchange
  11. Sometimes need to re-contact applicant to get additional information
  12. Contact home jurisdiction of company, law enforcement agency or transportation department and issuing agency
  13. Follow-up on information located
  14. Phone Calls
  15. Sometimes necessary to interview witnesses or complainants on company
  16. If applicant is not a citizen have to teletype ICE to see if legal to reside and work in US
- Time involved estimated from 8 to 16 hours (spent 30 hours on one company)

**Estimated Cost \$187 to \$364 plus Administration cost below.**

### Issuance

1. Provide application, copy of ordinance
2. Application received; forms notarized and fingerprints taken
3. Obtain copies of drivers license, driving record and immigration card
4. Complete form on-line for Criminal History Request and Notarize
5. Mail out forms and fingerprints
6. After approved by investigator – type temporary permit for Chiefs approval
7. After mailed out forms/fingerprints return (within 60 days) type permanent permit for Chiefs approval

Time involved estimated at 1-1 ½ hours

**Estimated Cost \$25 plus Administration cost below.**

TAXI DRIVER PERMIT

Investigation

1. Review application
2. Check Court by Internet - 25 or more depending on area where applicant has worked or resided
3. Check Maryland by Internet
4. Check Driving Status, If Wanted Person, State & National Sex Offender Registry
5. Check WPD for Records and Reports
6. Check Domestic Relation Court Charges – Need to go to Court for copies
7. Check Drivers License Status in surrounding States or other States license have been added
8. Sometimes need to re-contact applicant to get additional information
9. Follow-up on information located
10. Phone Calls
11. If applicant is not a citizen have to teletype ICE to see if legal to reside and work in US

Time involved estimated from 1-2 hours; if problems could be 8 hours

**Estimated Cost \$22 to \$44 plus Administration cost below.**

Administration

1. Provide application
2. Application received; forms notarized and fingerprints taken
3. Obtain copies of drivers license, driving record and immigration card
4. Complete form on-line for Criminal History Request and Notarize
5. Mail out forms and fingerprints
6. After approved by investigator – type temporary permit for Chiefs approval
7. After mailed out forms/fingerprints return (within 60 days) type permanent permit for Chiefs approval

Time involved estimated 1-1 ½ hours

**Estimated Costs \$20 to \$30**

Current Fee: \$25.00	\$15Criminal History
	<u>\$10</u> Money Order – Social Services
	\$25
Proposed as of 7/1/15	\$10 VA Social Services
	\$15 State Police
	<u>\$25</u> Processing
	\$50

Attachment: Taxi Process Costs (O-2015-28 : Change in Taxi Ordinance)

1. Currently no charge for fingerprints which normally is \$10.00.
2. Currently no fee for lost/duplicate permit.
3. Current ordinance requires two photos; however need three, four if duplicate permit
4. Require employee contract and business license

**Taxi Fees Other Jurisdictions**

	Certificate	Certificate Renewal	Driver application	Driver permit	Permit Renewal	Lost Permit	Other	Other defined
<b>Blacksburg</b>	\$ 50			\$ 20	\$ 10			
<b>Charlottesville</b>				\$ 10	\$ 5			
<b>Fredericksburg</b>				\$ 50	\$ 25			
<b>Danville</b>	\$ 25			\$ 25	\$ 10		\$ 150	Publication fee
<b>Harrisonburg</b>	\$ 100		\$ 50	\$ 20	\$ 20	\$ 15	\$ 20	Change Company
<b>Manassas</b>				\$ 75	\$ 75	\$ 25	\$ 20	
<b>Petersburg</b>			\$ 10	\$ 10			\$ 20	Fingerprinting
<b>Winchester Now</b>	\$ -	\$ -	\$ -	\$ 25	\$ -			
<b>Winchester Proposed</b>	\$ 300	\$ 100	\$ 25	\$ 25	\$ 25			

The driver permit and permit renewal may increase with further increases for record checks.

**Winchester Current Fee - ONLY**

**DRIVER PERMIT**

Fingerprints	\$	15
Social Service Check	\$	10
<b>TOTAL</b>	\$	<u>25</u>

Attachment: Taxi Fees (O-2015-28 : Change in Taxi Ordinance)

**Kevin Sanzenbacher**

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**To:** pollyscabinc@gmail.com; deyllyronald@yahoo.com; rontaxiusa@live.com;  
compassionatehomecare1@yahoo.com; ust2013@yahoo.com;  
leslie.smith@riteride.info; rocktowntransportation@yahoo.com

**Subject:** Council Action on Taxi Cabs

**Attachments:** CAM taxi fee.doc; AN ORDINANCE TO ADOPT ARTICLE IV SECTION 31 taxi fees.docx

Per the email I sent you several months ago the proposed ordinance raising the fees for Taxi Operator Permits and the Certificate of Public Convenience and Necessity will be discussed by the Council this Tuesday 10/13/15 at 7:00 PM. I have attached the final draft for your review. You will note that the requested fee for the Certificate has been reduced from the original request to \$100 from \$300.

Since I did not hear back from any of you following my initial email I am assuming that the requested changes are acceptable. If you have concerns please correspond back to me so I can take them into consideration before we proceed to Council. In addition, you will have an opportunity to address the Council at their regular session on October 27 at 6 PM should the Ordinance proceed that far.

*Kevin L. Sanzenbacher*

Chief of Police  
City of Winchester  
540-545-4701

Attachment: Email to cab companies (O-2015-28 : Change in Taxi Ordinance)

How do I recognize a legitimate TNC driver?

Vehicles with Virginia license plates that are registered for TNC use will have black and yellow year decals displayed on the license plates.

Vehicles without Virginia license plates will have a black and yellow decal on the upper left corner of their rear window.

All vehicles should also have a decal or other trade dress on their vehicle to indicate which TNC they work for.

## DMV Will Begin Registering Vehicles for TNC Use in Virginia on June 4 Vehicles of Uber, Lyft Drivers Must Be Registered by July 1 under New Law

RICHMOND - Drivers for Uber and Lyft, called transportation network company (TNC) partners, have until July 1 to register personal vehicles with the Virginia Department of Motor Vehicles (DMV) to continue uninterrupted operation after the state's new TNC law takes effect.

In February, Virginia Governor Terry McAuliffe signed legislation establishing statutory procedures to allow TNCs to permanently operate in Virginia. Requirements include, but are not limited to, TNC screening of drivers, including background checks, ensuring that all TNC drivers are at least 21 years old and properly licensed to drive, and requiring that all TNC vehicles be insured and registered with DMV for TNC use.

DMV has spent the last several months implementing the new legislation, which came as a result of a year-long study involving more than 100 stakeholders. Rasier, a subsidiary of Uber, and Lyft have been operating in Virginia under the terms of a temporary authority since August 6, 2014. Both companies are currently working with DMV to obtain permanent authority under the new law.

DMV will begin registering partner vehicles on June 4. There is no cost to register a partner vehicle. TNC partners are encouraged to check with the TNC for which they operate to determine if it initiates DMV registration on their behalf. If so, the TNC registration credentials will be mailed to the vehicle owner on file with DMV.

For all other TNC partners who plan to operate in Virginia:

- **If the vehicle is titled and registered in Virginia**, a partner can register the vehicle online at [dmvNOW.com](http://dmvNOW.com). To apply by mail, fax or at a Virginia DMV customer service center, the partner should complete form MCS 305A, which is available online or at customer service centers. The partner will receive a TNC registration card and license plate decals which will replace his vehicle's current Virginia registration.
- **If the vehicle is not titled and registered in Virginia**, a partner's application will be processed at DMV headquarters. The partner should obtain form MCS 305B and upload, fax or mail it, along with a copy of his vehicle registration card, to DMV headquarters as noted on the form. The partner may also visit a Virginia DMV customer service center where staff will fax the application to headquarters for processing. Out-of-state TNC partners will receive a Virginia TNC registration card to accompany their home state's registration, as well as a TNC decal to place on the exterior of their vehicle's upper left rear window. Out-of-state applicants must have a valid driver's license in their home state and must obtain a Virginia safety inspection of their vehicle.

Partners must obtain Virginia TNC registration even if their vehicles are registered for TNC use in another state. Once DMV has processed a TNC registration, the vehicle will be allowed to operate on a temporary TNC registration status for 30 days, allowing sufficient time for the TNC registration credentials to be displayed.

Additional information on the new law can be found on DMV's website. As an overview, a TNC partner must:

- Be a licensed driver at least 21 years of age.
- Pass the TNC's driver history and criminal background check, which includes a check of state and federal sex offender registries.
- Drive a personal vehicle, registered for private use.
- Obtain a Virginia safety inspection annually, even if the vehicle is registered in another state.
- Obtain authorization from a licensed transportation network company. A list of licensed companies is available at [https://www.dmv.virginia.gov/general/#auth\\_mc.asp](https://www.dmv.virginia.gov/general/#auth_mc.asp).
- Register the vehicle for TNC use with DMV.
- Display the TNC decal at all times and TNC trade dress when the vehicle is in TNC operation. A partner must also carry his driver's license, TNC registration card, a TNC-issued identification credential and insurance coverage information. A TNC may make the identification credential and insurance information available through the app. The partner's trip sheet/manifest must always be available through the app.
- Never transport passengers unless the ride was requested through the TNC's app. Street hails are not permitted and fare payment can only be made through the app.
- Never drive while under the influence of drugs or alcohol.
- Obey all traffic laws and only use the app in a manner consistent with the law.
- Comply with all applicable laws regarding nondiscrimination against passengers or potential passengers and accommodation of service animals.
- Never operate on airport property unless authorized.
- Notify each TNC he drives for of any event that may disqualify him from service, including a change in his vehicle's registration status; the revocation, cancellation, suspension or restriction of his driver's license; a change in his vehicle's insurance coverage; a moving violation; or a criminal arrest, plea or conviction.
- Carry insurance coverage as specified below. Insurance coverage requirements can be met by a TNC partner's insurance, the TNC's insurance or a combination.
  - When logged onto the app but not transporting or en route to transport a customer: Motor vehicle liability insurance of least \$125,000 per person and \$250,000 per incident for death and bodily injury and at least \$50,000 for property.
  - From the time a partner accepts a ride request to the time the ride is complete: Motor vehicle liability, uninsured and underinsured motorist

coverage of at least \$1 million for death, bodily injury and property damage.

Partners who violate the new law could face criminal and civil penalties and a one-year ban from TNC service.

# CITY OF WINCHESTER, VIRGINIA

## CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: November 24, 2015

RESOLUTION \_\_\_ ORDINANCE  DESCRIPTION/PRESENTATION \_\_\_

**ITEM TITLE:** Sv-15-406 an Ordinance to Vacate a Portion of an Alley Right of Way Between 328 and 400 Highland Avenue and Convey it to the Adjacent Property Owner(S).

**PUBLIC HEARING DATE:** October 13, 2015 at 6:00 PM

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. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

**Review:**

Timothy A. Youmans	Completed	11/19/2015 11:25 AM
Kevin Sanzenbacher	Completed	11/19/2015 1:07 PM
Anthony Williams	Completed	11/19/2015 2:22 PM
Eden Freeman	Completed	11/19/2015 5:15 PM

Approved as to form:

**Timothy A. Youmans**

Timothy A. Youmans, Planning Director 11/19/2015

By: \_\_\_\_\_

**Winchester**  
office of the  
city attorney

Anthony C. Williams, City Attorney  
Office of the City Attorney  
15 N. Cameron Street, Suite 313  
Winchester, VA 22601  
Phone: 540-667-1815, x 1433  
Fax: 540-667-2259

**Eden Freeman**  
Eden Freeman, City Manager 11/19/2015

# CITY COUNCIL ACTION MEMO

**To:** Honorable Mayor and Members of City Council  
**From:** Josh Crump, Planner  
**Date:** November 24, 2015  
**Re:** Sv-15-406 an Ordinance to Vacate a Portion of an Alley Right of Way Between 328 and 400 Highland Avenue and Convey it to the Adjacent Property Owner(S).

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## **THE ISSUE:**

The request from Habitat for Humanity (HFH) is to vacate a public alley extending off of the east side of Highland Avenue between homes at 328 and 400 Highland Avenue and convey it to adjoining property owner(s).

## **RELATIONSHIP TO STRATEGIC PLAN:**

Goal #2- Promote and accelerate revitalization of catalyst and other areas throughout the city

## **BACKGROUND:**

See attached staff report and Viewers Report

## **BUDGET IMPACT:**

Nominal revenue from sale of vacated right of way.

## **OPTIONS:**

1. Approve as recommended by Planning Commission.
2. Approve with modifications to allow conveyance to adjoining property owner(s) instead of only to the owner of 400 Highland Ave.
3. Deny.

## **RECOMMENDATIONS:**

Recommend Option 3

**SV-15-406 AN ORDINANCE TO VACATE A PORTION OF AN ALLEY RIGHT OF WAY BETWEEN 328 AND 400 HIGHLAND AVENUE AND CONVEY IT TO THE ADJACENT PROPERTY OWNER(S).**

WHEREAS, the Common Council has received a request of Mr. Michael Butler on behalf of Habitat for Humanity of Winchester-Frederick County (HFHWFC), owner of certain parcels of real estate known as 400 Highland Avenue, to vacate and convey to HFHWFC all of an unnamed public alley extending from Highland Avenue eastward to Athey Alley, a public alley running in a north-south direction in between Highland Avenue and Gray Avenue, said right of way depicted on an undated exhibit entitled "Location Map~ Unnamed East-West Alley Between Highland Ave & Athey Alley"; and,

WHEREAS, the City is empowered to vacate rights of way in the City and convey them to certain individuals as a condition of vacation pursuant to and in conformance with the provisions of Virginia Code Section §15.2-2006 and §15.2-2008 *et. seq.*, respectively, as amended; and,

WHEREAS, the Planning Commission of the City of Winchester has reviewed the aforesaid request and, at its meeting of August 18, 2015, recommended approval of this action; and,

WHEREAS, a synopsis of this Ordinance has been duly advertised and a Public Hearing has been conducted by the Common Council of the City of Winchester, Virginia, and viewers were appointed to report on the inconvenience, if any, of said vacation, all as required by and provided for under the Code of Virginia, 1950, as amended; and,

WHEREAS, the viewers have prepared a report in writing, said report concluding that an inconvenience would result from discontinuing the right of way because of the impaired access to the dwelling at the rear of 328 Highland Avenue; and,

WHEREAS, the applicant is the former property owner of 400 Highland Avenue, now owned by Brandie and Brandon Brown, immediately adjacent to the north side of the public right of way proposed to be vacated and conveyed; and,

WHEREAS, the owner of the property at 328 Highland Avenue immediately adjacent to the south side of the public right of way proposed to be vacated and conveyed right-of-way has asked that the alley not be vacated; and,

WHEREAS, the City has public sanitary sewer lines within the public alley that would need to remain accessible for periodic maintenance, thus limiting the ability to permanently fence off the alley; and,

WHEREAS, the Chief of Police has indicated that it is in the interest of the City, from a public safety standpoint, to keep the alley open for emergency response.

**NOW, THEREFORE, BE IT ORDAINED** by the Common Council of the City of Winchester, Virginia, that the public alley right of way depicted on an undated exhibit entitled "Location Map~ Unnamed East-West Alley Between Highland Ave & Athey Alley" not be vacated and conveyed to adjoining property owner(s).

City Council  
September 22, 2015

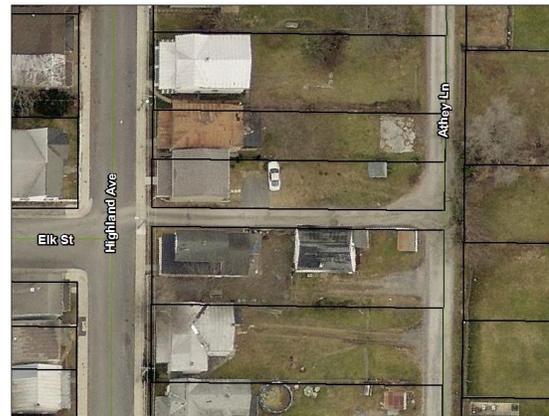
**SV-15-406** AN ORDINANCE TO VACATE A PORTION OF AN ALLEY RIGHT OF WAY BETWEEN 328 AND 400 HIGHLAND AVENUE AND CONVEY IT TO THE ADJACENT PROPERTY OWNER(S).

#### REQUEST DESCRIPTION

The request from Habitat For Humanity (HFH) is to vacate a public alley extending off of the east side of Highland Avenue between homes at 328 and 400 Highland Avenue. The short east-west alley connects to Athey Alley- a north-south public alley running along the back of homes along the west side of Gray Avenue and homes along the east side of Highland Avenue. If vacated, the land would be assembled with the property containing a single-family dwelling at 400 Highland Avenue owned by HFH.

#### AREA DESCRIPTION

The subject alley and all private property adjoining it is zoned Limited High Density (HR-1) District. The predominant land use is single-family residential on relatively small narrow lots.



#### STAFF COMMENTS

Mr. Michael Butler, former President of Habitat For Humanity, has provided a memorandum dated 6-18-15 addressed to Council President Willingham, City Manager Freeman, and Planning Director Youmans outlining the request. In the memo, he notes having conferred with relevant public safety and public services officials as well as the immediately adjoining property owner to the south. However, Mr. Chris Maben, who owns the property adjoining the south side of the alley has indicated that closing off the public alley will create an inconvenience to the tenants in the dwelling at the rear of his property at 328 Highland Avenue and is therefore opposed to vacating and conveying the alley to the owner of 400 Highland Avenue.

City Council appointed viewers to determine what, if any, inconvenience would result to affected property owners. The Viewers found that an inconvenience would result from the vacation and conveyance (see attached Viewers Report).

The Comprehensive Plan does not call for any changes in the area that would necessitate eliminating or retaining the alley. A downside of vacating the alley is that it creates a much longer alley without this midblock connection to adjoining public streets. The Chief of Police has indicated that, from a public safety standpoint, it would be his preference that the alley remain open for purposes of emergency response.

#### RECOMMENDATION

The Planning Commission forwarded **SV-15-406** to City Council recommending approval of vacation and conveyance of the subject alley to the owner of 400 Highland Avenue to be assembled into that property because the request does not conflict with the Comprehensive Plan. However, based upon the finding of the appointed Viewers, staff recommends that the request be denied due to the inconvenience it was cause and because of the impact on Police response in the neighborhood.




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## MEMORANDUM

To: John Willingham, President, Common Council City of Winchester, Virginia  
 Eden Freeman, City Manager, City of Winchester, Virginia  
 Tim Youmans, Director, Planning Director, City of Winchester, Virginia

From: Michael Butler, Executive Director, Habitat for Humanity of Winchester-Frederick County, Virginia (HFHWFC)

Subject: Vacation of Alley between 400 and 328 Highland Ave.

Date: 6.18.15

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We are requesting the right of way vacation of the alley located between 400 and 328 Highland Ave., and Highland Ave. to Athey Alley.

I have had discussions with the Major Kelly Rice of Winchester Police Department, Chief Alex Baldwin of Winchester Fire and Rescue and Perry Eisenach, Director, Winchester Public Utilities and Works and they find no reasons to oppose the vacation. They understand the reasons for the vacation request and concur that it would be a positive effort.

There are 5 reasons that we are requesting this vacation and they all focus on safety:

1. There is a moderate level of traffic through the alley. Drivers use the alley as a means to get to Athey Alley, as cut through from Elk St. to get to other streets, since they cannot go north on Highland Ave. There are children that live in the 2 houses that border the alley and play in and around the alley. 328 Highland Ave. has been hit on several occasions by cars driving through the alley.
2. People use the alley on foot to cut through to Athey Alley and in addition use the alley as point to cut through yards for multiple reasons. One of those reasons is to avoid being seen on the streets and another is to carry on nefarious activities.
3. Groups of people have been gathering in the alley at all hours of the night and day, which both bothers and concerns the residents.
4. On May 3, 2015 the victim of a shooting in the vicinity of the intersection of Elk and Highland was chased down the Valley and ended up on the back porch of 400 Highland Ave. This incident deeply concerned the residents. This incident showed how the alley leaves them more vulnerable to violence because of its presence.
5. The alley road bed is not being regularly maintained. There are potholes and the road has other irregularities that make it difficult and unsafe to navigate

After the minor subdivision of the property and transfer of the property to HFHWFC, we will within 60 days, transfer the property to the owners of 400 Highland Ave., Brandie and Brandon Brown, a HFHWFC partner family. Soon thereafter the Brown's will construct a fence to surround the property.

Christopher Maben the owner of the property at 328 Highland Ave., just south of the alley in question, approve of the complete vacation of the alley to HFHWFC.

PO Box 1653  
 Winchester, VA 22604  
 (540) 662-7066  
[info@habitatwfc.org](mailto:info@habitatwfc.org)  
[www.habitatwfc.org](http://www.habitatwfc.org)

Vacation Request, June 18, 2015, Page 2

Habitat would like to request that the alley be vacated by the City of Winchester to HFHWFC, so that we may transfer the property to the home owners at 400 Highland Avenue. We feel this action would be a positive action for the neighborhood. Additionally, since this property will not be used for a commercial or profit making venture, but rather for safety and security purposes, both for the bordering homeowners and the neighborhood in general, we would request that this property be transferred at no cost to Habitat. We hope that you look favorably upon our request and realize the benefit to the community this endeavor will have.

We would like to request that we be provided address labels with the name and mailing address as it appears in Land Records for owners of all properties within 300 feet of any portion of the subject site. We have included the \$25.00 for the labels in the check with the application fee.

Thank you for your support of the Habitat mission.



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**MEMORANDUM**

To: John Willingham, President, Common Council City of Winchester, Virginia  
Eden Freeman, City Manager, City of Winchester, Virginia  
Tim Youmans, Director, Planning Director, City of Winchester, Virginia

From: Michael Butler, Executive Director, Habitat for Humanity of Winchester-Frederick County, Virginia (HFHWFC)

Subject: Adjacent Land Owners (328 & 400 Highland Ave.) to Alley between 400 and 328 Highland Ave.

Date: 6.18.15

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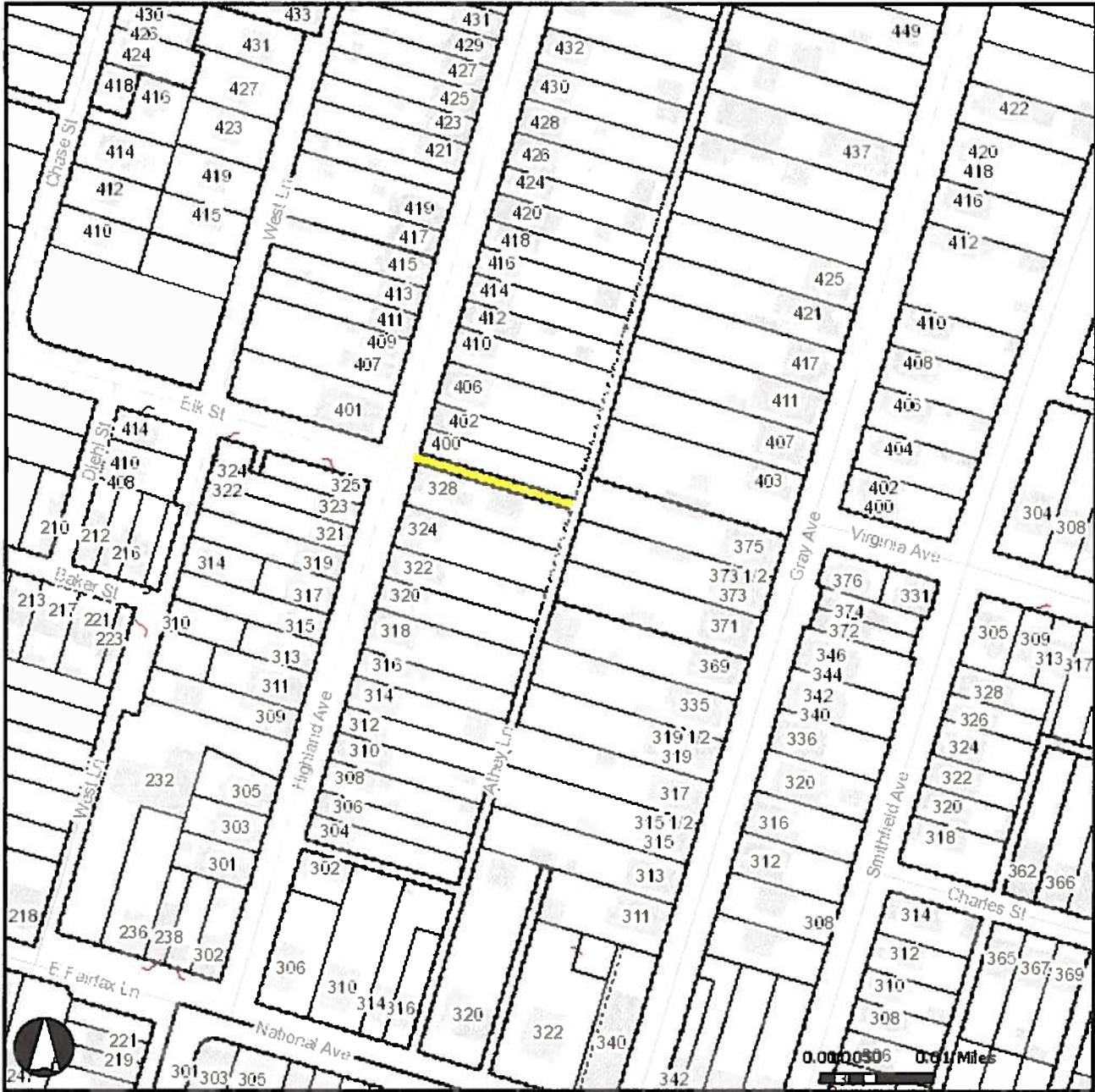
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The landowners that are adjacent to the above referenced alley are:

- Brandie and Brandon Brown, 400 Highland Ave., Winchester, VA 22601 (Owner and occupant of 400 Highland Ave.)
- Chris Maben, CNC Properties, 113 Winns Cir., Winchester, VA 22602 (Owner of 328 Highland Ave.)

After discussion with the land owners they agree with the vacation and closure of the alley as a thoroughfare. The owners of 328 Highland Ave. do not want any ownership of the alley and are willing to cede any ownership to Habitat. The owners of 400 Highland Ave. are willing to take ultimate ownership, from Habitat, of the land that the alley now encompasses. Please see letter addressing request for full explanation of vacation plan.

# Map



**From:** [Timothy Youmans](#)  
**To:** [Josh Crump](#)  
**Subject:** FW: Alley between Athey Lane and Highland  
**Date:** Wednesday, September 09, 2015 2:11:49 PM

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**From:** Carol Maben [mailto:cncmaben@yahoo.com]  
**Sent:** Tuesday, September 08, 2015 4:26 PM  
**To:** Timothy Youmans  
**Subject:** Alley between Athey Lane and Highland

Tim-

This is to confirm our conversation regarding the alley that runs between 328 and 400 Highland, and Athey Lane. This alley borders my property at 328 and 328 #A Highland. I have no objection to the request by Habitat to close off this alley. I may be interested in acquiring a portion of the city land that is currently the alley.

Upon consideration, since this is a project most desired by Habitat, I would most likely expect that they bear the expense of any required survey work.

Thanks,

Chris Maben  
9/8/15

Attachment: Chris Maben Email (O-2015-18 : SV-15-402 Habitat for Humanity Right-Of-Way Vacation)



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

**VIEWERS REPORT**

The undersigned, pursuant to their appointment by the Common Council of the City of Winchester, Virginia, have made investigation of the property named below and have reviewed statements, if any, by the adjoining property owners concerning what, if any, inconvenience would be caused the public and/or adjacent landowners if the following were vacated:

**O-2015-18: AN ORDINANCE TO VACATE A PORTION OF AN ALLEY RIGHT OF WAY BETWEEN 328 AND 400 HIGHLAND AVENUE AND CONVEY IT TO THE ADJACENT PROPERTY OWNER(S) – SV-15-406**

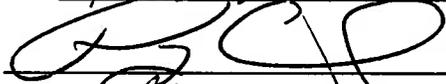
**Whereas**, the Viewers have reviewed the request by Habitat For Humanity on behalf of Brandie and Brandon Brown, owners of 400 Highland Avenue to have the alley vacated and conveyed to them so that it can be fenced off to surround their property; and,

**Whereas**, the Viewers viewed the subject area on October 30, 2015, and observed public use of the alley as well as existing sanitary sewer facilities within the public right-of-way; and,

**Whereas**, the Viewers observed a dwelling at the rear of 328 Highland Avenue which has an address of 328 ½ Highland Avenue and relies upon the alley to allow for mail delivery and also relies upon the alley to set refuse out along Highland Avenue for pickup; and,

**Whereas**, Chris Maben, the owner of 328 ½ Highland Avenue has indicated that closure of the public alley would present an inconvenience to the tenant residing in that dwelling.

**Now therefore**, it is the opinion of the undersigned viewers that an inconvenience would result to the public and the adjacent property owners from vacating the above-mentioned property, even if necessary easements for utilities are established.

Kevin Sanzenbacher		(Seal)
Perry Eisenach		(Seal)
Allen Baldwin		(Seal)

# CITY OF WINCHESTER, VIRGINIA

## CITY COUNCIL AGENDA ITEM

**CITY COUNCIL MEETING OF:** November 24, 2015

**ITEM TITLE:** Discussion Regarding Expanding City Code Section 14-64 Meter Zones Established

**PUBLIC HEARING DATE:**

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. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

Review:

Samantha Anderson	Completed	10/16/2015 1:27 PM
Anthony Williams	Completed	10/21/2015 3:20 PM
Eden Freeman	Completed	10/22/2015 9:10 AM

Approved as to form:

**Samantha Anderson**  
 Samantha Anderson, Parking Director 10/16/2015

By:   
**Winchester**  
 office of the city attorney Virginia  
 Anthony C. Williams, City Attorney  
 Office of the City Attorney  
 15 N. Cameron Street, Suite 313  
 Winchester, VA 22601  
 Phone: 540-667-1815, x.1433  
 Fax: 540-667-2259

  
 Eden Freeman, City Manager 10/22/2015

# CITY COUNCIL ACTION MEMO

**To:** Honorable Mayor and Members of City Council  
**From:** Samantha Anderson, Parking Director  
**Date:** November 24, 2015  
**Re:** Discussion Regarding Expanding City Code Section 14-64 Meter Zones Established

**THE ISSUE:** Discussion Regarding Expanding Meter Zones Established, City Code Section 14-64

**RELATIONSHIP TO STRATEGIC PLAN:**

Goal #2: Promote and accelerate revitalization of target areas throughout the city (OTW)

**BACKGROUND:**

Discussion will focus on three areas downtown for expanding the metered zone:

- N. Cameron St from Baker St to Clark St (approx 9 spaces)
- Baker St between N. Loudoun St and N. Cameron St (approx 4 spaces)
- N. Kent St east side between Kent St and Fairfax Lane (approx 7 spaces)

Discussion will also focus on offering another bus parking location central to downtown and the Welcome Center.

- Result in loss of 6 metered spaces.

**Baker St and N. Cameron Street Feedback:**

- **Health Department:** They have staff members from their district office that park on Baker St and also many of their clients utilize this area to drop off paperwork, death certificates, etc. Adding meters to this location would have a negative impact on their operation. The Health Dept. said that adding meters to N. Cameron St would promote a negative image for the city as it is an elder care environment. They also said they understood installing meters in areas where people want to go but not where they have to go (mentioned DSS and Health Dept). Adding meters in these areas would be against what the community stands for and it is inappropriate to install meters at these locations.
- **Our Health:** Concerned about meters being placed in front of all nonprofit organizations, however, if employees are parking there all day it may adversely

affect the ability of clients to find available parking. Acknowledges the need for metered parking on Baker St if goal is turnover instead of long term parking.

- **Laurel Center** : Responded that metered parking would help keep the front of the Laurel Center free of long-term parking, trucks, etc and parking enforcement would certainly be an asset.

#### **N. Kent Street East Side Parking Meter Feedback:**

- **202 E. Piccadilly St and 204 N. Kent St:** Would like meters installed on both sides of the 200 block of N. Kent if residential parking permits would be accepted at the 300 block of N. Kent combining both blocks (200 and 300) N. Kent St permit parking.
- **206 N. Kent Street:** Spoke with property owner commented that available parking on this block is difficult to obtain. The meters would be a hardship and preferred the residential parking permit for his tenants.
- **208 and 210 N. Kent Street:** Since the new Chopstick location has opened parking has become a challenge on this block. Tenants try to find an available space within the block and if a space is not open they typically park on Fairfax Lane. Meters would not be a welcomed change in solving this issue as the tenants have grown accustomed to free parking. Would prefer the idea of a residential permit for his tenants. WPA staff discussed the availability of renting spaces in the GW Autopark for his tenants as another option.
- **212 N. Kent Street:** At this time the property owner is opposed to meters but wants to hear the discussions before taking a final position.

#### **Boscawen Street Parking Feedback:**

Zoning/Inspections and Utilities Department pool vehicles utilize the six spaces on Boscawen St that is being considered as another tour bus parking area that is central to downtown and near the Welcome Center. WPA staff spoke with the Zoning Department and their response was that they would find alternate parking. The Utilities staff, however, utilizes Boscawen St as a common practice and would prefer to keep this as a metered parking area so minimal time is spent going to and from vehicles during multiple trips per day.

#### **BUDGET IMPACT:**

With the addition of the blocks that were approved by the WPA, approximately 15 new digital meters will be installed resulting in approximately \$2,000 a month/ \$24,000 a year in additional revenue.

If Council were to approve extending the metered boundaries and adding a bus parking zone (loss of 6 meters) on Boscawen St the Authority would gain approximately 14

additional metered spaces with new digital meters resulting in approximately \$1,871 a month/\$22,452 a year in additional revenue.

**OPTIONS:**

- Recommend the concept of expanding the metered zones established including the addition of another bus parking zone located downtown on the corner of Cameron St and Boscawen St.
- Recommend the concept of expanding the metered zones established but not include the addition of another bus parking zone.
- Reject the concept of expanding the metered zones established and not adding another bus parking zone whereas it would be necessary for the Authority to increase monthly parking rates in the garages. Increasing rates may risk financially overburdening its rental customers and result in the possibility of losing rental customers.

**RECOMMENDATIONS:**

WPA wants to obtain feedback from Council on this issue. If Council is supportive then the WPA would move forward on developing an ordinance recommending meter zones be expanded to prevent increasing monthly rates in the garages.

# CITY OF WINCHESTER, VIRGINIA

## CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: November 24, 2015

RESOLUTION  ORDINANCE  DESCRIPTION/PRESENTATION

ITEM TITLE: Resolution to Set the 2016 Meeting Schedule for the Winchester Common Council

PUBLIC HEARING DATE:

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. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

Review:

Kari VanDiest	Completed	08/28/2015 10:05 AM
Anthony Williams	Completed	09/01/2015 3:29 PM
Eden Freeman	Completed	11/19/2015 5:07 PM

Approved as to form:

**Kari VanDiest**

Kari VanDiest, Deputy Clerk of Council 8/28/2015

By:



**Winchester**  
office of the city attorney Virginia

Anthony C. Williams, City Attorney  
Office of the City Attorney  
15 N. Cameron Street, Suite 313  
Winchester, VA 22601  
Phone: 540-667-1815, x 1433  
Fax: 540-667-2259

  
Eden Freeman, City Manager 11/19/2015

# CITY COUNCIL ACTION MEMO

**To:** Honorable Mayor and Members of City Council  
**From:** Kari VanDiest, Deputy Clerk of Council  
**Date:** November 24, 2015  
**Re:** Resolution to Set the 2016 Meeting Schedule for the Winchester Common Council

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**THE ISSUE:** Is it the desire of Council to set a schedule for its regularly held meetings?

**RELATIONSHIP TO STRATEGIC PLAN:** Improve City services and advance the City's strategic plan goals by promoting a culture of transparency, efficiency and innovation.

**BACKGROUND:** In the past, the City Council has adopted a resolution at the beginning of each calendar year to set the meeting dates for the regular meetings according to the City Code Section 2-24 and for the work sessions. Setting the schedule will provide the citizens with meeting information in a timely manner and eliminate the need to advertise each meeting separately. It should be noted the second meeting date in December 2016 will be scheduled January 3, 2017, due to the holidays.

**BUDGET IMPACT:** None

**OPTIONS:**

1. Continue with the current practice of adopting the resolution at the beginning of each calendar year.
2. Advertise each meeting separately as scheduled.

**RECOMMENDATIONS:** It is recommended the Council adopt the resolution setting the schedule for regular meetings and work session.

## RESOLUTION TO SET THE 2016 MEETING SCHEDULE FOR THE WINCHESTER COMMON COUNCIL

**WHEREAS**, the Common Council of the City of Winchester, Virginia, finds it desirable to establish a schedule of its Regular Meetings and Work Sessions for the period beginning January 1, 2016, and concluding December 31, 2016; and

**WHEREAS**, Section 15.2-1416 of the Code of Virginia, 1950, as amended, allows the said Council to also establish a schedule of alternate dates for each of said Regular Meetings so that in the event the Chairman or Mayor (or Vice-Chairman or Vice-Mayor, in the absence of the Chairman or Mayor) declares that weather or other conditions are such that it is hazardous for the members to attend a scheduled Regular Meeting, then all hearings and other matters shall be conducted at the continued meeting with no further advertisement required; and

**WHEREAS**, it is the wish of Common Council to clarify its authorization to the President of Council to exercise discretion with regard to other specified circumstances under which it may be permissible to cancel or postpone a meeting.

**NOW THEREFORE, BE IT RESOLVED** that all meetings hereinafter described shall be conducted at Rouss City Hall, 15 North Cameron Street, Winchester, Virginia, on the second and fourth Tuesday of each month, with Regular Meetings beginning at 6:00 P.M. and Work Sessions beginning at 7:00 P.M. or immediately following the Regular Meeting in the event that the Regular Meeting go beyond 7:00 P.M.; and

**BE IT FURTHER RESOLVED** that the following schedule of Regular Meetings and Work Sessions is, hereby, adopted with the alternate or continued date appearing in parenthesis beside the date for each Regular Meeting:

### Schedule of Work Sessions and Regular Meetings

January 12, 2016	(January 19, 2016)
January 26, 2016	(February 2, 2016)
February 9, 2016	(February 16, 2016)
February 23, 2016	(March 1, 2016)
March 8, 2016	(March 15, 2016)
March 22, 2016	(March 29, 2016)
April 12, 2016	(April 19, 2016)
April 26, 2016	(May 3, 2016)
May 10, 2016	(May 17, 2016)
May 24, 2016	(May 31, 2016)
June 14, 2016	(June 21, 2016)
June 28, 2016	(July 5, 2016)
July 12, 2016	(July 19, 2016)
July 26, 2016	(August 2, 2016)
August 9, 2016	(August 16, 2016)

August 23, 2016	(August 30, 2016)
September 13, 2016	(September 20, 2016)
September 27, 2016	(October 4, 2016)
October 11, 2016	(October 18, 2016)
October 25, 2016	(November 1, 2016)
November 8, 2016	(November 15, 2016)
November 22, 2016	(November 29, 2016)
December 13, 2016	(December 20, 2016)
January 3, 2017	

**BE IT FURTHER RESOLVED** that all advertisements for Public Hearings should reflect the alternate date.

**BE IT FURTHER RESOLVED** that in addition to being authorized to cancel or postpone meetings where, in the opinion of the President of Council weather or other conditions are such that it is hazardous for members of Council to attend a scheduled meeting, the President of Council is hereby authorized to act on behalf of Common Council to cancel or postpone meetings or other cause including but not limited to situations where in his/her judgment, there are is insufficient public business prepared for presentation to warrant the holding of a meeting of the governing body. Upon any such cancellation or postponement, the President shall use all reasonable means to promptly notify the other members of Council and the press of the cancellation or postponement, and in accordance with §15.2-1416 of the Code of Virginia, all hearings and other matters shall be conducted at the continued meeting with no further advertisement required.