

LEXINGTON PLANNING COMMISSION

May 13, 2021 - 5:00 P.M
Distance Meeting held through ZOOM
300 East Washington Street, Lexington, VA 24450

AGENDA

- 1. CALL TO ORDER**
A. statement of emergency and authority to proceed
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF MINUTES**
A. Minutes from April 8, 2021*
B. Minutes from April 22, 2021*
- 4. CITIZENS' COMMENTS ON MATTERS NOT ON THE AGENDA**
- 5. NEW BUSINESS**
A. PS 2021-02: Application by Julia & Charles Brown for a Preliminary Subdivision to vacate the shared boundary lines between Tax Parcels #22-1-3, 21-6-B, 21-2-C, 21-6-D, & 21-6-E to create one parcel located at 597 Ross Road.
1) Staff Report*
2) Applicant Statement
3) Public Comment
4) Commission Discussion
B. MPA 2021-01: Application by Nicholas Murphy for a Master Plan Amendment for the Sigma Nu Educational Foundation property located at 9 N. Lewis Street, Tax Parcel #s 24-10-1, 24-10-2, 24-10-4, 24-10-4A, 24-10-5, 24-10-5A, 24-1-117, 24-1-118, 24-1-119, 24-1-121A, 24-1-119A, 24-1-121, 24-1-120.
1) Staff Report*
2) Applicant Statement
3) Public Comment
4) Commission Discussion
C. Comprehensive Plan catalyst projects update
1) Staff Report*
2) Public Comment
3) Commission Discussion
- 6. OTHER BUSINESS**
- 7. CITY COUNCIL REPORT**
- 8. ADJOURN**

*indicates attachment

MINUTES

**The Lexington Planning Commission
Thursday, April 8, 2021 – 5:00 p.m.
Zoom Meeting – City Hall
300 East Washington Street**

Planning Commission:

Presiding: John Driscoll, Chair
Present: Pat Bradley, Vice-Chair
Leslie Straughan, Council Liaison
Blake Shester
Jamie Goodin

City Staff:

Arne Glaeser, Planning Department

Absent: Matt Tuchler
Pat Bradley, Vice-Chair

CALL TO ORDER

Chair Driscoll called the meeting to order at 5:00 p.m. A. Glaeser read a statement saying that due to the COVID-19 pandemic the City of Lexington is taking action to limit attendance at public meetings. The City Council has approved an emergency ordinance allowing all meetings to be held as real time electronic meetings streamed to the City's Facebook page and uploaded to Youtube the following day.

AGENDA

The agenda was approved unanimously (B. Shester/L. Straughan).

MINUTES

Minutes from the March 25, 2021 meeting were approved unanimously, with edits suggested by J. Driscoll (J. Goodin/B. Shester)

CITIZENS' COMMENTS ON MATTERS NOT ON THE AGENDA

None

NEW BUSINESS

A. Annual Zoning Text Amendments

- 1) Entrance Structures – A. Glaeser asked Commission to consider any specific questions for Mez Welch on the structure he would like to erect at the entrance to his business. J. Driscoll asked what height Mr. Welch was asking for and how that measured up with the current code, as well as Mr. Welch's options should the Commission decide against changing the ordinance. A. Glaeser said the proposed standards allowed for a height of 16 feet, but Mr. Welch was requesting a height of 21 feet. He also said Mr. Welch could request a variance from the Board of Zoning Appeals if the ordinance was not changed.
- 2) Public Comment – Lee Merrill, 2 S. Randolph Street, said he is supportive of Mr. Welch's entryway; however, he is understanding that the ordinance

shouldn't be changed just to benefit one person. He did not have any particular opinion on which way the Commission should vote.

- 3) Discussion – L. Straughan said that she knew Mr. Welch would do a lovely job on the entryway, but she was not comfortable changing the ordinance so much for one instance. B. Shester said that he likes the idea of the entryway, and he felt that as long as all safety precautions were taken to protect line of sight and access for emergency vehicles and neighbors, that it would be ok. He did agree with L. Straughan that it could also turn out to be a one-off ordinance. A. Glaeser suggested that the Commission consider making this a Conditional Use Permit for the R-LC district, and include the design standards with it. J. Goodin said he liked that idea as it blended what L. Straughan and B. Shester were pointing out. He also asked how many CUPs would be too many. A. Glaeser said that this, being the first instance, would not be too many CUPs, and that once the Commission felt comfortable with the standards, they could transition it into a by-right use. L. Straughan said her concern was that she did not want the Commission judging designs so much, and J. Goodin agreed. L. Straughan suggested naming specific streets that structures like this could be allowed on. A. Glaeser said that could be done. B. Shester said that he does think this street is special and could handle the structure. L. Straughan asked if A. Glaeser had talked to the fire department about access, and A. Glaeser said he would and that he would ask Mr. Welch about the height of the structure. He asked if he should move it forward for a public hearing or wait for the absent members of the Commission to look at it. J. Goodin said he would like to wait for the other members to look at this.
- 4) Parking Calculations for Multifamily Dwellings – J. Driscoll asked if this was something that could be looked at in the future for other changes to bring it closer in line with the Comprehensive Plan. J. Goodin said he would like to revisit the process for the annual update of Zoning Text Amendments to see if the process could be improved in anyway.
- 5) Public Comment – None
- 6) Planned Unit Development – L. Straughan asked if the flexibility would be greater for the PUD being its own district or as an overlay. A. Glaeser said that the flexibility would be good either way. He also pointed out that all the zoning districts in the City match up 1 for 1 with the future land use designations. J. Driscoll clarified that the underlying zoning will inform the density and standards for the PUD zoning.
- 7) Public Comment – Lee Merrill – said that the zones have been built up to reflect the expectations of the people who live in those zones, so he would be considerate of the fact that these possible exceptions could get pushback. He encouraged the Commission to be aware of the underlying zoning intention.
- 8) Discussion – L. Straughan would like to prevent PUDs from being allowed in the neighborhoods, traditional or suburban. She said that it was most often the affordable neighborhoods that are hit by this. A. Glaeser said that could require

an amendment to the Comprehensive Plan as he believes there is a table in the Plan that allows PUDs in four land use designations including traditional and suburban neighborhood. J. Driscoll said he felt the inclusion of “opportunity areas” was confusing as those aren’t actual zoning districts, just areas. A. Glaeser said that all the opportunity areas are already inside districts where PUDs are automatically allowed, so the term could be removed. He also confirmed with the Commission that the overlay was preferred to the zoning district. A. Glaeser also pointed out that PUDs do have to be compatible and consistent with the land used surrounding it, so a proposed PUD should meld with residential areas. The Commission said they would like to see a reworking of the initial code for PUDs in Lexington. L. Straughan recommended removing sections A, B, C, and modify section D from “in this sections” to “in the underlying district.” A. Glaeser said he would create some draft regulations for density and height. J. Driscoll asked what Opportunity Zone means, and L. Straughan said it meant that developers who invest here will be able to use capital gains for tax breaks.

B. Green Infrastructure

The Commission discussed some Green Infrastructure project ideas. Lee Merrill – 2 S. Randolph Street – recommend Rockbridge Outfitters and including Chris Wise. He also suggested splitting the list into subgroups.

OTHER BUSINESS

J. Goodin mentioned that the Commission is down a member.

CITY COUNCIL REPORT

L. Straughan said Council met and had a presentation from Interim-Police Chief Frost for their annual report and Lexington is the third safest city in Virginia. The Council also met the new Police Chief, Angela Greene. There was also a hearing on the request from Rockbridge Historical Society which was approved, and there was a hearing on the street renaming policy and on the budget. There was also discussion on the proposals for the Spotswood site. There was also a request from the Miller’s House to do a project to get water near the end of the tailrace.

ADJOURN

The meeting was adjourned at 7:00 pm with unanimous approval (B. Shester/L. Straughan).

J. Driscoll, Chair, Planning Commission

MINUTES

**The Lexington Planning Commission
Thursday, April 22, 2021 – 5:00 p.m.
Zoom Meeting – City Hall
300 East Washington Street**

Planning Commission:

Presiding: John Driscoll, Chair
Present: Pat Bradley, Vice-Chair
Leslie Straughan, Council Liaison
Matt Tuchler

City Staff:

Arne Glaeser, Planning Department

Absent: Blake Shester
Jamie Goodin

CALL TO ORDER

Chair Driscoll called the meeting to order at 5:00 p.m. A. Glaeser read a statement saying that due to the COVID-19 pandemic the City of Lexington is taking action to limit attendance at public meetings. The City Council has approved an emergency ordinance allowing all meetings to be held as real time electronic meetings streamed to the City's Facebook page and uploaded to Youtube the following day.

AGENDA

The agenda was approved unanimously (P. Bradley/L. Straughan).

MINUTES

Minutes from April 8, 2021 meeting were tabled to the next meeting as there were not enough Commissioners present who had attended the last meeting and could approve the minutes.

CITIZENS' COMMENTS ON MATTERS NOT ON THE AGENDA

None

NEW BUSINESS

A. SP 2021-01: Application by Huger Food Services, Inc., for a site plan review for the Southern Inn restaurant at 37 S. Main Street, Tax Map #: 23-1-80, & 23-1-79,

- 1) Staff Report – A. Glaeser said the site had a temporary facility to allow for outdoor dining due to the pandemic. The restaurant is now requesting a permanent facility. This is an outdoor, covered deck area and includes privacy screens for the facility and dumpsters. All proposed improvements are outside the existing restaurant footprint. A. Glaeser reviewed the Site Plan criteria. M. Tuchler asked if the Commission should be concerned about how close the dining area comes to the dumpsters. He also asked how far down the Southern Inn owns the property. Mr. Ravenhorst said the building owner does own the

parcel down to Jefferson Street behind the restaurant. A. Glaeser said that the dumpsters did not pose a concern. He did not find any zoning issues with the deck moving into the parking lot. Mr. Ravenhorst also mentioned that the owners of the property have signed off on the proposed site plan, and the area has already been regularly utilized by the restaurant, so they are not extending past their current boundaries. P. Bradley asked if the owners of the property would own the proposed deck. Mr. Ravenhorst said he was not sure. A. Glaeser said from a zoning standpoint, it is an extension of the current use, and there are no set-backs for a Commercial district.

- 2) Applicant Statement – Skip Ravenhorst reviewed the improvements. It is a deck that is about 30 inches above the existing grade until it reaches the back of the restaurant where it is level with grade. This will have concrete pavers for the surface, rather than asphalt. The covering is a 20'x30' tent. There are privacy screens around three sides of the deck to hide the electrical units, dumpsters, and to give privacy to the restaurant patrons. L. Straughan asked if the tent would be removed at times. Mr. Ravenhorst said it would be removed at times. L. Straughan asked about wind ratings, and A. Glaeser said that there are still details to be approved through the building permit process. L. Straughan asked if there could be any future changes that would require the site plan to come back before the Commission, and A. Glaeser said he could not foresee any major changes.
- 3) Public Comment – None
- 4) Board Discussion & Decision – **P. Bradley moved to approve the site plan as presented. L. Straughan seconded and the motion unanimously (4/0).**

B. Annual Zoning Ordinance Amendment

- 1) Entry Structure – the Fire Marshall said the requirements needed to allow for a fire truck to enter on the property. A. Glaeser said he did not see any problems allowing such entry with the current suggested size of the structure. A. Glaeser said he had also talked to Mez Welch who said he was considering prettying up his property with landscaping possibly, instead of this entry structure. L. Straughan said she would be comfortable removing this from the list if Mr. Welch is no longer moving forward with this plan. M. Tuchler asked if there would be a problem with the Commission going ahead and approving this amendment even if Mr. Welch does not move forward with his current concept. L. Straughan said there would have to be minimums listed to keep applicants in-line with the fire department requirements. She also mentioned the suggestion to only allow these structures on McLaughlin Street, to unofficially designate McLaughlin Street as an arts district. M. Tuchler asked if that would cause any spot zoning problems, and A. Glaeser said he thought that was unlikely as it is something that was also done to limit the placements of bed and breakfasts in town. M. Tuchler asked about the process. A. Glaeser said the Commission can leave this amendment be and not bring it forward to any future meetings, or bring it to the next meeting, which should be an advertised public hearing. P.

Bradley said he was not comfortable recommending approval for this amendment for the moment. **Commission decided to remove this from the annual review.**

- 2) Multifamily Parking Calculation – City Council approved the larger multifamily parking calculated, so A. Glaeser recommended removing this as the entire calculation has been changed now. **Commission decided to remove this from the annual review.**
- 3) Planned Unit Development – A. Glaeser said he would like to move this item into the second set of amendments as he felt this required more time and research to be fully addressed. M. Tuchler asked how long A. Glaeser expected this item to take. A. Glaeser said he expected this to take about as long as the chicken amendment did, which was about nine months. He also expects accessory dwelling units to take about nine months, although he hopes that the small cell facilities and the cottage housing amendments won't be quite as complicated. J. Driscoll said he wanted to take care with the consideration of how Lexington would like to engage with PUDs. L. Straughan said she agrees this will take time, but she would like to focus on PUDs and small cell facilities. **The Commission decided to push this back to Set B of the annual zoning amendments.**
- 4) Public Comment – None
- 5) Schedule – A. Glaeser said that there are 16 or 17 amendments that are ready to move forward in the approval process. The larger, more time-consuming items do need to be prioritized. They could be arranged in groups of two, and he is not sure how much demand Lexington will have for small cell facilities. The focus on small cell facilities is to keep up with federal regulations. **The Commission decided to bring forward PUDs and small cell facilities as the first two items of Set B.** A. Glaeser said that if one of the items gets finished quicker than expected, then the Commission can go ahead and pick up one of the two items in line.

OTHER BUSINESS

A. Glaeser offered to present an update on some of the catalyst projects. Jordan's Point Park plan implementation, funding has been set aside so there should be some movement there in the next fiscal year. The grant for the bike-ped plan has been submitted, but there has not been a response yet. He is not sure what is happening with increasing sidewalk connectivity or the stormwater fee. L. Straughan said the budget for improving sidewalks is \$35 thousand. A. Glaeser said he was also not sure where things were with reprogramming traffic lights. J. Driscoll said that P. Bradley and he were moving forward with green infrastructure, and he is moving forward to setting up an information session on small area plans. He also said the Commission should be looking forward and planning for the first annual review of the Comprehensive Plan in November or December.

CITY COUNCIL REPORT

L. Straughan said Council met and approved a resolution declaring July to be Plastic Pollution Reduction Month. There was a presentation from some VMI cadets putting together the popular annual financial report. It is on the City's website. Council also passed the zoning ordinance changes for limited encroachments into yard setbacks and multifamily parking. They also extended thanks to Commission for their thoughtful discussions. The street renaming policy was approved, and it would be revisited after a trial run renaming New Market Street to Evergreen Place. This was initiated by a resident of that street. Council also had a budget session where they approved a one-year renewal of the RARA and Community Table leases, and they did bump up the amount for implementing the Jordan's Point Park master plan.

ADJOURN

The meeting was adjourned at 6:30 pm with unanimous approval (L. Straughan/P. Bradley).

J. Driscoll, Chair, Planning Commission

Project Name	Boundary line vacations for parcels located at 597 Ross Road
Property Location	597 Ross Road
Zoning	R-2 (Suburban Residential)
Owner / Petitioner	Julia & Charles Brown / Julia & Charles Brown
Petitioner's Intent	Vacate the boundary lines between parcels 23-1-3, 21-6-B, 21-2-C, 21-6-D, & 21-6-E to create one parcel

PLANNING COMMISSION RECOMMENDATION: Pending
STAFF RECOMMENDATION: Approval

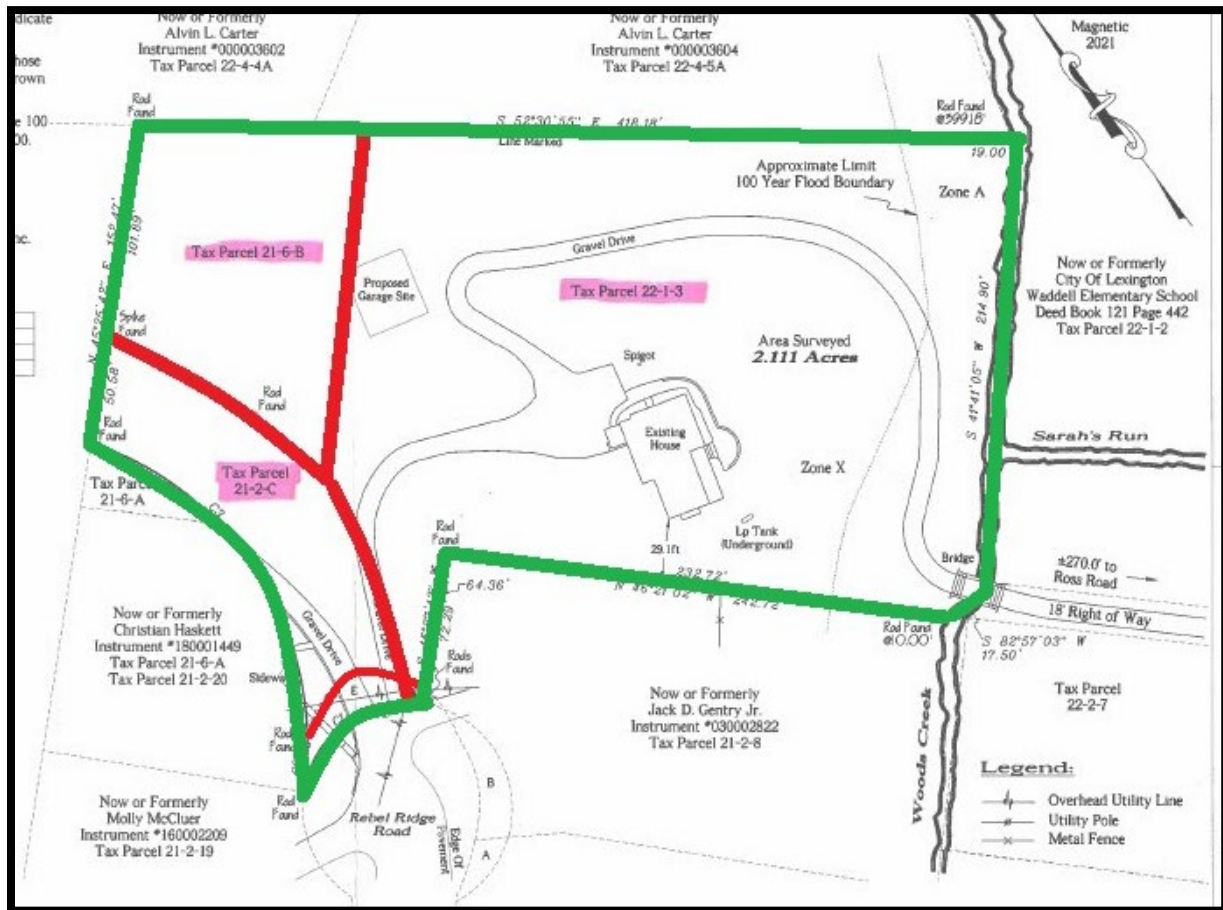
location map



OVERVIEW OF REQUEST

The applicants seek to combine their five existing parcels at 597 Ross Road by vacating the three **red** boundary lines shown on the following survey to create one parcel shown in **green**. The requested consolidation allows the construction of a new garage in the Brown's preferred location.

Survey



AUTHORITY TO REVIEW

Sections 360-24 and 360-25 of the Lexington Subdivision Ordinance establish the review authority and procedures for the Planning Commission's and City Council's review of preliminary subdivision plats. The Planning Commission must review all preliminary plats and may recommend approval or denial. If the Commission recommends denial of a preliminary plat it must state the reason for its recommendation of denial and the specific changes that are necessary for the plat to be recommended for approval.

Upon receipt of the Planning Commission's recommendation, the City Council shall review the preliminary plat and within 60 days of the receipt of the Commission's recommendation, recommend approval or denial of the preliminary plat. Council may take no action on any preliminary plat until holding a public hearing in accordance with state law. Adjoining property owners shall be notified by first class mail of the pending public hearing, and a legal ad shall be published notifying the general public of the pending Council review.

STAFF REVIEW COMMENTS

As proposed, the boundary line vacations meet the zoning requirements for parcels in the R-2 zoning district.

PLANNING COMMISSION RECOMMENDATION

Pending

STAFF RECOMMENDATION

Finding that the submitted preliminary plat has been properly drawn and that it is accompanied by those items, in proper form, required by the Subdivision Ordinance, and that the proposed subdivision conforms to the requirements and purposes of the Subdivision Ordinance, the Staff recommends that the preliminary plat be **APPROVED** as submitted.

SUGGESTED MOTION

I move to approve/deny Preliminary Subdivision Application PS 2021-02 for the vacation of three boundary lines between Tax Map Numbers 23-1-3, 21-6-B, 21-2-C, 21-6-D, & 21-6-E in accordance with the survey completed by Trout Land Surveying as submitted by the applicant.



www.lexingtonva.gov

Planning & Development Department

P.O. Box 922

300 East Washington Street

Lexington, Virginia 24450

Phone: (540) 462-3704 Fax: (540) 463-5310

SUBDIVISION APPLICATION AND CHECKLIST

Applicant¹

Name: JUHA R. & CHARLES W. BROWN Phone: 215-622-3682

Company: _____ Fax: _____

Address: 241 DEVON DRIVE Email: CWCHUCKBROWN@GMAIL.COM
CHESTER TOWN, MD 21620

Applicant's Signature: [Signature] Date: 4/1/21

Subdivision Plat Preparer

Name: RANDY TROUT Phone: 540-261-8995

Company: TROUT LAND SURVEYING Fax: _____

Address: 1366 FORBES RD., LEXINGTON, VA Email: trout1s11@GMAIL.COM
24450

Property Owner

Name: JUHA R. & CHARLES W. BROWN Phone: 215-622-3682

Address: 597 ROSS RD., LEXINGTON, VA Email: CWCHUCKBROWN@GMAIL.COM
24450

Owner's Signature: [Signature] Date: 4/1/21

Proposal Information² (attach list of properties if request includes multiple properties)

Address (or location description): 597 ROSS RD., LEXINGTON, VA 24450

Tax Map: 22-1-B, 21-6-B, & 21-2-C Deed Book and Page #: 200003907

Acreage: 2.111 Zoning (attach any existing zoning conditions or proffers): N.A.

Number of Lots Proposed: THREE TAX PARCEL CONSOLIDATED INTO ONE NEW TAX PARCEL

1. Prior to submitting an application, the applicant is required to meet with staff for a pre-application meeting.
2. Any application deemed incomplete by staff will not be accepted.



www.lexingtonva.gov

Planning & Development Department

P.O. Box 922

300 East Washington Street

Lexington, Virginia 24450

Phone: (540) 462-3704 Fax: (540) 463-5310

Notice to Adjacent Property Owners

The City will give notice of public hearings to be held on the application to those persons who own property, any portion of which abuts the subject property, and all property which is directly across the street from any portion of the subject property, as determined by the City's real property tax records. This notice will give the date, time and place of the hearing, identify the property which is the subject of the application and give a brief description of the proposed action. Notices will be mailed a minimum of ten (10) days prior to the date of the scheduled City Council meeting.

Posting of the Property

The City will place a sign on the subject property which indicates that an action is pending. The sign will be located to be clearly visible from the street.

THIS SECTION TO BE COMPLETED BY STAFF ONLY

Application Fees:

Case Number: SUB-_____

Preliminary Plat: \$500 + \$50 for each additional lot created Amount Paid: _____

Final Plat: \$0 _____

Date Received: _____ Received By: _____

Staff Review

Planning: _____ Public Works: _____

Police: _____ Fire/Rescue: _____

Preliminary Plat Approvals

Planning Commission

Meeting Date: _____ Action: _____

City Council

Legal Ad Dates: _____ Adj. Property Notifications: _____

Public Hearing Date: _____ Action: _____

Final Plat Approval

Action: ☐ Approved ☐ Denied

Planning and Development Director

Date

Charles W. Brown
241 Devon Drive
Chestertown, Maryland 21620
cwchuckbrown@gmail.com
215-622-3682

March 31, 2021

Via: Federal Express

Planning & Development Department
City of Lexington
P.O. Box 922
300 East Washington Street
Lexington, Virginia 24450

Re: Consolidation of Tax Parcels 22-1-3, 21-6-B, & 21-2-C

To Whom It May Concern:

Attached to this cover letter is Julia's and my application for consolidation of the three tax parcels listed above. These three tax parcels make up the total of our property at 597 Ross Road, Lexington. We wish to consolidate these three tax parcels so that we may locate a proposed new garage we plan to build there after receiving proper approvals from the City. We have also attached a new survey of 597 Ross Road, with the three parcels identified. Lastly, we have attached a check for \$100.00, which we understand is the fee for review of our application by the City.

Thank you for your time and consideration of this matter.

With regards,



Charles W. Brown



Julia R. Brown

attachments

NOTES

- 1) This plat was drawn from an actual field survey and is intended to represent that property conveyed to the Charles W. Brown and Julia R. Brown of record as image #200003907, tax parcels 21-6-B, 21-2-C and 22-1-3.
- 2) This survey was performed without the benefit of a title report and may not indicate all encumbrances upon the property. Unwritten rights not addressed.
- 3) The areas designated on this plat as parcels D and E are intended to represent those two parcels conveyed as tract #2 in that deed to Charles W. Brown and Julia R. Brown of record as image #200003907, tax parcels 21-6-D and 21-6-E.
- 4) A portion of this property lies in flood zone A (area determined to be within the 100 year flood hazard zone) according to flood map #51163C0264 C, dated April 6, 2000.

Now or Formerly
Lexington Retirement Community Inc.
Deed Book 572 Page 4
Tax Parcel 21-1-1

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	50.00'	78.64'	N 89°42'46" W	70.78'
C2	150.00'	22.46'	N 41°10'24" E	22.44'
C3	150.00'	188.19'	N 00°58'24" E	176.08'



Survey For
Charles W. Brown
And
Julia R. Brown
597 Ross Road
City Of Lexington
Rockbridge County, Virginia
Surveyed February 25, 2021



TROUT LAND SURVEYING
1366 Forge Road
Lexington, Va. 24450
(540) 261-8995

Randall E. Trout, L.S.



Graphic Scale 1" = 50'

DWN. BY
R. Trout
SIZE
2

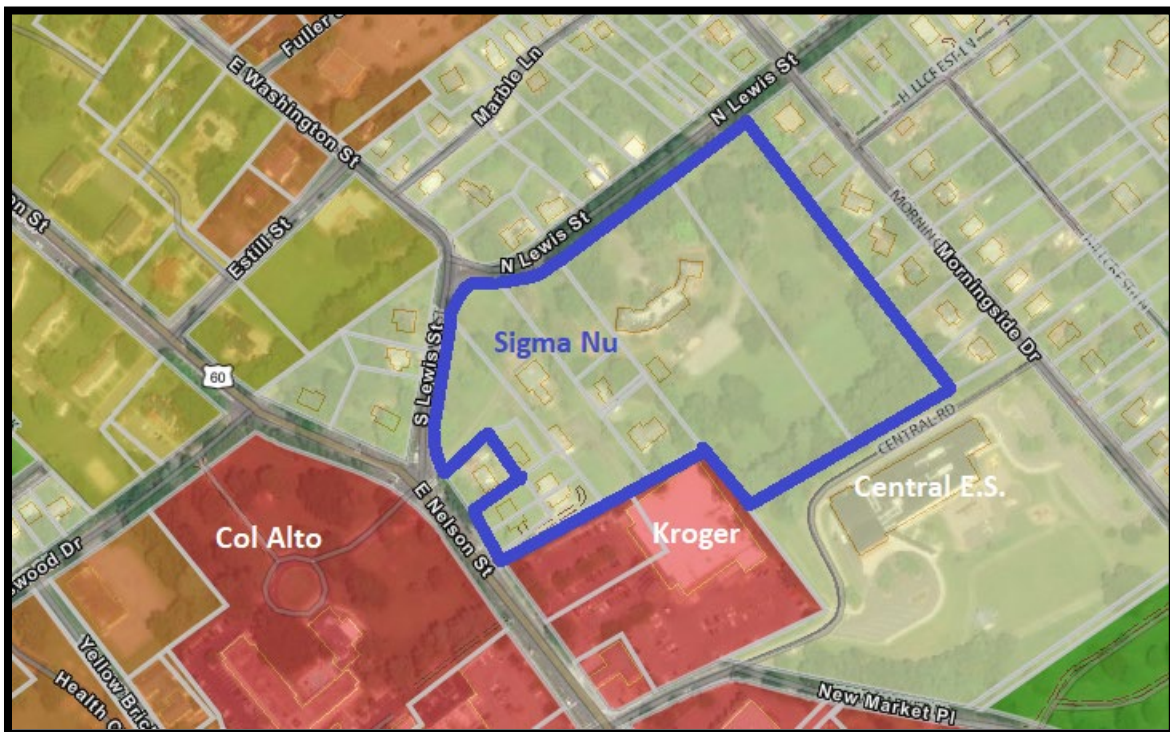
REVISION:
NO. DATE REV. BY

PROJ. NO:
01534
SHEET
1 OF 1

MPA 2021-01 – Sigma Nu Educational Foundation Properties

Project Name	Amend the existing Master Plan for the Sigma Nu Educational Foundation properties
Property Location	11 N. Lewis Street (TM# 24-1-117), 9 N. Lewis Street (TM# 24-1-118), 7 N. Lewis Street (TM# 24-1-119, TM# 24-1-119A, TM# 24-1-121A, TM# 24-1-121), 3 N. Lewis Street (TM# 24-1-120), 1 S. Lewis Street (TM# 24-10-1), 404 E. Nelson Street (TM# 24-10-2), 408 E. Nelson Street (TM# 24-10-4A, & TM# 24-10-5A), and 406 E. Nelson Street (TM# 24-10-4, & TM# 24-10-5)
Current Zoning	R-1 (General Residential District) with the I-1 (Institutional District) overlay
Owner/Applicant	Sigma Nu Educational Foundation, Inc., & 408 E. Nelson, LLC. / Nicholas Murphy
Applicant's Intent	Amend the existing Master Plan for the Sigma Nu Educational Foundation properties

location map



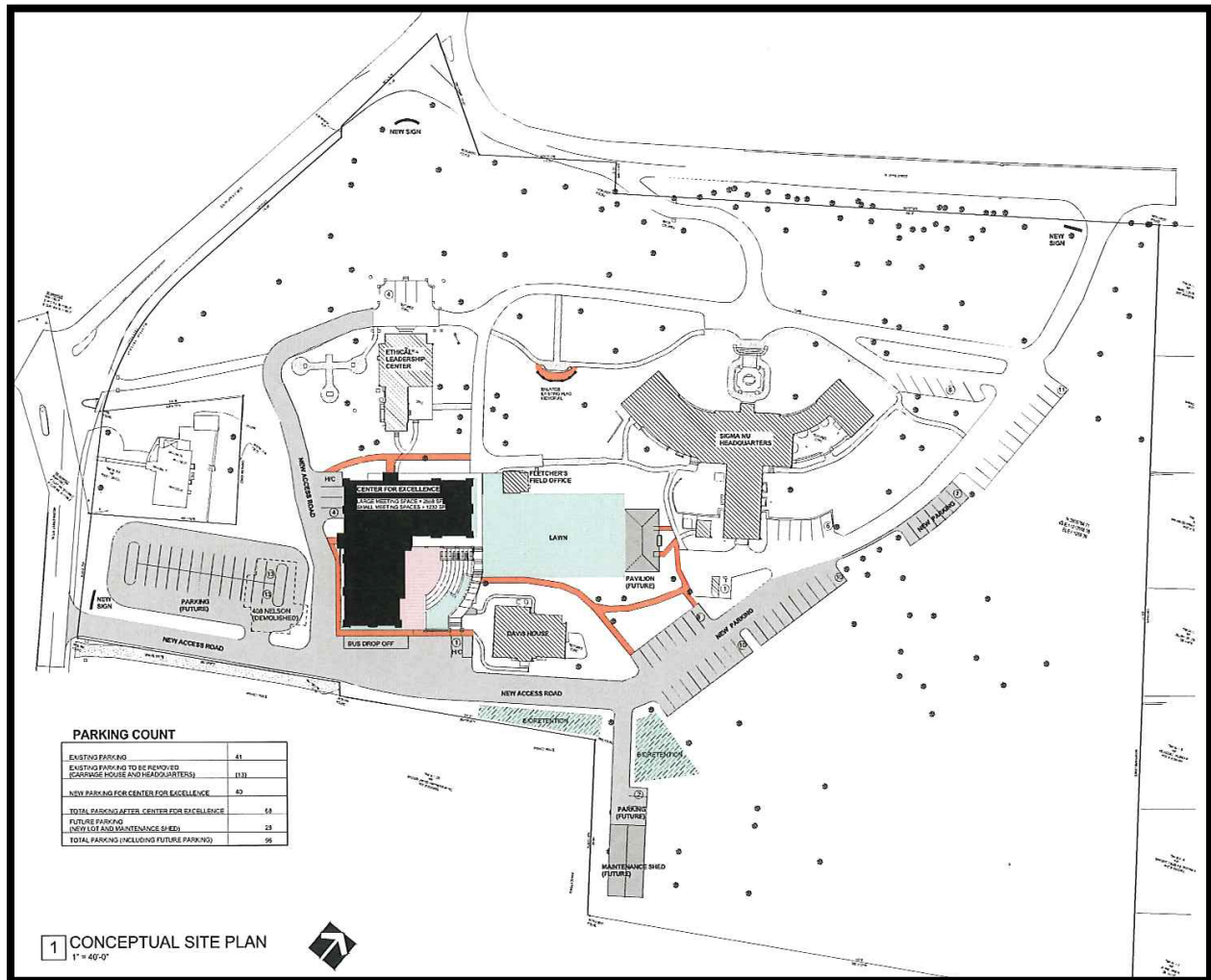
PLANNING COMMISSION RECOMMENDATION: *Pending*
STAFF RECOMMENDATION: *Approve with conditions*

EXISTING MASTER PLAN FOR SIGMA NU EDUCATIONAL FOUNDATION CAMPUS

Lexington City Council approved a rezoning request and a master plan for the Sigma Nu Educational Foundation properties on November 3, 2016 with the following conditions:

1. The uses and layout of the subject properties shall be in substantial compliance with the master plan date stamped August 8, 2016 and with the rezoning application submitted by the applicant.
2. This Master Plan does not authorize the exterior alteration of buildings, structures, or properties.
3. A landscape buffer a minimum of 10 feet in depth shall be required along the three property boundaries shared with the existing single family residence at 404 East Nelson Street. The buffer shall be installed by Sigma Nu, at its expense, and Sigma Nu may install a buffer that is (i) a landscape buffer of at least six (6) feet in height and sufficient width to provide year-round screen, or (ii) such other buffer as is agreed by Sigma Nu and the then owner of 404 East Nelson Street prior to use of the future parking lot.
4. Any new large waste receptacle (dumpsters) and refuse collection points (including cardboard recycling containers) shall be screened using an appropriate combination of landscape plants, fencing, or masonry walls to adequately screen these items from views both on and off the subject properties.
5. All new light fixtures shall consist of full cut-off fixtures and be directed downward. The term full cut-off fixture means an outdoor light fixture shielded in such a manner that all light emitted by the fixture, either directly from the lamp or indirectly from the fixture, is projected below the horizontal plane.

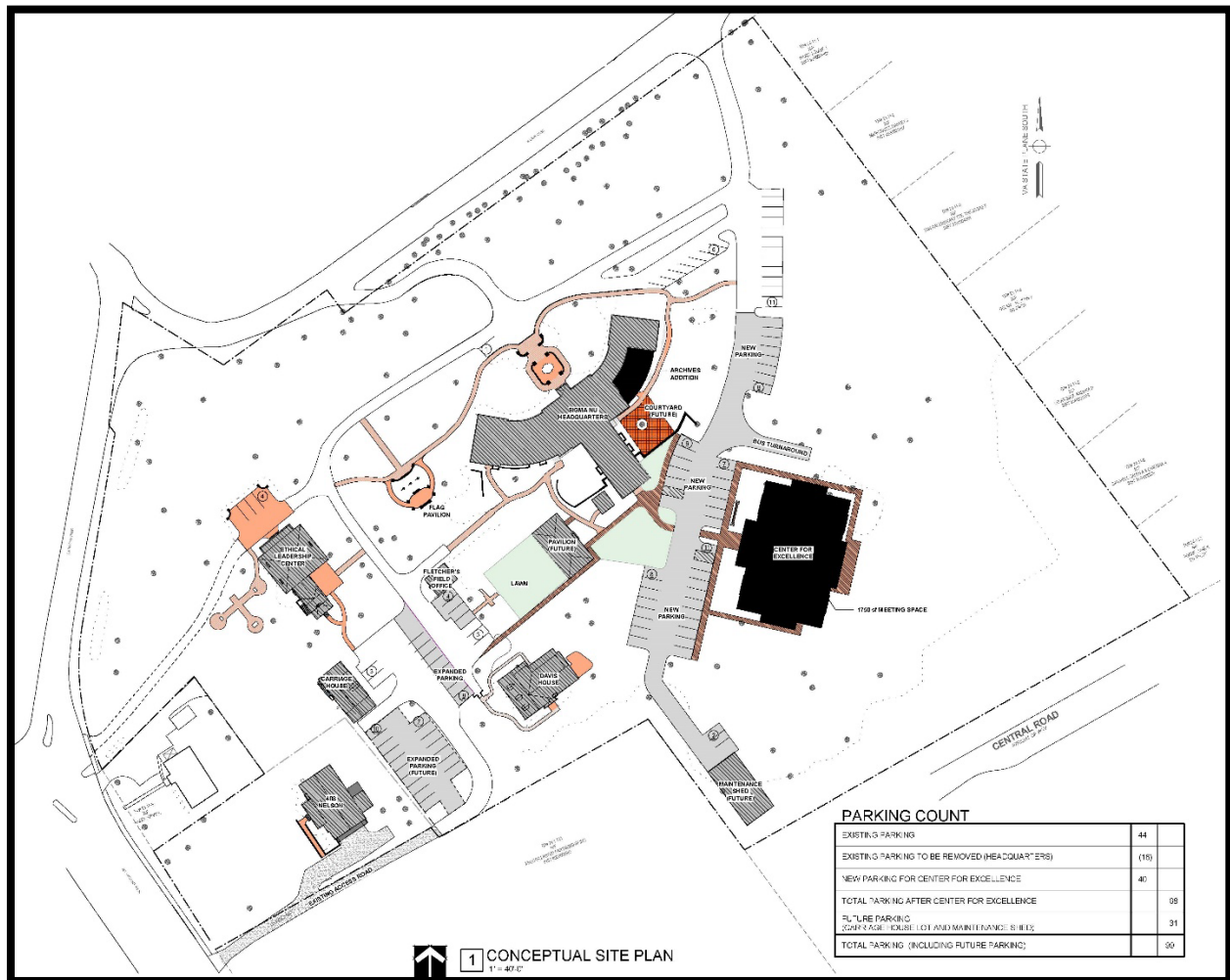
existing Master Plan date stamped August 8, 2016



OVERVIEW OF REQUEST

The subject application is a request to amend the existing Master Plan that was approved in 2016. Along with a number of improvements to existing buildings on the Sigma Nu Educational Foundation campus, the most significant amendment is the proposed relocation of the Spears Family Epsilon Epsilon Center for Excellence. The approved Master Plan above shows the Center for Excellence east of the Ethical Leadership Center building while the proposed, amended Master Plan on the following page shows the Center for Excellence located east of the Sigma Nu Headquarters building which places the Center for Excellence closer to the Central Elementary School and closer to the single family residences along the 400 block of Morningside Drive.

proposed Master Plan amendment date stamped April 19, 2021



The Educational Foundation seeks to construct the Spears Family Epsilon Epsilon Center for Excellence, a conference center and lodging facility on a portion of the property, which would include a multi-purpose room, small conference room, and four sleeping pods with 20 beds each and one pod with 4 beds (84) beds total).

The Center for Excellence is intended to be used for leadership training, educational programs, and lodging for the individuals participating in the programs. The exterior of the new building is anticipated to be red brick with white columns and trim. The design is intended to match the look and feel of historic Lexington, including the other structures on Sigma Nu's Headquarters. An artist's rendering of the exterior design as well as floor plans are included with the attached application materials.

INSTITUTIONAL DISTRICT I-1 - INTENT AND CONCEPT

As established in the Lexington Zoning Ordinance (Article VII), the purpose of the I-1 zoning district is “to provide for orderly development of major institutions such as colleges, universities and medical campuses in accord with approved master plans for these institutions, with minimum procedural delay, and at the same time to ensure coordination of institutional development with surrounding land uses and the overall fabric of the City, the City's Comprehensive Plan and applicable City codes and ordinances.”

Also outlined in Article VII, the intent behind the concept of the I-1 zoning district is that it function as an *overlay district*, meaning that the application of the district on property does not result in a change of the underlying zoning district or the regulations that may be derived from the underlying zoning district.

SIGMA NU EDUCATIONAL FOUNDATION MASTER PLAN AMENDED

The applicant requests the adoption of the Sigma Nu Educational Foundation Master Plan (“Plan”) attached hereto and date stamped April 19, 2021 and in accordance with the following section of the Lexington Zoning Ordinance.

Article VII. Institutional District I-1.

Section 420-7.6 Master Plan, B., Action by Planning Commission; amendments

- (1) The Planning Commission shall approve the master plan when it finds, after reviewing a report from the Zoning Administrator and after holding a public hearing thereon, that the development shown on the master plan is in compliance with the requirements of the Institutional District I-1 and other applicable provisions of this chapter; that such development will not be detrimental to the public health, safety and welfare or unduly injurious to property values or improvements in the neighborhood and will not be in conflict with the policies and principles of the City's adopted Comprehensive Plan; and that adequate public services are or reasonably will be available. Otherwise, the Commission shall disapprove the plan.
- (2) The action of the Commission shall be based upon a finding of fact, which shall be reduced to writing and preserved among its records. The Commission shall submit to the Council a copy of its finding and a copy of the master plan, together with its recommendations.
- (3) Amendments to the master plan may be accomplished by the same procedure as for an original application.

Staff Report & Recommendation
Rezoning and Master Plan

MPA 2021-01 – Sigma Nu Educational Foundation Properties

Staff Comment: *Staff finds that the proposed uses comply with the requirements of the Institutional District and other applicable provisions of the Zoning Ordinance, are not detrimental to the public health, safety and welfare or unduly injurious to property values or improvements in the neighborhood, are not in conflict with the policies and principles of the City's adopted Comprehensive Plan, and that adequate public services are available.*

Article XII. Off-Street Parking.

The parking calculation for a new assembly (i.e. meeting) space is 1 parking space for each 100 square feet of assembly floor space without fixed seating. Twenty (20) parking spaces are therefore required for the 1,943 square feet of meeting space and 201 square feet of reception space.

The parking calculation for the each sleeping room is 1 parking space per sleeping room. Five (5) parking spaces are therefore required for the 5 sleeping rooms.

The total number of parking spaces that are required for the new Center for Excellence equals 25 new parking spaces. The applicant submitted Master Plan shows 40 new parking spaces will be developed for the Center for Excellence.

Staff Comment: *The applicant states the new Center for Excellence will be operated on the weekends at a time when the other facilities on the Sigma Nu Educational Foundation campus are not in operation and those parking spaces can be utilized by the Center for Excellence participants. The applicant also states many of the Center for Excellence participants either carpool or are bussed from an airport, further reducing the need for additional parking spaces. Staff finds that the proposal is consistent with the parking requirements.*

ADDITIONAL CONSIDERATIONS

Fire Marshal Comments:

While the submitted Master Plan is a conceptual plan, all new roadways must be constructed to allow fire vehicle access as set forth in Sec 503.2.1 of the 2012 VSFPC which requires an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 13 feet 6 inches. It is preferred to have access to three sides of a multi occupancy structure for fire vehicle access, and since the Fire Code may require the building to have fire sprinklers installed, this significant life safety improvement can reduce the three-sided access requirement for fire vehicles. A comprehensive fire protection plan must be submitted with site plan and building permit submittals and additional fire hydrants may be required.

Building Official Comments:

Many of the proposed improvements increase life safety concerns and all improvements must meet current building code requirements at time of construction or remodeling.

Public Works Director Comments:

The old driveway to the Ethical Leadership Center building from E. Nelson Street must be demolished after completion of the proposed improvements to the Ethical Leadership Center building. The deletion of the driveway will improve the intersection of E. Nelson Street, N. Lewis Street, and the access drive to the Col Alto hotel.

PLANNING COMMISSION RECOMMENDATION

Pending

STAFF RECOMMENDATION

MPA 2021-01: Based on the aforementioned opinions, staff recommends that the request to amend the Sigma Nu Educational Foundation Master Plan be **APPROVED WITH CONDITIONS** as follows:

1. The uses and layout of the subject properties shall be in substantial compliance with the master plan date stamped ~~August 8, 2016~~ April 19, 2021 and with the rezoning application submitted by the applicant.
2. This Master Plan does not authorize the exterior alteration of buildings, structures, or properties.
3. A landscape buffer a minimum of 10 feet in depth shall be required along the three property boundaries shared with the existing single family residence at 404 East Nelson Street. Plants should be sufficiently large and planted in such a fashion that a year-round screen at least six (6) feet in height shall be produced within one growing season.
4. A landscape buffer meeting the buffering requirements found in Section 420-14.5 of the Lexington Zoning Ordinance must be installed along the property line shared with the R-1 zoned properties in the 400 block of Morningside Drive prior to the issuance of a Certificate of Occupancy for the Center for Excellence.
5. Any new large waste receptacle (dumpsters) and refuse collection points (including cardboard recycling containers) shall be screened ~~using an appropriate combination of landscape plants, fencing, or masonry walls to adequately screen these items from views both on and off the subject properties~~ in accordance with the screening requirements found in Section 420-14.6 of the Lexington Zoning Ordinance.

MPA 2021-01 – Sigma Nu Educational Foundation Properties

6. All new exterior light fixtures shall consist of full cut-off fixtures and be directed downward. The term full cut-off fixture means an outdoor light fixture shielded in such a manner that all light emitted by the fixture, either directly from the lamp or indirectly from the fixture, is projected below the horizontal plane.

SUGGESTED MOTIONS

I move to approve/deny Master Plan Amendment application MPA 2021-01 for modifications to the Sigma Nu Educational Foundation campus in accordance with the application submittal date stamped April 19, 2021 and with the six (6) staff recommended conditions.



April 16, 2021

VIA EMAIL

Mr. Arne Glaeser
Director of Planning and Development
City of Lexington
Planning and Development Department
aglaeser@lexingtonva.gov

RE: Sigma Nu Educational Foundation, Inc.

Dear Mr. Glaeser:

Please find enclosed an Application for Rezoning and Overlay Districts regarding the above, along with supporting documents. Please let us know if there are any questions regarding this application.

If you require anything further, please do not hesitate to contact me at (540) 319-4049 or via email at nick.murphy@sigmanu.org.

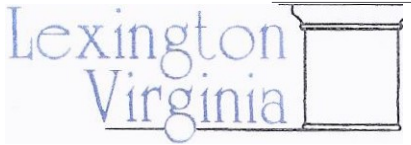
Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Nicholas L. Murphy".

Nicholas L. Murphy
Chief Financial Officer

Enclosure: Application for Rezoning and Overlay Districts



www.lexingtonva.gov

Planning & Development Department

P.O. Box 922

300 East Washington Street

Lexington, Virginia 24450

Phone: (540) 462-3704 Fax: (540) 463-5310

APPLICATION FOR REZONINGS and OVERLAY DISTRICTS

Applicant¹

Name: Nicholas L. Murphy Phone: 540-319-4940

Company: Sigma Nu Educational Foundation, Inc. Fax: 540-463-1669

Address: 9 N. Lewis St., P.O. Box 1869, Lexington, VA 24450 Email: nick.murphy@sigmanu.org

Applicant's Signature: *Nicholas L. Murphy* Date: 4/16/2021

Property Owner

Name: Sigma Nu Educational Foundation, Inc. Phone: 540-463-1030

Address: 9 N. Lewis St., P.O. Box 1869, Lexington, VA 24450 Email: foundation@sigmanu.org

Owner's Signature: *Nicholas L. Murphy* Date: 4/16/2021
Nicholas L. Murphy, Chief Financial Officer

Proposal Information² (attach list of properties if request includes multiple properties)

Address (or location description): 9 North Lewis Street, Lexington, VA 24450

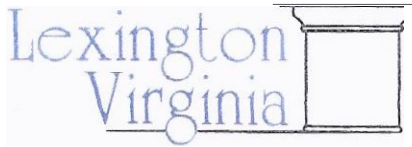
Tax Map: See attached Deed Book and Page #: See attached

Acreage: 10.55 Current Zoning (attach any existing conditions or proffers: R-1 with I-1 Overlay

Proposed Zoning (or Overlay District)³: Updated R-1 with I-1 Overlay

Description of Proposal: The Foundation seeks approval of its Masterplan so that it may
continue conducting its educational programs and improve its facilities in accordance with
the plan. See attachment.

1. Prior to submitting an application, the applicant is required to meet with staff for a pre-application meeting.
2. Any application deemed incomplete by staff will not be accepted.
3. For conditional rezoning requests including proffered conditions, please see additional submittal requirements on page 3 of this application. If not specifically required in the zoning ordinance, submitting a sketch plan or other visual detail of your request is highly encouraged.



www.lexingtonva.gov

Planning & Development Department

P.O. Box 922

300 East Washington Street

Lexington, Virginia 24450

Phone: (540) 462-3704 Fax: (540) 463-5310

Notice to Adjacent Property Owners

The City will give notice of public hearings to be held on the application to those persons who own property, any portion of which abuts the subject property, and all property which is directly across the street from any portion of the subject property, as determined by the City's real property tax records. This notice will give the date, time and place of the hearing, identify the property which is the subject of the application and give a brief description of the proposed action. Notices will be mailed a minimum of ten (10) days prior to the date of the scheduled public hearings.

Posting of the Property

The City will place a sign on the subject property which indicates that an action is pending. The sign will be located to be clearly visible from the street.

THIS SECTION TO BE COMPLETED BY STAFF ONLY

Application Fee: \$350 + \$25/acre

Amount Paid: _____

Case Number: REZ- _____ - _____

Date Received: _____ Received By: _____

Staff Review

Planning: _____ Public Works: _____

Police: _____ Fire/Rescue: _____

Public Hearings

Planning Commission

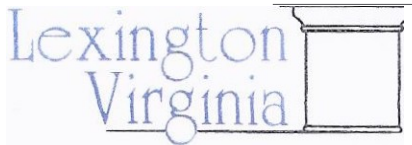
City Council

Legal Ad Dates: _____ Legal Ad Dates: _____

Adj. Property Notifications: _____ Adj. Property Notifications: _____

Public Hearing Date: _____ Public Hearing Date: _____

Action: _____ Action: _____



Conditional Rezoning

Pursuant to § 420-17.3.E of the City of Lexington Zoning Ordinance, an application for a rezoning that proposes proffered conditions to be applied to the property shall be accompanied by the following items beyond those required by conventional rezoning requests:

1. A statement describing the nature of the proposed development and explaining the relationship of the development to the Comprehensive Plan.
2. A statement setting forth a maximum number of dwelling units or lots proposed, including density and open space calculations where applicable to any residential development, or a statement describing the types of uses proposed and the approximate square footage for each nonresidential development.
3. A statement detailing any special amenities that are proposed.
4. A statement of the public improvements both on and off site that are proposed for dedication and/or construction and an estimate of the date for providing such improvements.
5. A site plan listing and detailing the nature and location of any proffered conditions and those proposed circumstances which prompted the proffering of such conditions.
6. A statement setting forth the proposed approximate development schedule.
7. A signed statement by both the applicant and owner in the following form: "I hereby proffer that the development of the subject property of this application shall be in strict accordance with the conditions set forth in this submission."


408 E. NELSON, LLC
COMPANY RESOLUTION

The undersigned, being the owners and members of 408 E. Nelson, LLC, an Indiana limited liability company, having authority to execute this company resolution, hereby certify that below is a true copy of the resolution adopted by 408 E. Nelson, LLC, pursuant to Article _____ of the Operating Agreement of 408 E. Nelson, LLC, on the 10th day of August, 2016, and such resolution is now in full force and effect:

WHEREAS, under the Operating Agreement of the said limited liability company, the undersigned have full power and authority over the real property owned by 408 E. Nelson, LLC:

NOW THEREFORE BE IT RESOLVED that the undersigned, being the owners and members of 408 E. Nelson, LLC, do hereby join in the application for rezoning submitted by Sigma Nu Educational Foundation, Inc. and further hereby authorize and empower Sigma Nu Educational Foundation, Inc., as a Member, to seek and obtain rezoning of the real estate commonly known as 408 E. Nelson Street, Lexington, Virginia in accordance with the proposed master plan for the property of the Sigma Nu Educational Foundation, Inc.

Date: August 10, 2016


By: _____, Member

SIGMA NU EDUCATIONAL FOUNDATION, INC., Member


By: _____

REZONING APPLICATION ATTACHMENT

Tax Map: 24-10-1, 24-10-2, 24-10-4, 24-10-4A, 24-10-5 24-10-5A, 24-1-117, 24-1-118, 24-1-119, 24-1-121A, 24-1-119A, 24-1-121, 24-120

Deed Book: 150000765, 110002108, 517/658, 517/650, 476/844, 428/220, 418/701, 414/599

Description of Proposal:

Sigma Nu Educational Foundation, Inc., along with 408 E. Nelson, LLC, seek an update to the Institutional District (I-1) overlay and approval of the updated proposed master plan so that the Educational Foundation may continue providing adequate facilities for educational programs on-site and improve its facilities in accordance with the proposed master plan.

Background

Sigma Nu Fraternity, Inc., with the support of the Educational Foundation is focused on developing ethical leaders inspired by the principles of love, honor, and truth. The Fraternity has approximately 11,000 collegiate members on almost 160 campuses across North America and over 185,000 living alumni. Sigma Nu Fraternity was originally founded at the Virginia Military Institute by three Cadets in 1869, which is why the Fraternity is headquartered in the City of Lexington. Sigma Nu Educational Foundation was created in 1945 to support the educational needs of Sigma Nu Fraternity. The main Headquarters Building was established in the late 1950s, and additional parcels and buildings have been purchased since that time. The Headquarters now encompasses most of the land near the intersection of Lewis Street and Nelson Street in Lexington. The Fraternity aids in developing the next generation of leaders through ethical leadership programs for its members. The Educational Foundation's funding of award-winning ethical leadership development programs focus on developing and refining the skills necessary to become and remain successful leaders in society. Topics of importance include: visionary leadership, turning vision into strategy, goal setting, effective change, accountability, servant leadership, handling controversy with civility, consensus building, and community service.

The Educational Foundation currently owns or has an ownership interest in approximately 10.5 acres in the City, and in 2010 Sigma Nu was the City's 23rd largest employer. The property is used as the headquarters for the Fraternity, with staff offices and meeting rooms. The property attracts approximately 1,000 visitors annually. In addition to the Headquarters Building, there are currently several residential structures on the property. The residence owned by 408 E. Nelson, LLC is being transferred to the Educational Foundation incrementally over time. Two of the residential structures have been modified to be used for educational programs—one structure is the Ethical Leadership Center, and the other is the Carriage House (bunkhouse) with approximately 40 beds.

A "Pilgrimage Program" is conducted throughout the academic year, in which members of Sigma Nu Fraternity chapters from around the United States come to the Headquarters for educational and leadership development programs. These events occur on weekends with the groups arriving either Friday night or Saturday morning and leaving Sunday. Typically, members

carpool or arrive in 15 passenger vans. The members stay at the Carriage House, tour the VMI post and portions of the City of Lexington, and complete the educational and leadership development programs at the Headquarters. For the pilgrimage program, participants eat at local restaurants. A copy of a typical schedule of events for the Pilgrimage Program is attached.

The Fraternity is exploring ways to bring back a summer leadership program that was conducted in Lexington from 2001 to 2009. This was a three-day ethical leadership training program for members moving into leadership positions in their local chapters. With property funding and facility upgrades, the Fraternity plans to establish a Tomorrow's Leaders Academy that would likely include three sessions, with approximately 75 participants each, during the summer. An overview of the Tomorrow's Leaders Academy is attached.

The facilities in the current Ethical Leadership Center and Headquarters Building are inadequate to conduct educational programs at the level that is planned, and the Carriage House is in need of significant improvement. Accordingly, the Educational Foundation seeks to make improvements to its property in accordance with its proposed master plan.

The Educational Foundation's Master Plan

The Educational Foundation seeks to construct the Spears Family Epsilon Epsilon Center for Excellence, a conference center and lodging facility on a portion of the property, which would include a multi-purpose room, small conference room, and four sleeping pods with 20 beds each and one pod with 4 beds (84 beds total).

The Center for Excellence is intended to be used for leadership training, educational programs, and lodging for the individuals participating in the programs. The exterior of the building is anticipated to be red brick with white columns and trim. The design is intended to match the look and feel of historic Lexington, including the other structures on Sigma Nu's Headquarters. An artist's rendering of the exterior design as well as floor plans is included in the master plan.

As part of this project, the Educational Foundation has created a master plan for its property showing the Center for Excellence and related projects. The Educational Foundation seeks approval of the master plan so that it may proceed to the next stages of the construction.

1. The Educational Foundation's master plan complies with the City's Comprehensive Plan.

The Comprehensive Plan seeks to "Plan for strategic, efficient, and quality development that increases the economic vitality of Lexington by building on local character and identity; protecting sensitive resources; and prioritizing connectivity between neighborhoods and services."

Sigma Nu's Headquarters contributes to the unique character of the City. The architectural significance of the Headquarters Building and the Ethical Leadership Center can be seen on pages 4 and 24 of the attached Masterplan. The master plan is well-conceived and adds an additional

dimension to City's unique character. The building façade and design are intended to complement and emulate the architecture of historic Lexington. The Educational Foundation's property is at a point of transition along Nelson Street. Kroger is to the East, the Hampton Inn Col Alto is across Nelson, and the rest of the Educational Foundation's property is surrounded by residential properties. The property has significant open space, and the property and buildings provide an excellent buffer for the surrounding residential area as well as a good transition from the commercial areas. The Educational Foundation's property makes the neighborhood more desirable and ensures a good transition area to the surrounding residential uses. With the planned improvements to the property, the Educational Foundation will continue to contribute to the tax base, as will its additional visitors.

2. *The Educational Foundation's master plan will not significantly impact traffic.*

The improvements to the Educational Foundation's property would not materially impact or increase weekday traffic. The Educational Foundation's weekday traffic would remain basically unchanged. Any new traffic would be at off-peak times, specifically weekends (Pilgrimage Program) and during the summer (Tomorrow's Leaders Academy). On weekends, traffic does not have the same peaks, and traffic during the summer is markedly lighter as there are fewer students in the area. The visitors to Sigma Nu's Headquarters are sporadic, and it is not anticipated that these visits would increase as a result of the master plan or improvements to the property.

3. *The Educational Foundation's master plan contains sufficient parking.*

The Educational Foundation's plan is to have 68 parking spaces on site. The multi-purpose room contains approximately 1,700 square feet. There is also one small conference room with a total of approximately 250 square feet. The multi-purpose room and small conference room, at a requirement of 1 parking space per 200 square feet, yields a total desired number of 10 parking spaces.

The vast majority of visitors travel by carpool or use 15 passenger vans for transportation. This includes participants in the Pilgrimage Programs as well as the Tomorrow's Leaders Academy. If participants fly into the area, they come to Headquarters, typically by a shuttle service. Accordingly, there is no need to provide one parking space for each individual. Further, the Center for Excellence will mainly be used on weekends when the vast majority of the parking places on the property are available for use. The events at the Center for Excellence would require that everyone assemble in the multi-purpose room. Therefore, it would not add to the overall number of people using the facility at any one time.

The Educational Foundation, if required, has sufficient area on its property to construct the required number of parking places. However, such significant parking requirements will result in a loss of green space and degrade the park-like setting of the property. Further, extensive paving will diminish the residential feel of the neighborhood and also diminish the property's ability to act as a transition from commercial to residential. Accordingly, the Educational Foundation requests deviation from the standard parking requirements.

In the event the various uses of the Headquarters Campus result in the need for more parking than is currently planned to be in place with the construction of the Center for Excellence, the Educational Foundation has devised a short and long-term plan to provide additional parking. The short-term plan involves the leasing of additional parking off-site and using shuttles to provide transportation to and from the Headquarters. The long-term plan would involve the addition of 31 parking spaces. This addition would involve the connection of two parking areas that would create additional parking and the construction of a new parking lot (adding 29 parking spaces), and the addition of a maintenance building (adding 2 parking spaces).

4. The Educational Foundation's master plan will benefit Lexington.

The Educational Foundation's improvements to its property will benefit Lexington in numerous ways. Initially, there is a benefit of jobs created by the construction project itself. There will also be a benefit to the City's revenue through an increased tax base, as well as the additional visitors to the City who will eat in local restaurants and visit the local shops.

Sigma Nu Fraternity Headquarters is a professional setting and is revered by members for the significant role it plays in providing facilities for use by the Fraternity and for displaying the many aspects of its history. Members of the Sigma Nu Fraternity are expected to conduct themselves with honor at all times. The property is only used for the temporary lodging of members while they attend the educational and leadership development programs offered by the Fraternity. The only additional lodging is remote staff and volunteers while temporarily working in Lexington. The Center for Excellence will not be used as permanent housing, and no part of the Educational Foundation's property is currently used or will be used as a fraternity house. The events that will be conducted on the property have a set schedule, and participants will not have parties or impact the neighbors. The Educational Foundation has maintained excellent relationships with its neighbors and will not allow those relationships to be jeopardized. The Educational Foundation's focus is providing support for Sigma Nu's programs that develop people of honorable character.

Conclusion

Sigma Nu Fraternity Headquarters is a unique facet of Lexington's character. The Headquarters is attractive and well maintained. Sigma Nu Fraternity and Sigma Nu Educational Foundation are contributing members of the Lexington community whose programs have a positive and lasting impact across the Country. Development in accordance with the master plan will continue to enhance this unique property and further benefit the City.

MASTERPLAN

Sigma Nu Fraternity

Sigma Nu Educational Foundation, Inc.

9 N Lewis Street
Lexington, VA 24450



5100 Unicon Drive, Suite 103
Wake Forest, NC 27587
(919) 876-5331

April 30, 2016 (revised 4/16/2021)



April 16, 2021

MASTERPLAN

The Sigma Nu Fraternity headquarters is located at 9 North Lewis Street in Lexington, Virginia. The campus comprises approximately 10.55 acres of property, and contains six (6) existing buildings:

- Main Headquarters Building
- The Ethical Leadership Center
- Davis Residence
- Fletcher's Field Office
- 408 East Nelson
- Carriage House

Eddie Gontram, Brad Hastings and Nicholas Murphy met with Lexington Planning officials on September 30, 2015 with the expressed purpose of discussing the proposed Center for Excellence building and the Town's submittal and review process. During that meeting, it was explained to us that the property would have to be rezoned in order to allow the project on the property. To that end, a Masterplan would be required that should show *any* considered, future development on the property, not just the immediate Center for Excellence building.

Subsequent meetings between the Fraternity, its counsel and newly appointed Planning personnel confirmed that there are several options available, and that the most favored option may be to add an "Institutional Overlay" district to the existing R-1 zoning. The institutional overlay can be used by schools, colleges, universities, and *other educational institutions*, and the district allows for accessory uses under the control of the institution. Washington and Lee University is similarly part of an Institutional Overlay district. As part of that application process, a masterplan must be submitted to and approved by the City with the Planning Commission holding a public hearing.

5100 Unicon Dr., Ste 103
Wake Forest, NC 27587
(919) 876-5331 phone
eddie@gontramarchitecture.com
www.gontramarchitecture.com

Therefore, in addition to internal organization by the Fraternity, Gontram Architecture was charged with analyzing the existing property and its buildings, and then formulating a Masterplan that addressed its needs, both immediate and future. The purpose of the Masterplan would provide the necessary supplement to the overlay district or rezoning process for the Center for Excellence building, but also provide a roadmap to future improvements.

Members of Gontram Architecture staff (Eddie Gontram, Peter Almasy and Dennis Burns) visited the house November 10th and 11th, 2015. Detailed measurements and photos were taken during our visit in an effort to document the existing conditions. Thousands of gross square feet of museum, office, storage, residential and other uses were measured and documented.

Also during the visit, Eddie Gontram met with several staff members of Sigma Nu Fraternity with the purpose of reviewing existing usage of space, current deficiencies, and potential improvements that could be proposed to the buildings and properties to improve the working environment for staff and visitors. Building tours were conducted with staff members while discussing deficiencies and potential improvements.

Over the months that followed, Gontram Architecture documented the existing buildings and inventoried the spaces that they contained. We analyzed Sigma Nu's current space utilization and identified potential renovation options. We produced schematic design options for the renovations. We also developed architectural schemes for the proposed Center for Excellence and integrated the architecture into the existing site.

This document represents the compilation of those discussions and design exercises. We address each building individually, and then summarize our overall conclusions.

MAIN HEADQUARTERS BUILDING



Main Headquarters Building

The main headquarters building is the centerpiece of the property and creates a tremendous impression upon arrival.



Main Headquarters Building aerial

The building is a former single-family residential structure that consists of a main portion, two wing additions (east and west), and a rear addition.

The main, original portion of the house is a 2-story structure with a full Basement. The two subsequent wings were constructed in the 1960's and are 1-story structures with full or partial Basements. Finally, the rear addition, constructed in the 1990's, is a 3-story structure that aligns roughly with each of the 2-stories in the main house and the Basement.

The 1st floor of the main portion of the house and the eastern wing are mostly utilized for formal uses (museum spaces, ceremonial, reception, etc.). The western wing is utilized as additional formal space plus office space. While the curved wings create some interesting exhibition spaces, the office spaces that are tucked behind the Hall of Honor are awkward. The concealed kitchen space in the eastern wing is oddly located and seldom used. The museum/display areas are successful, but require some updating and enlarging.

The 2nd floor of the main portion of the house is used as office space for the Sigma Nu Foundation. These offices are somewhat secluded from the remainder of the staff due to the remoteness of this 2nd floor from the rest of the building.

The Basement of the main portion of the Headquarters building is used for a variety of purposes. The basement of the east wing houses the Alpha Chapter Room and storage space. The remainder of the Basement is utilized as Archives storage, office space and mechanical space.

The rear addition contains office and work space, mostly subdivided with low cubicle partitions. An outdated mailroom exists on the lower, basement level, financial staff is housed on the 1st floor, and traveling staff are housed in small cubicle workstations on the 2nd floor. An elevator and stair core connect all levels of the building. Restrooms and mechanical spaces are located near the core.

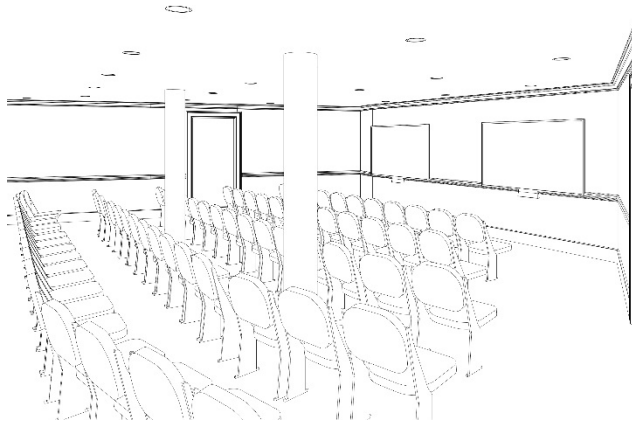
Existing Space Usage: (indicated below as net square footage (i.e. wall thicknesses, corridors, etc. not included))

Headquarters Area Totals (Existing)		
Name	Area	Count
ALPHA ROOM	666 SF	1
ARCHIVES	1874 SF	5
BATHROOM	248 SF	8
KITCHEN	163 SF	3
MECH RM.	514 SF	4
MEETING	546 SF	1
MUSEUM/DISPLAY	2397 SF	6
OFFICE	6288 SF	17
PORCH	87 SF	1
RECEPTION	685 SF	2
STORAGE	1309 SF	15
UTILITY	68 SF	2
WORKROOM	123 SF	2
	14968 SF	

Observations: Existing entrance and formal areas are impressive and appear well maintained. Reception is awkwardly located within the formal space. Once checked-in, guests leave the historical, formal space to use dated restrooms or attend meeting space. The museum spaces are effective, but staff desires additional museum space and upgrades to the existing displays. Office staff located throughout the building can be disconnected due to remoteness within the building. Inefficiencies and lack of privacy was observed with cubicle arrangements.

Recommendations: We recommend upgrades to the

- Museum spaces, including display and technology upgrades, converting the odd kitchen space in the Hall, and relocation of the Reception area.
- Conversion of the office space behind the Hall of Honor for use as an assembly space for a large assembly hall for educational sessions. The existing meeting space on the opposite side of the building would be used for staff meetings and conference space.



New Assembly space in Main Headquarters building

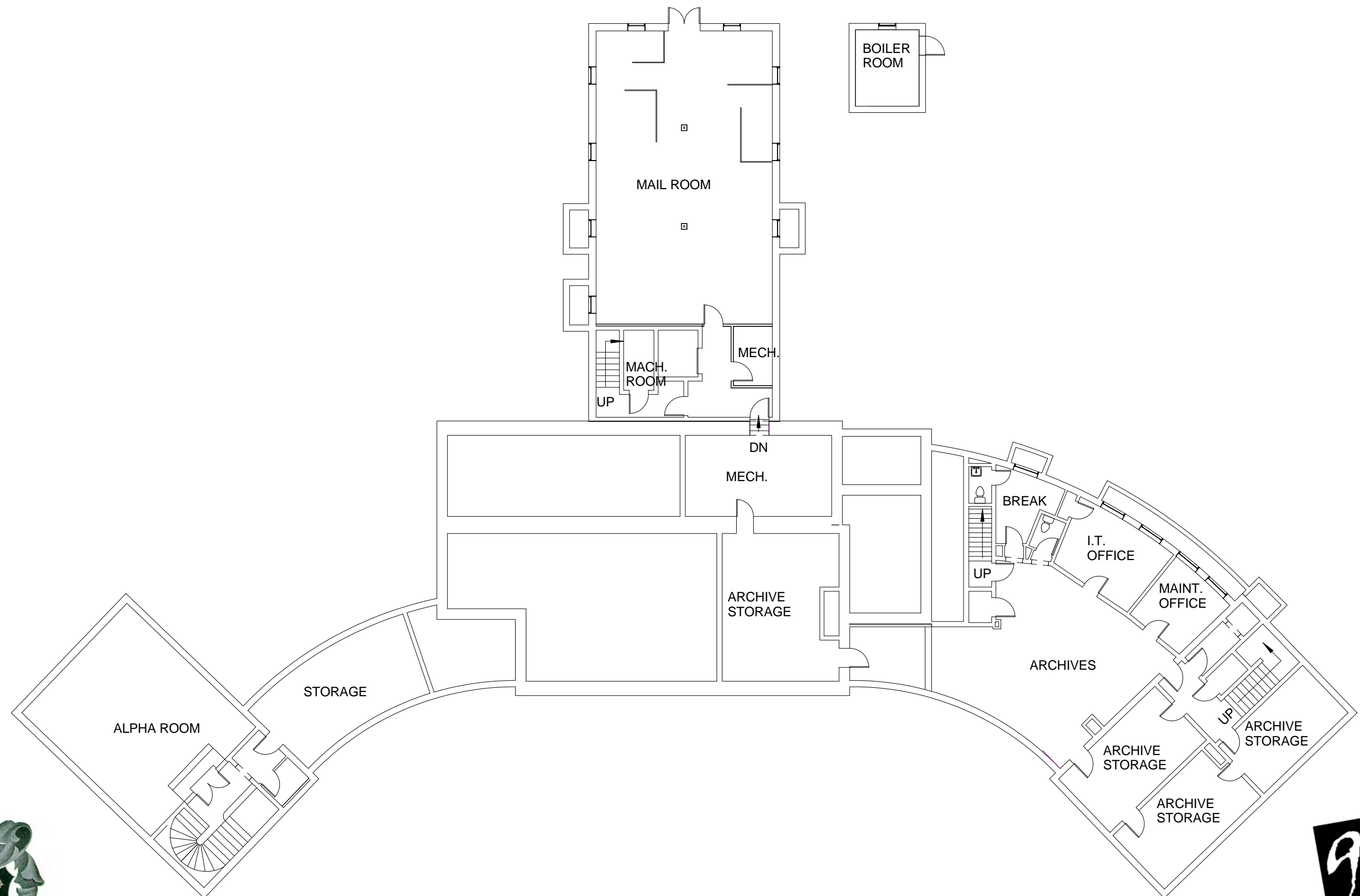
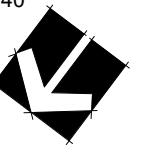
- Upgrades and renovations to the restroom core on the 1st floor to create additional restroom facilities for visiting groups. Existing finishes and lighting should be upgraded to create a more formal aesthetic in these areas, blending it better with the formal entry and museum spaces.
- Renovate all three floors of the rear addition to enclose offices, create newer, open collaborative spaces, more efficient mail room, more usable break room, upgraded restrooms, etc.
- Install enclosed connector from 2nd floor of main building to top floor of rear addition. This would eliminate some of the disconnect and remoteness of the Sigma Nu Educational Foundation offices from the remainder of the staff.
- Construct a new addition to building for the fraternity archives. Provide new emergency egress paths from the museum and the Alpha Room.
- With the relocation of the Archives areas to the new addition, we propose to utilize the current archives area for new general storage and flexible meeting space.
- Convert an existing office on the second floor to meeting space.

Proposed Space Usage: (net square footage)

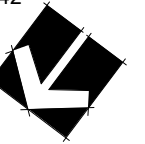
Headquarters Area Totals (New)		
Name	Area	Count
ALPHA ROOM	666 SF	1
ARCHIVES	919 SF	1
BATHROOM	427 SF	8
FLEX	810 SF	1
KITCHEN	258 SF	4
MECH RM.	567 SF	5
MEETING	1901 SF	3
MUSEUM/DISPLAY	3585 SF	11
OFFICE	4497 SF	21
RECEPTION	147 SF	1
STORAGE	2242 SF	13
UTILITY	21 SF	1
	16040 SF	

Estimated Construction Costs: At this time, the total work being considered is estimated to cost approximately \$990,000.00. (Approximately \$30,000 of that is for the rooftop connector between the main headquarters building and the 3-story addition.) Add \$125,000 for furniture and equipment.

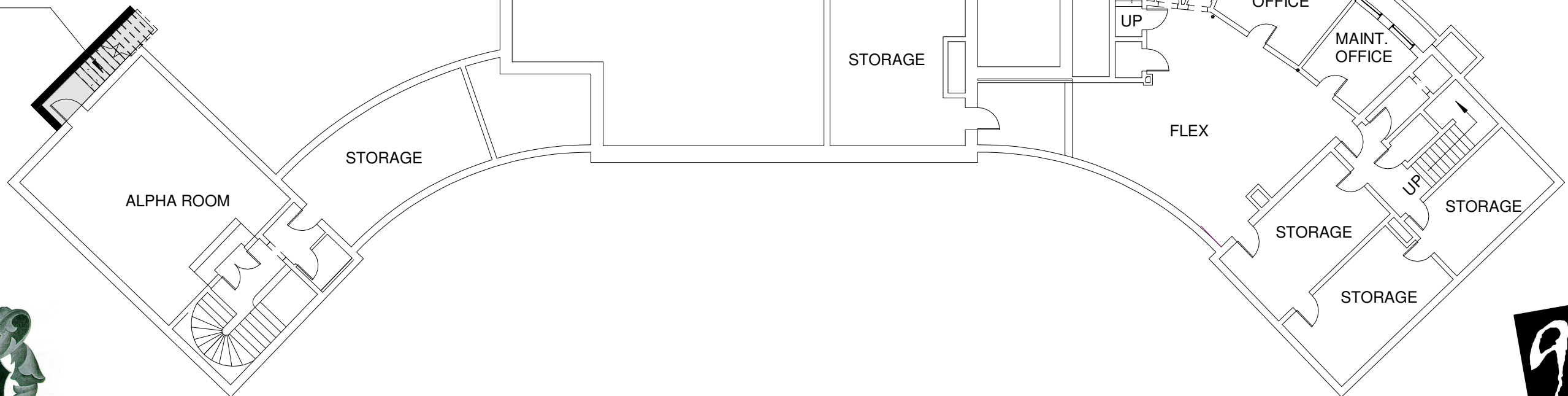
This is an Estimate of Probable Construction Costs and should be confirmed after a more detailed schematic design phase.







NEW EMERGENCY
EGRESS

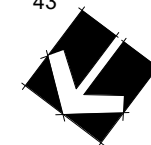


HEADQUARTERS BUILDING

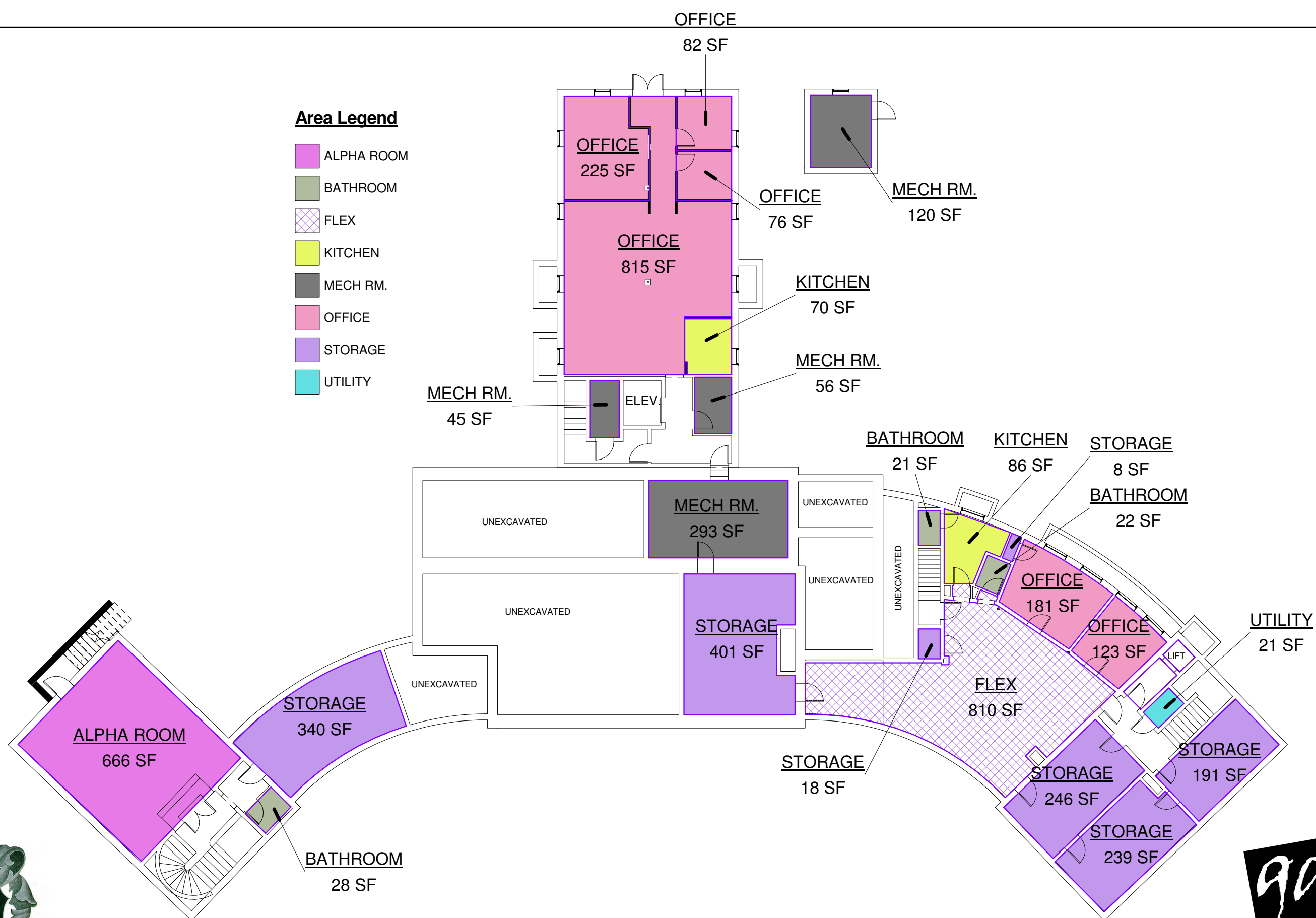
PROPOSED WORK BASEMENT

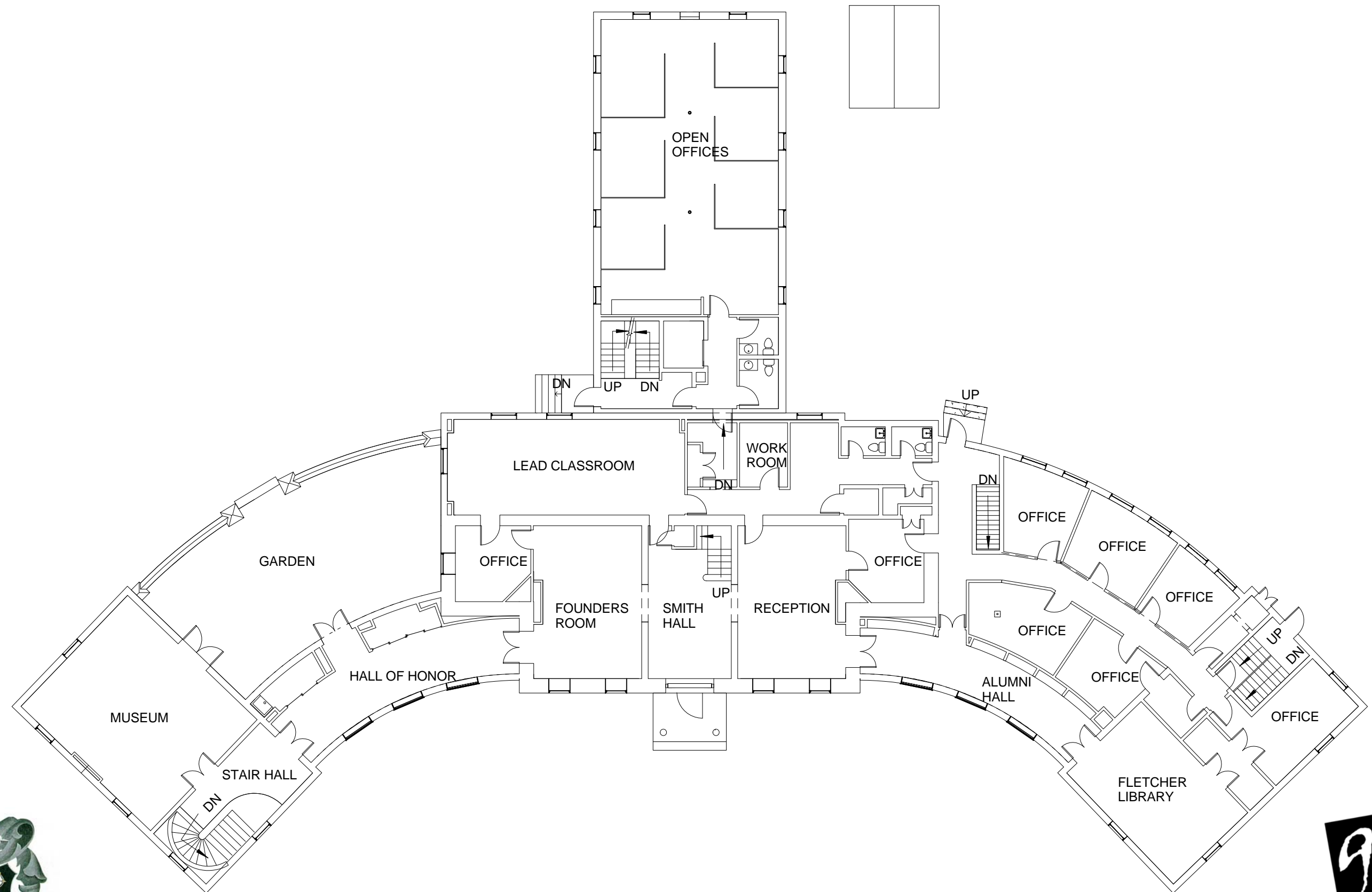
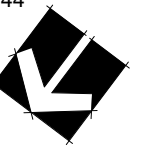


03/16/2021

**Area Legend**

- ALPHA ROOM
- BATHROOM
- FLEX
- KITCHEN
- MECH RM.
- OFFICE
- STORAGE
- UTILITY





HEADQUARTERS BUILDING

EXISTING MAIN FLOOR



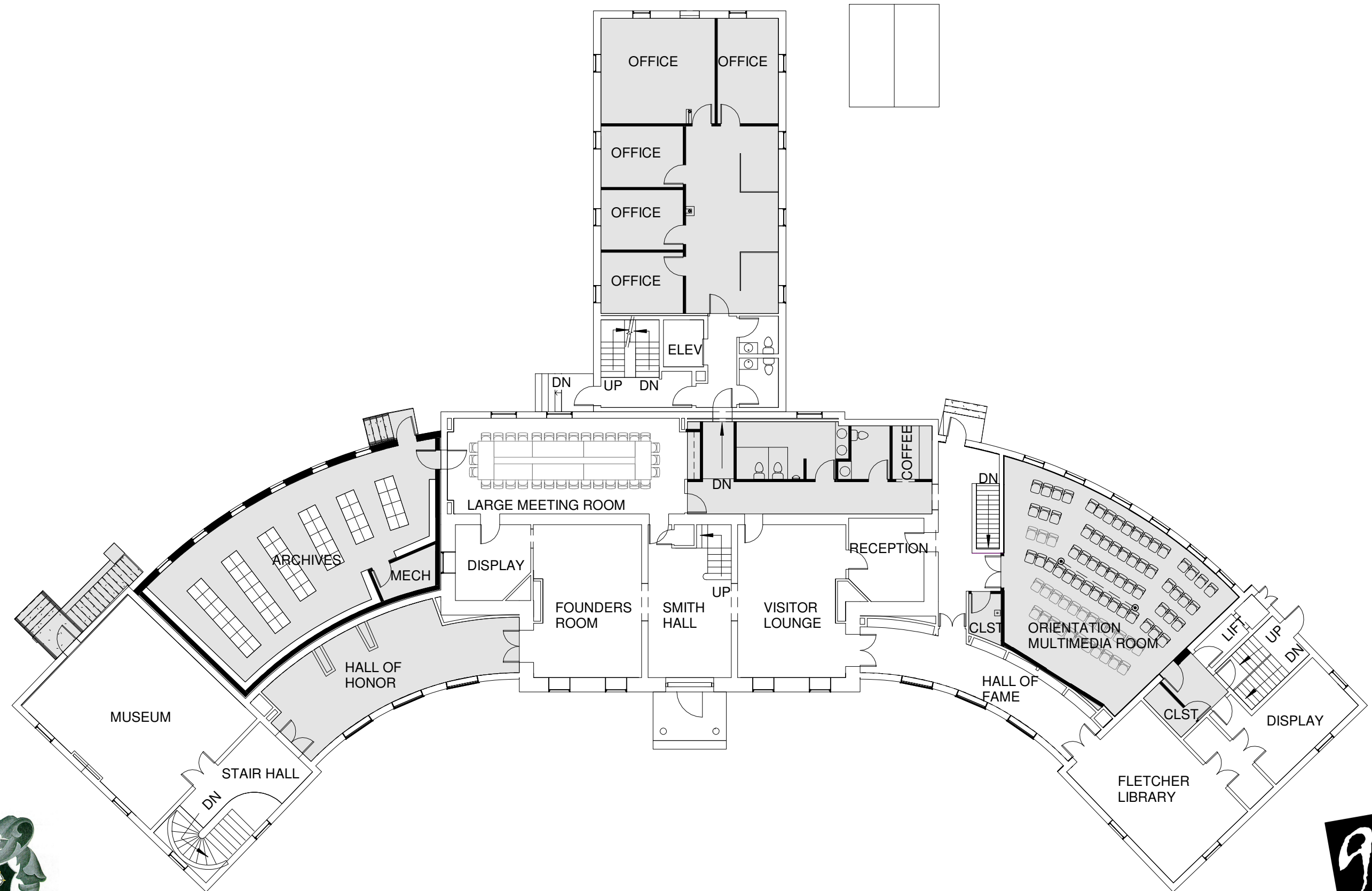
04/29/16



Area Legend

- BATHROOM
- KITCHEN
- MEETING
- MUSEUM/DISPLAY
- OFFICE
- PORCH
- RECEPTION
- STORAGE
- UTILITY
- WORKROOM



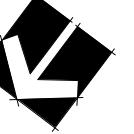


HEADQUARTERS BUILDING

PROPOSED WORK MAIN FLOOR

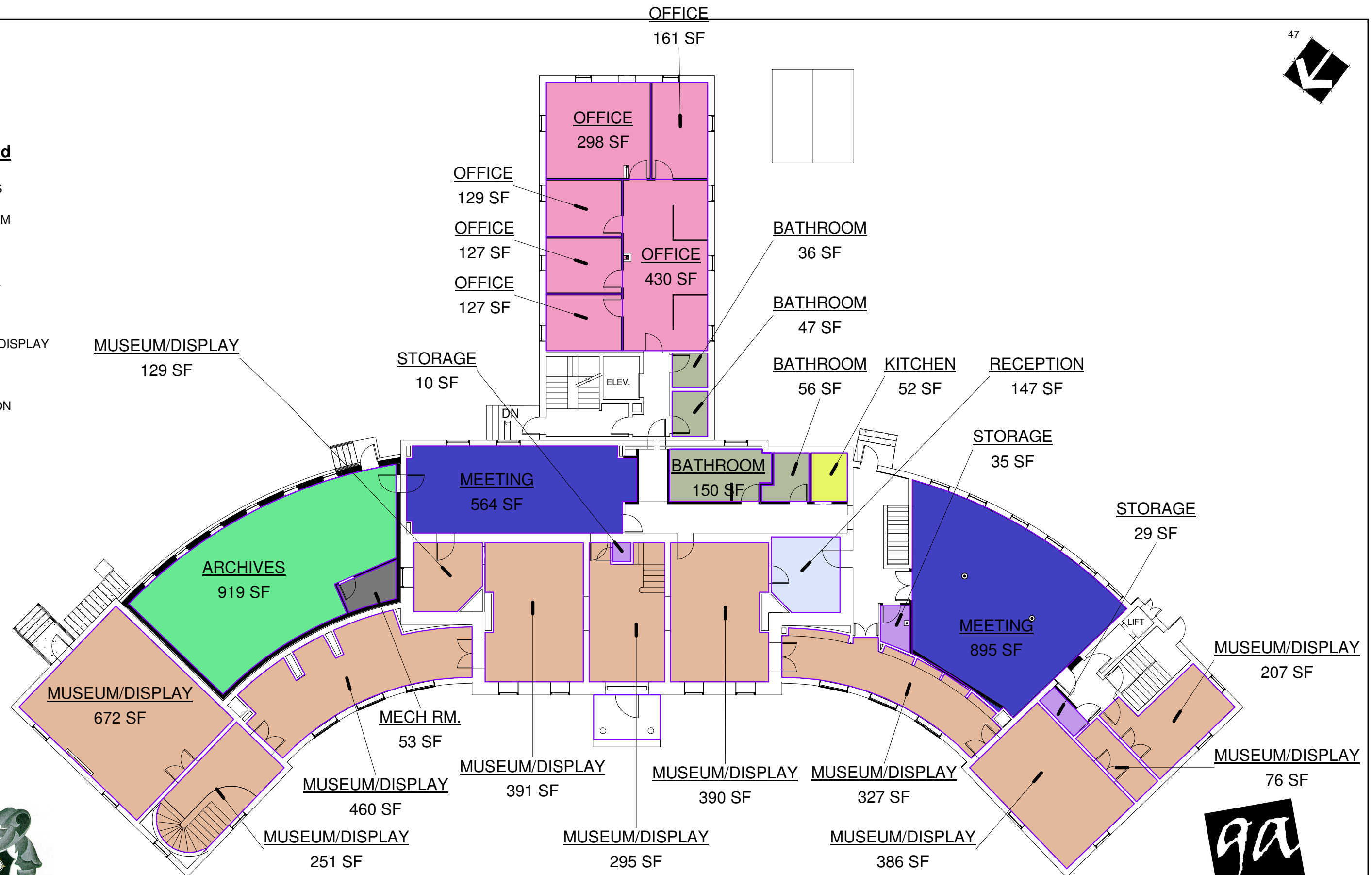


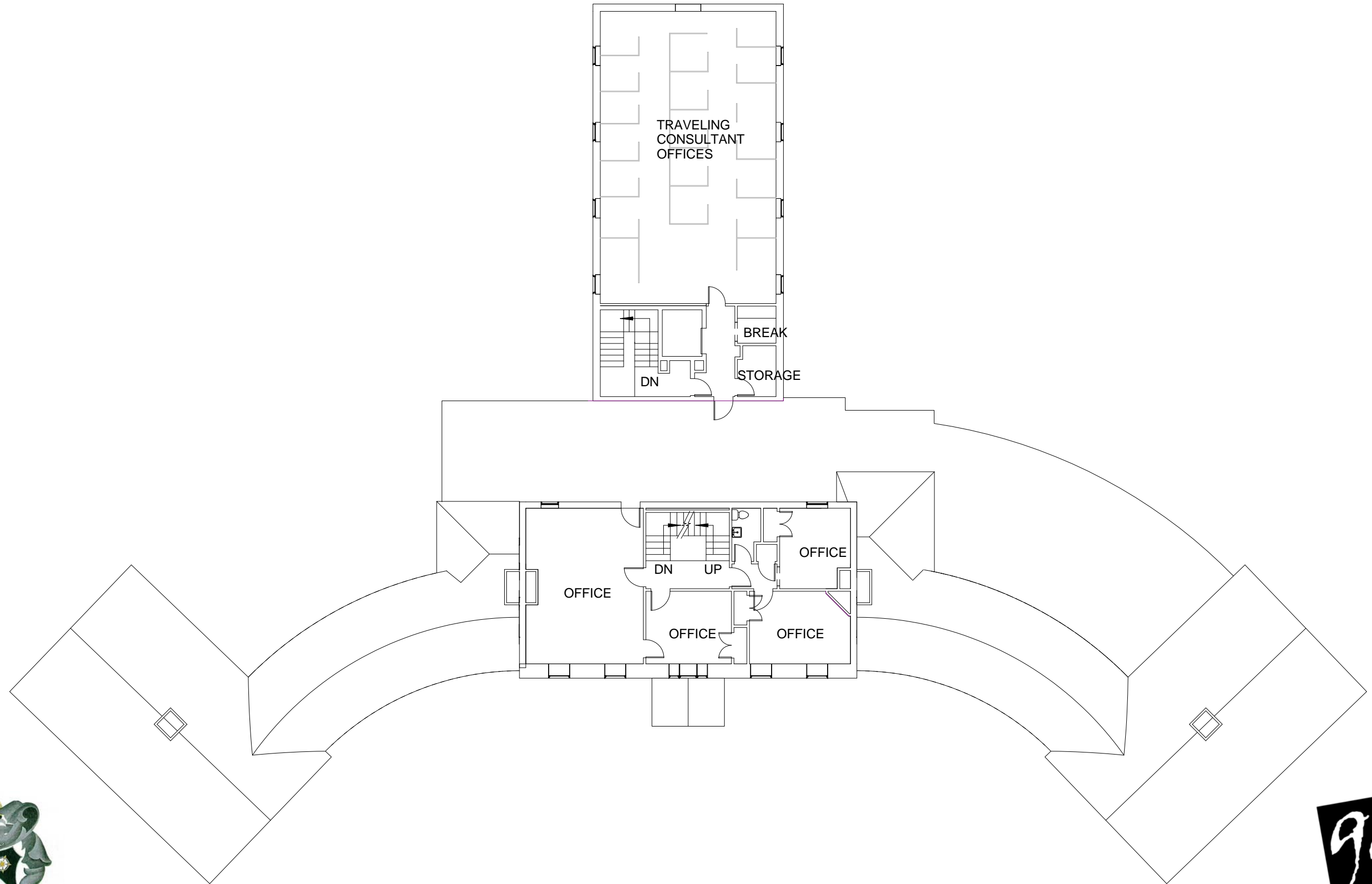
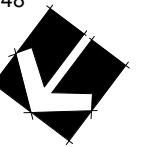
03/16/2021



Area Legend

- ARCHIVES
- BATHROOM
- KITCHEN
- MECH RM.
- MEETING
- MUSEUM/DISPLAY
- OFFICE
- RECEPTION
- STORAGE





HEADQUARTERS BUILDING

EXISTING 2ND FLOOR

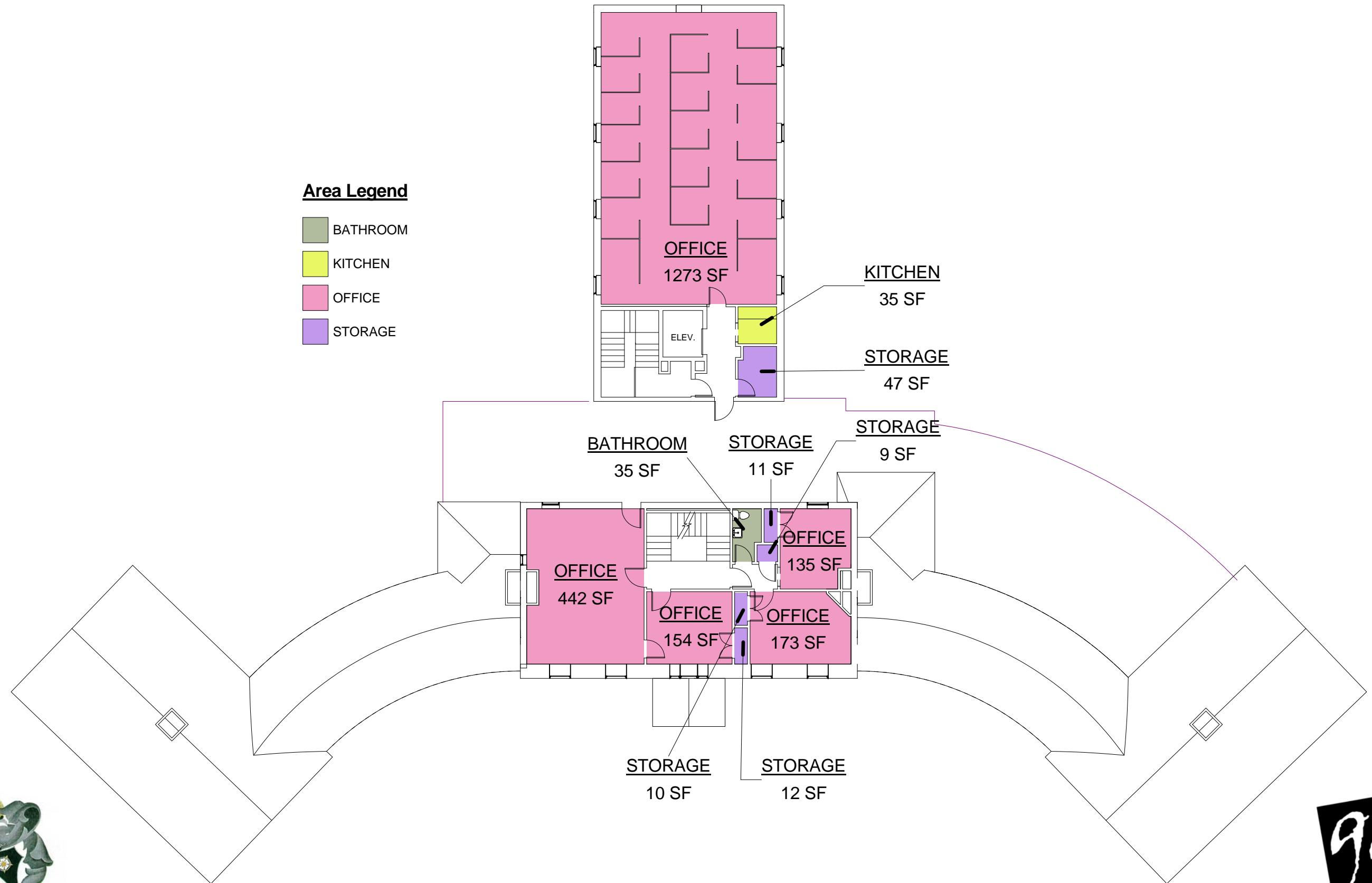


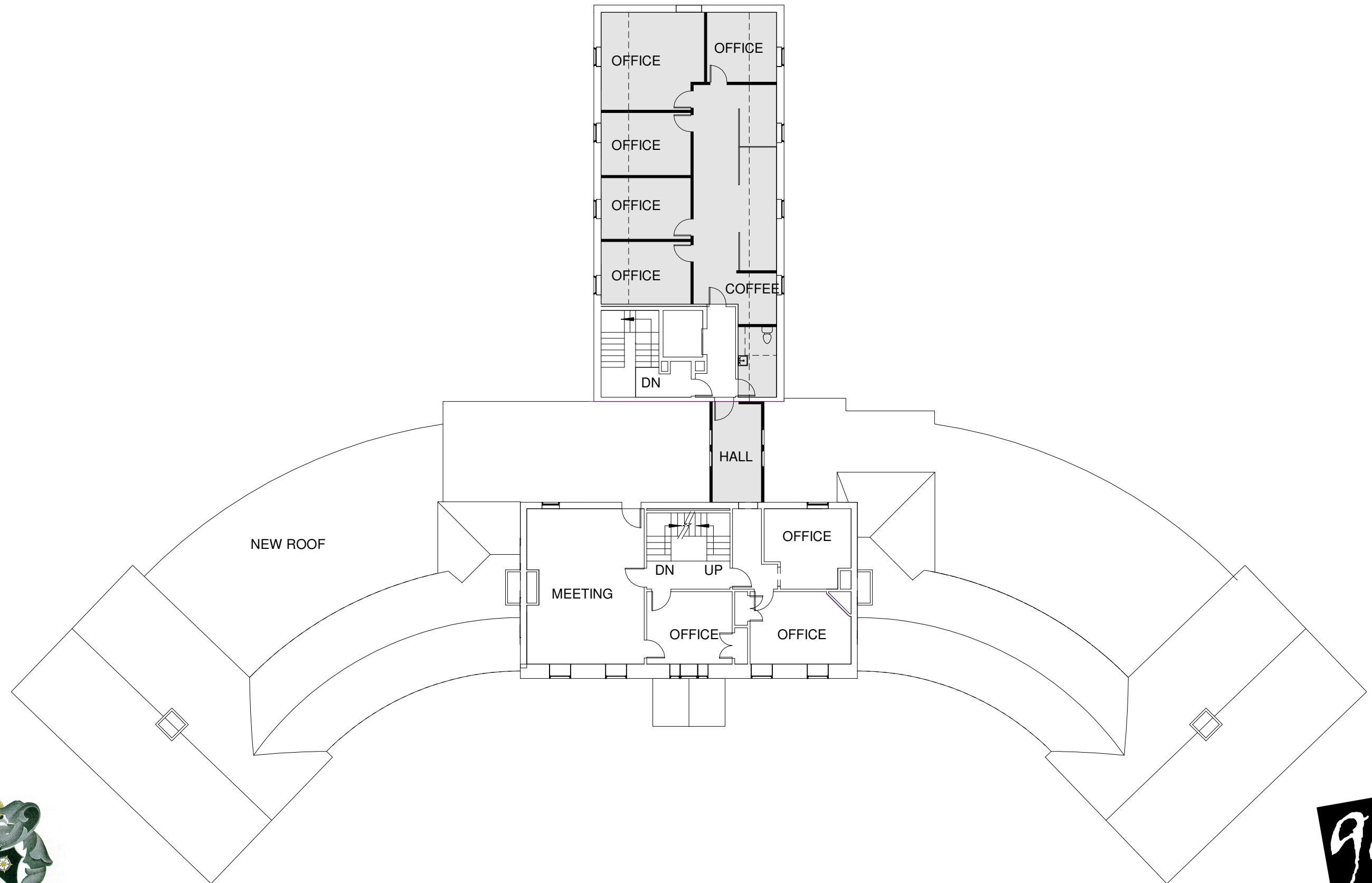
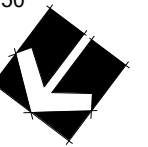
04/29/16

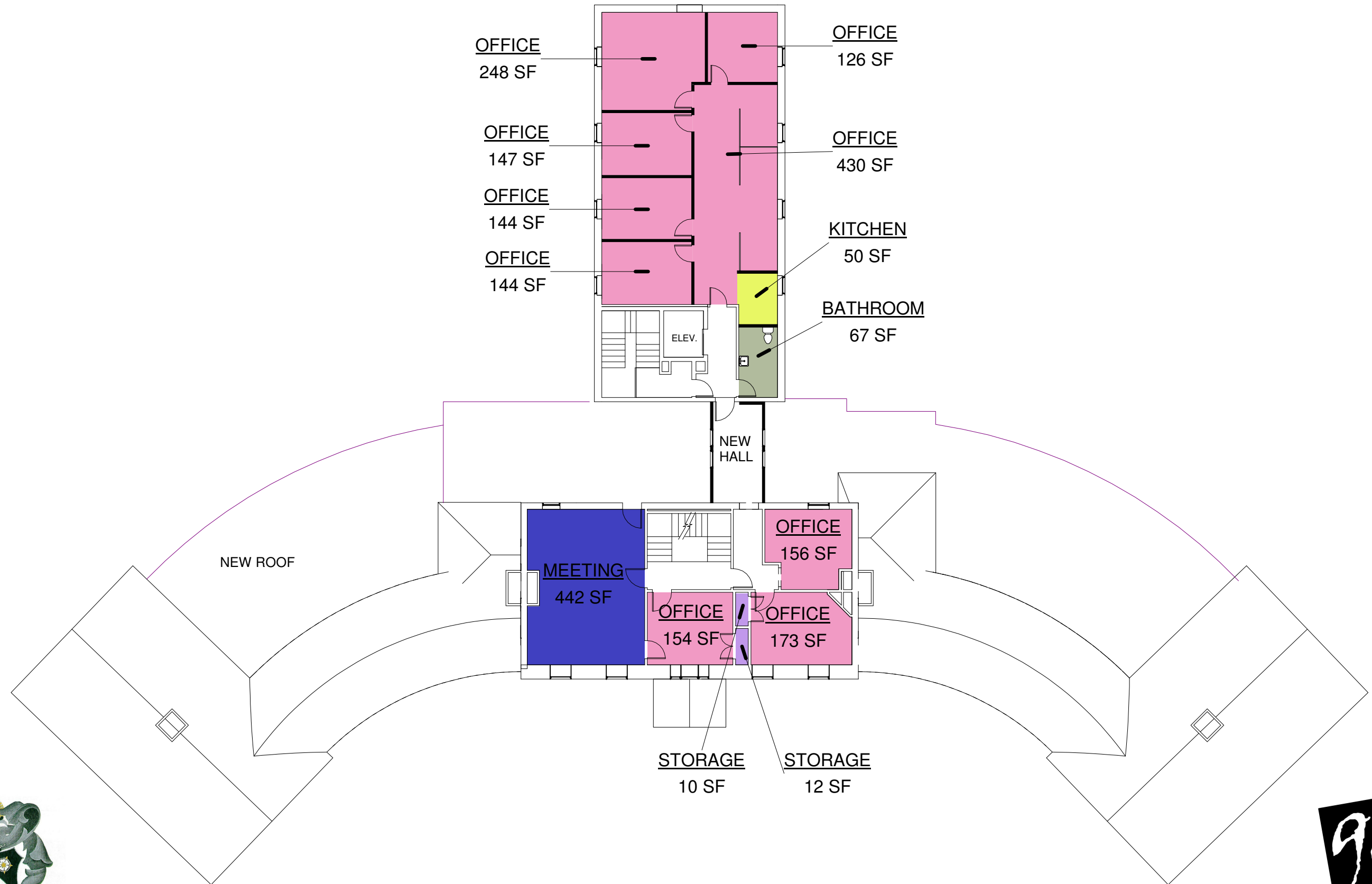
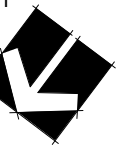


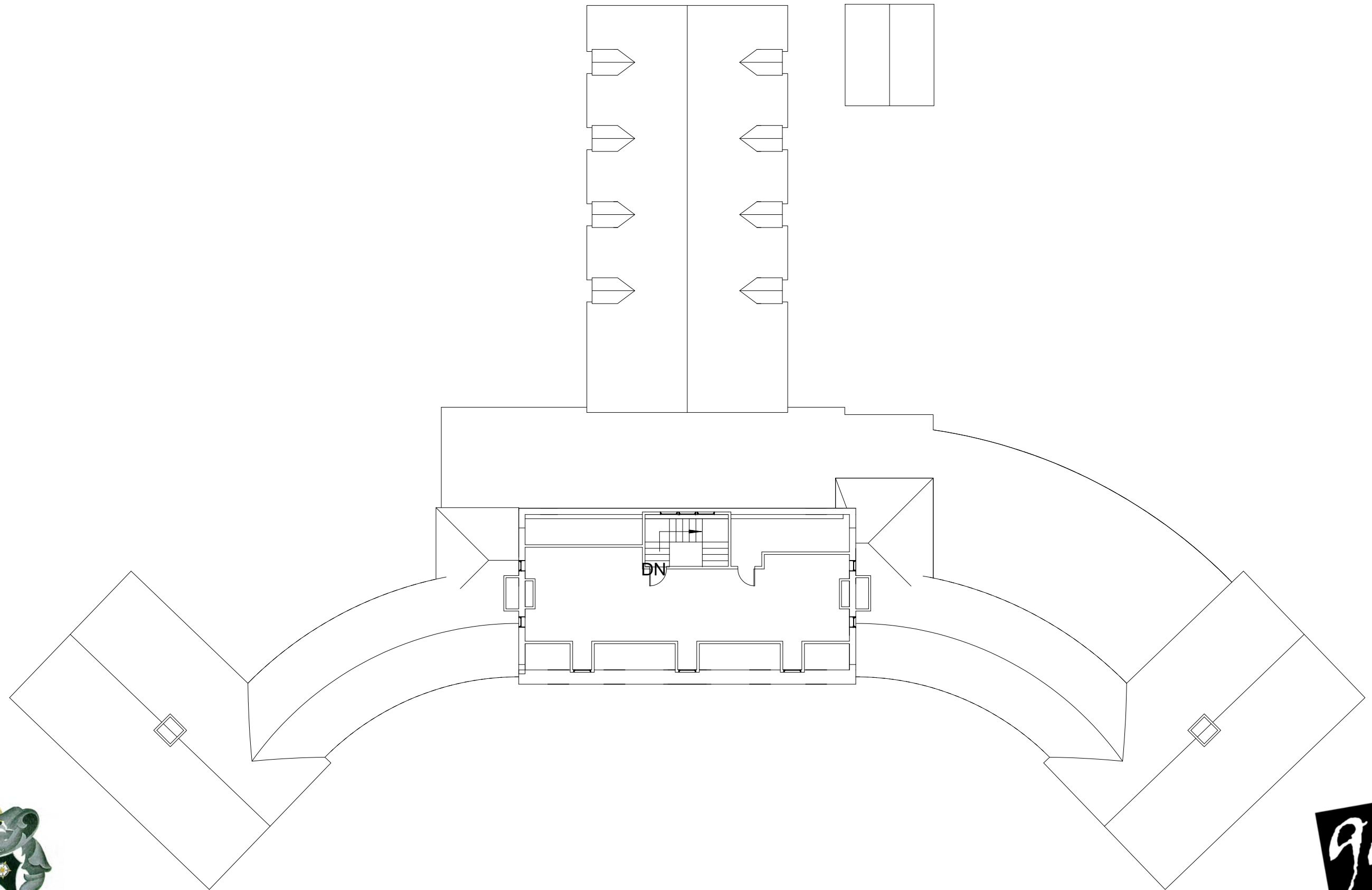
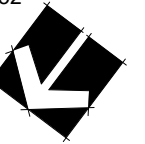
Area Legend

- BATHROOM
- KITCHEN
- OFFICE
- STORAGE







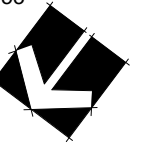


HEADQUARTERS BUILDING



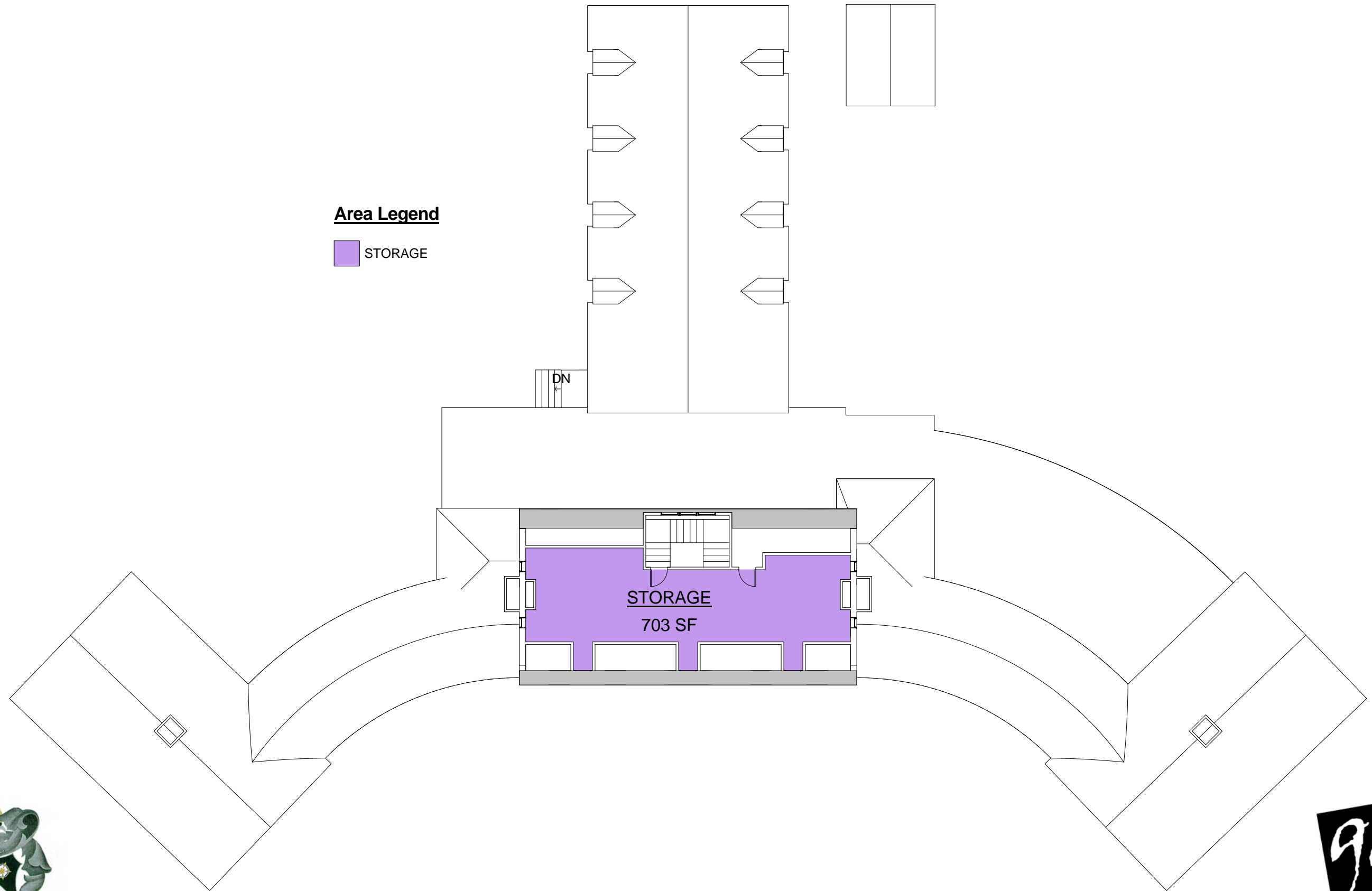
EXISTING ATTIC

04/29/16



Area Legend

 STORAGE

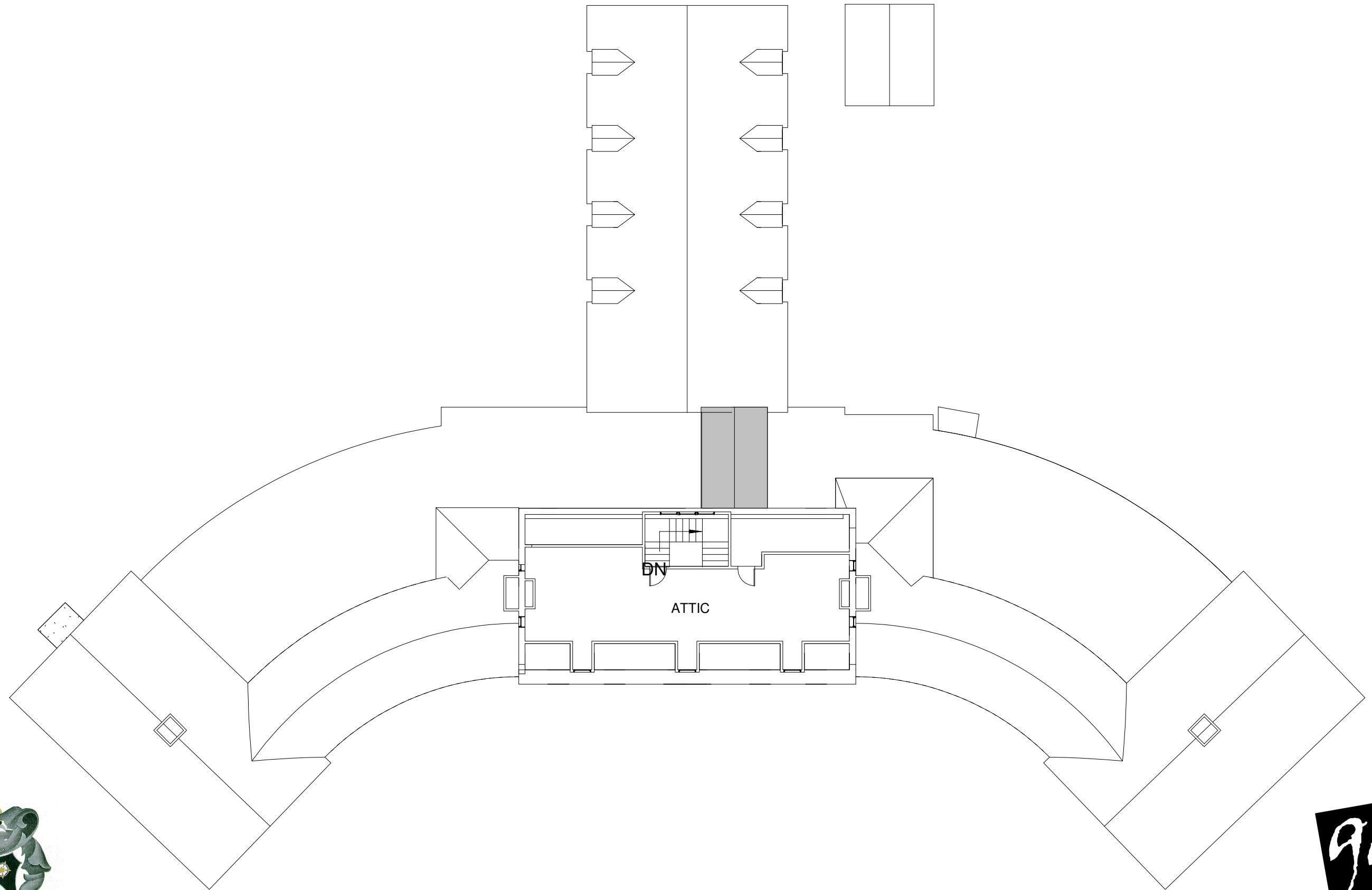
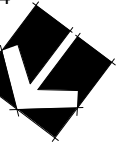


HEADQUARTERS BUILDING



EXISTING ATTIC AREA PLAN

04/29/16

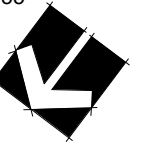


HEADQUARTERS BUILDING

PROPOSED WORK ATTIC

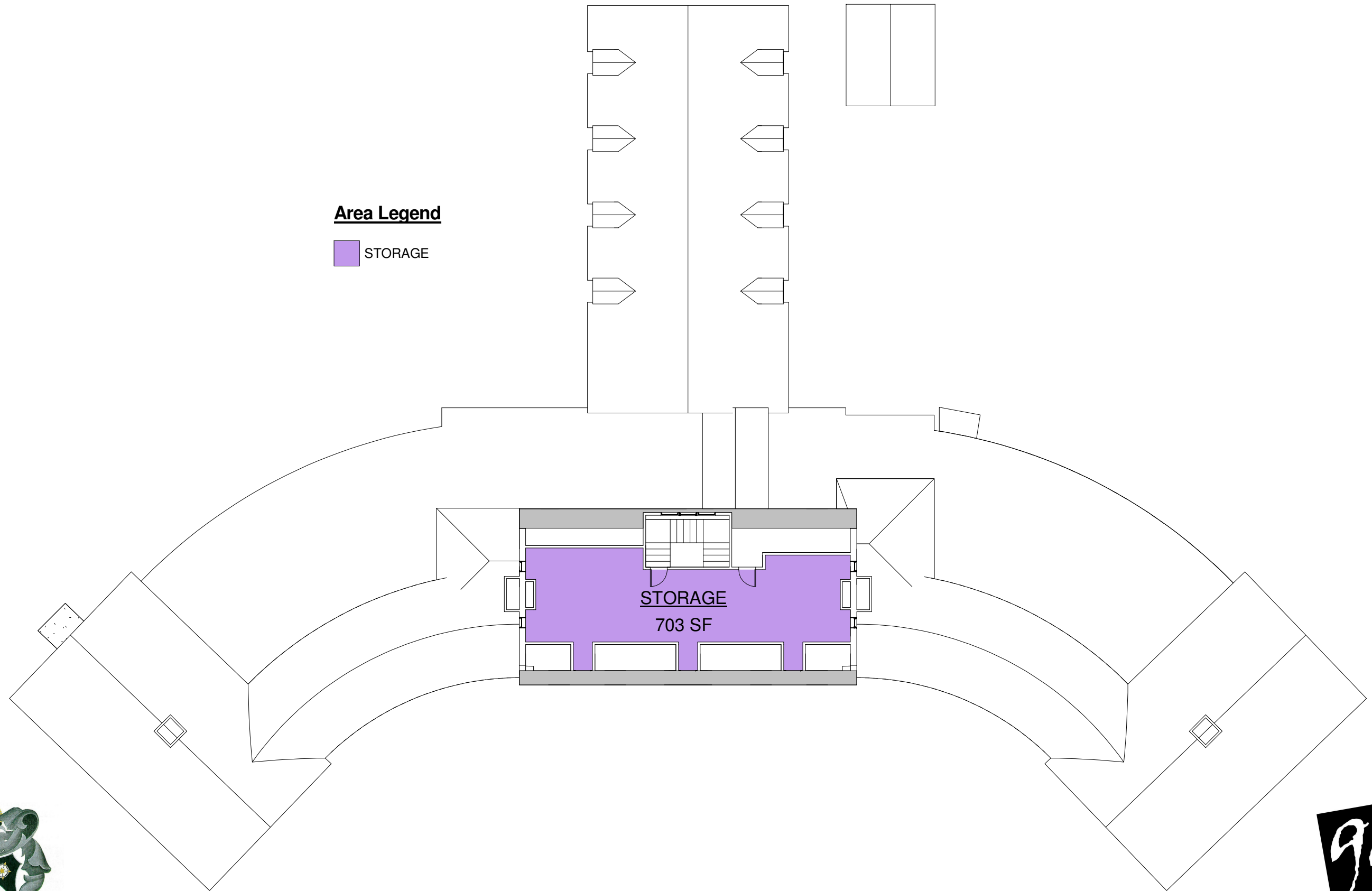


03/16/2021



Area Legend

 STORAGE



ETHICAL LEADERSHIP CENTER*Ethical Leadership Center*

The Ethical Leadership Center is also an impressive and historical piece of architecture, located on a prominent corner of the Sigma Nu property. It, too, is a 2-story residential structure over a full basement. Restrooms off of the sleeping rooms were recently upgraded to contemporary standards. Sitting rooms on the 2nd floor are seldom used and may serve a better purpose if converted to additional sleeping rooms. The kitchen is tight and inefficient. The public bathroom is also cramped. The meeting spaces are not very usable, lacking power, technology, etc. Since there is no usable kitchen space on the property at Sigma Nu's disposal, a full residential-style kitchen is desired.

*Ethical Leadership Center*

Existing Space Usage: (net square footage)

Center for Leadership - Area Totals (Existing)		
Name	Area	Count
BATHROOM	192 SF	5
KITCHEN	70 SF	1
MECH RM.	148 SF	2
MEETING	840 SF	2
PORCH	518 SF	4
SITTING	882 SF	4
SLEEPING	669 SF	3
STORAGE	142 SF	6
UTILITY	65 SF	1
	3527 SF	

Observations: Sitting rooms on the 2nd floor are seldom used and may serve a better purpose if converted to additional sleeping rooms. The kitchen is tight and inefficient. The public bathroom is also cramped. The meeting spaces are not very usable, lacking power, technology, etc. Since there is no usable kitchen space on the property at Sigma Nu's disposal, a full residential-style kitchen is desired. The sleeping rooms on the 2nd floor are desirable. The sleeping room in the rear of the building is less desirable and may be expendable. The basement is not usable for habitable space, but is usable as additional mechanical or storage space.

Recommendations: We recommend the following upgrades:

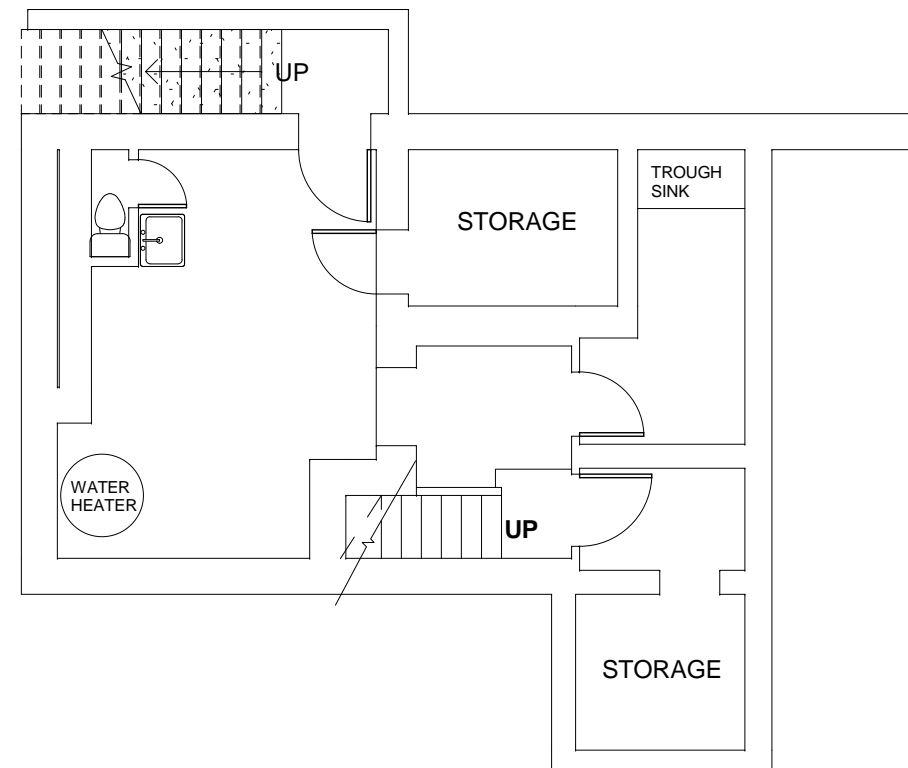
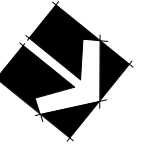
- Convert the sitting room in the rear of the building to a full residential kitchen. The existing fireplace may remain. However, it does greatly affect the layout of cabinetry and appliances. Alternatively, it could be concealed within new walls to allow for a more efficient layout.
- Convert one or both of the sitting rooms on the 2nd floor (at the front of the house) to sleeping rooms. Access to the existing restrooms could be obtained for a "Jack and Jill" arrangement.
- Convert the existing kitchen into a larger, fully-accessible restroom. Existing side patio access would be permanently sealed. The adjacent smaller restroom could remain, or be eliminated and converted to storage.
- The 1st floor assembly spaces should be upgraded for lighting, power and audio-visual equipment.

Proposed Space Usage: (net square footage)

Center for Leadership Area Totals (New)		
Name	Area	Count
BATHROOM	262 SF	6
KITCHEN	230 SF	1
MECH RM.	148 SF	2
MEETING	840 SF	2
PORCH	518 SF	4
SITTING	433 SF	2
SLEEPING	889 SF	4
STORAGE	159 SF	8
UTILITY	65 SF	1
	3543 SF	

Estimated Construction Costs: At this time, the work being considered is estimated to cost approximately \$74,950, including residential kitchen equipment, AV upgrades, flooring repairs, lighting upgrades and furnishings.

This is an Estimate of Probable Construction Costs and should be confirmed after a more detailed schematic design phase.

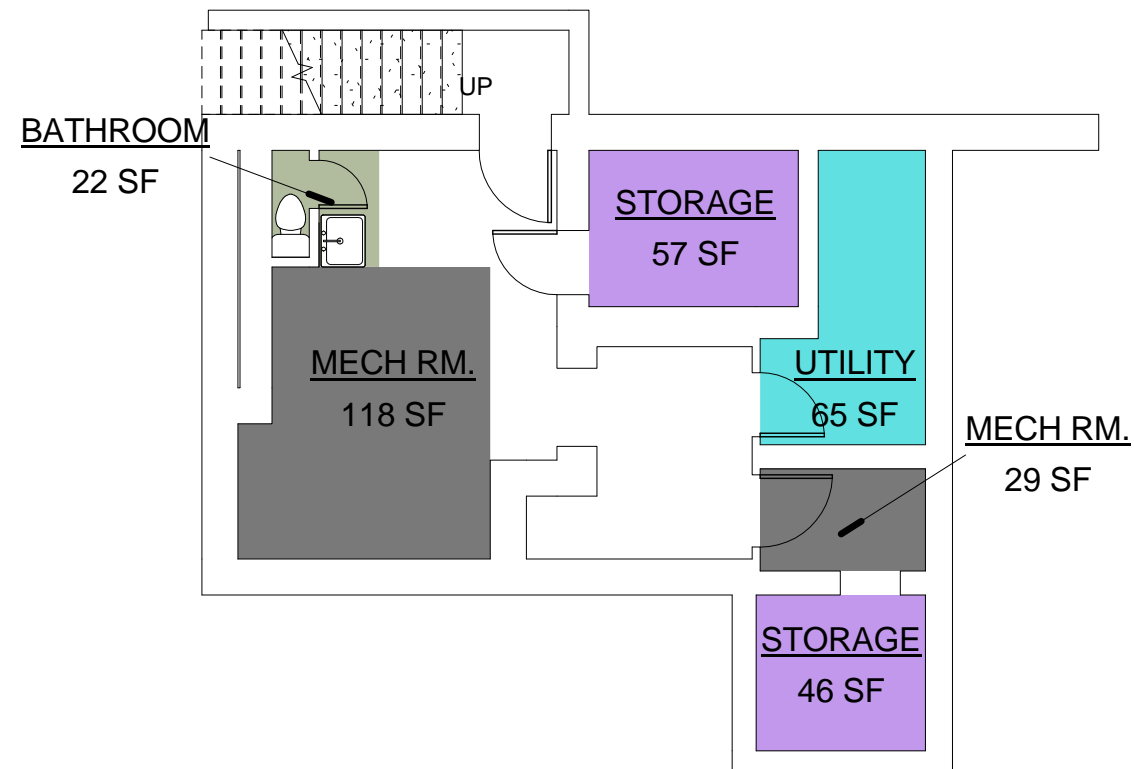


ETHICAL LEADERSHIP CENTER

EXISTING BASEMENT



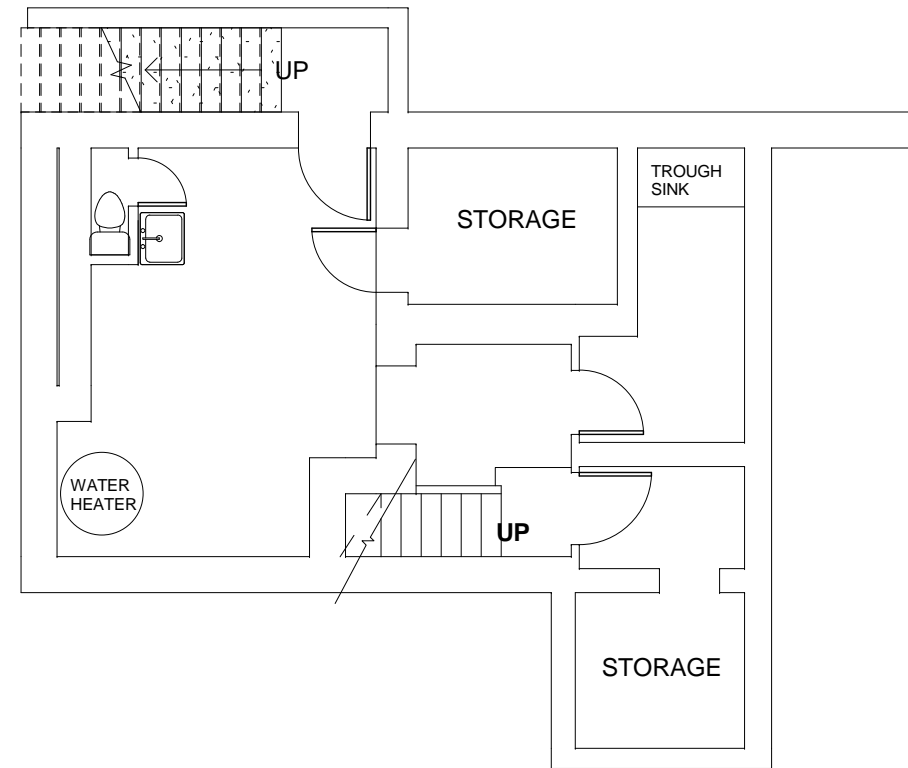
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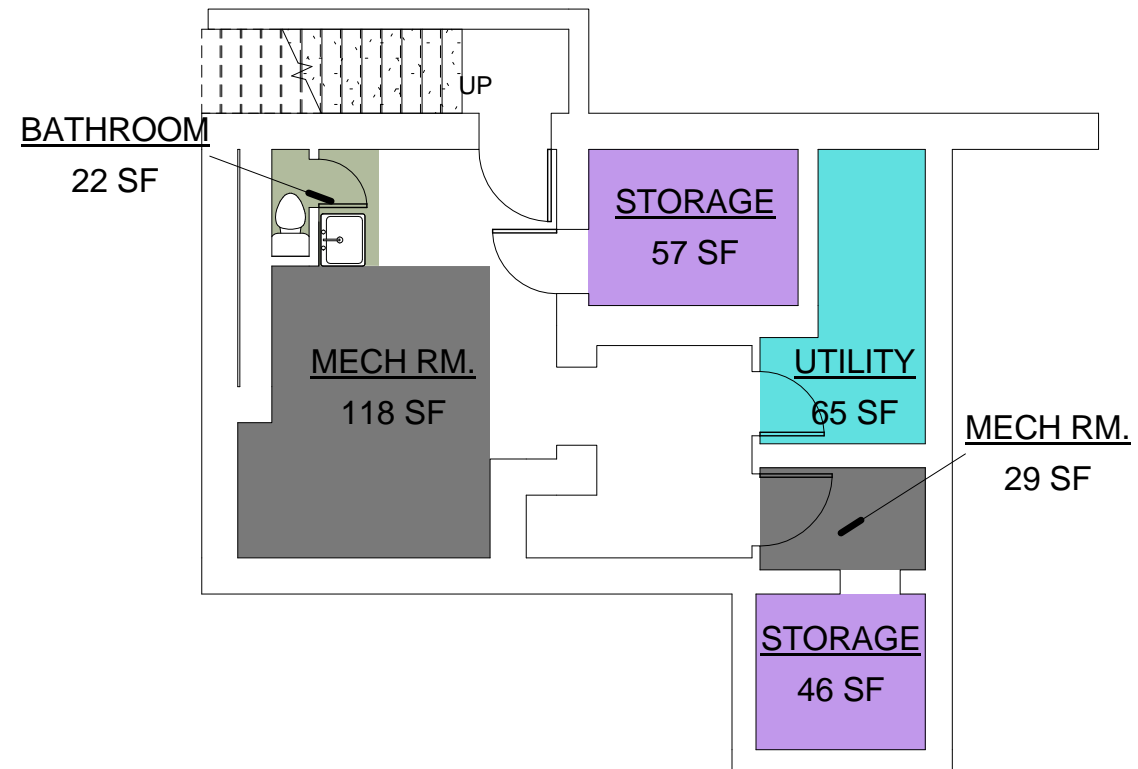


Area Legend

- BATHROOM
- MECH RM.
- STORAGE
- UTILITY



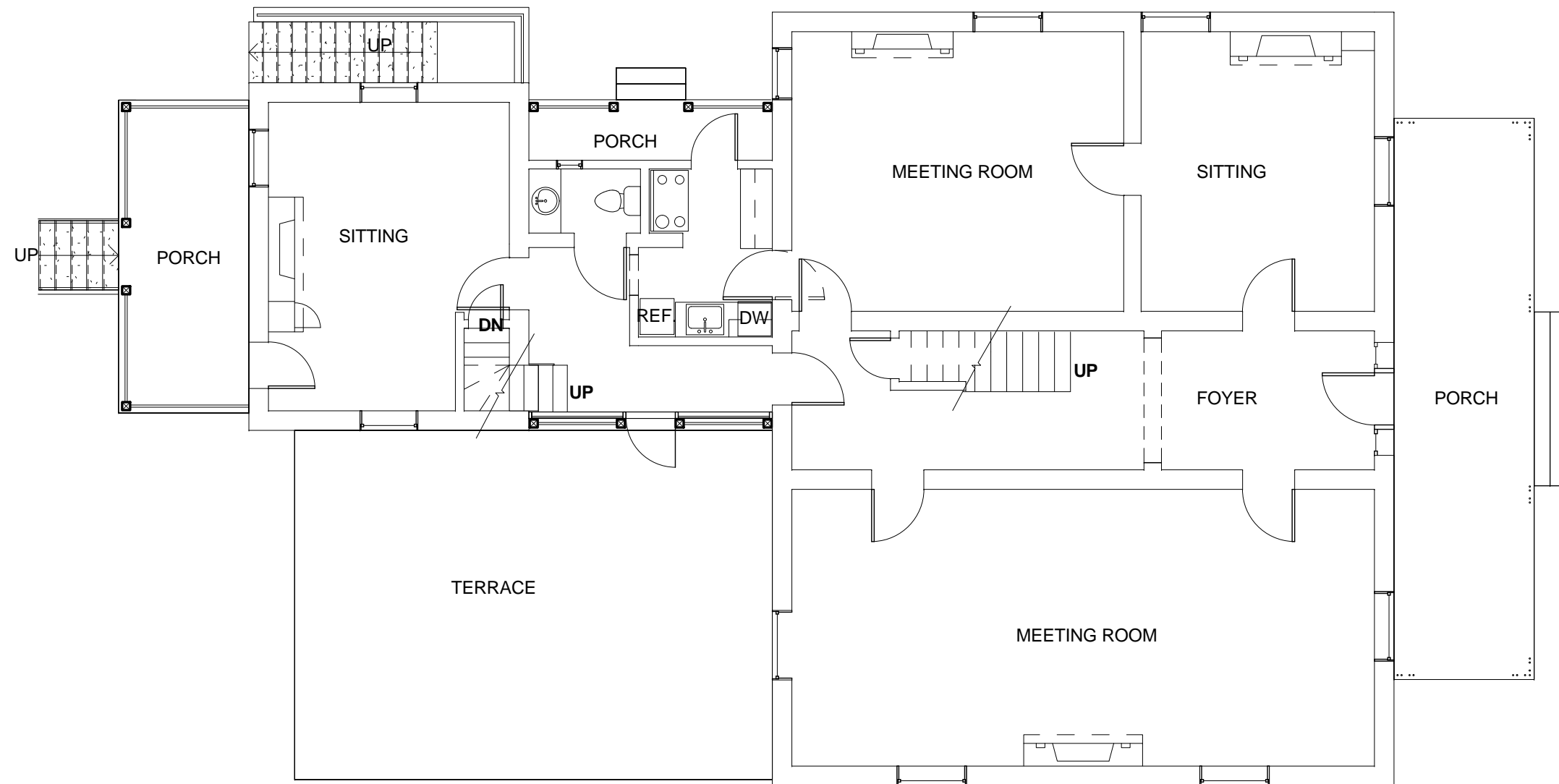
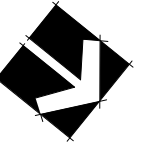




Area Legend

- BATHROOM
- MECH RM.
- STORAGE
- UTILITY



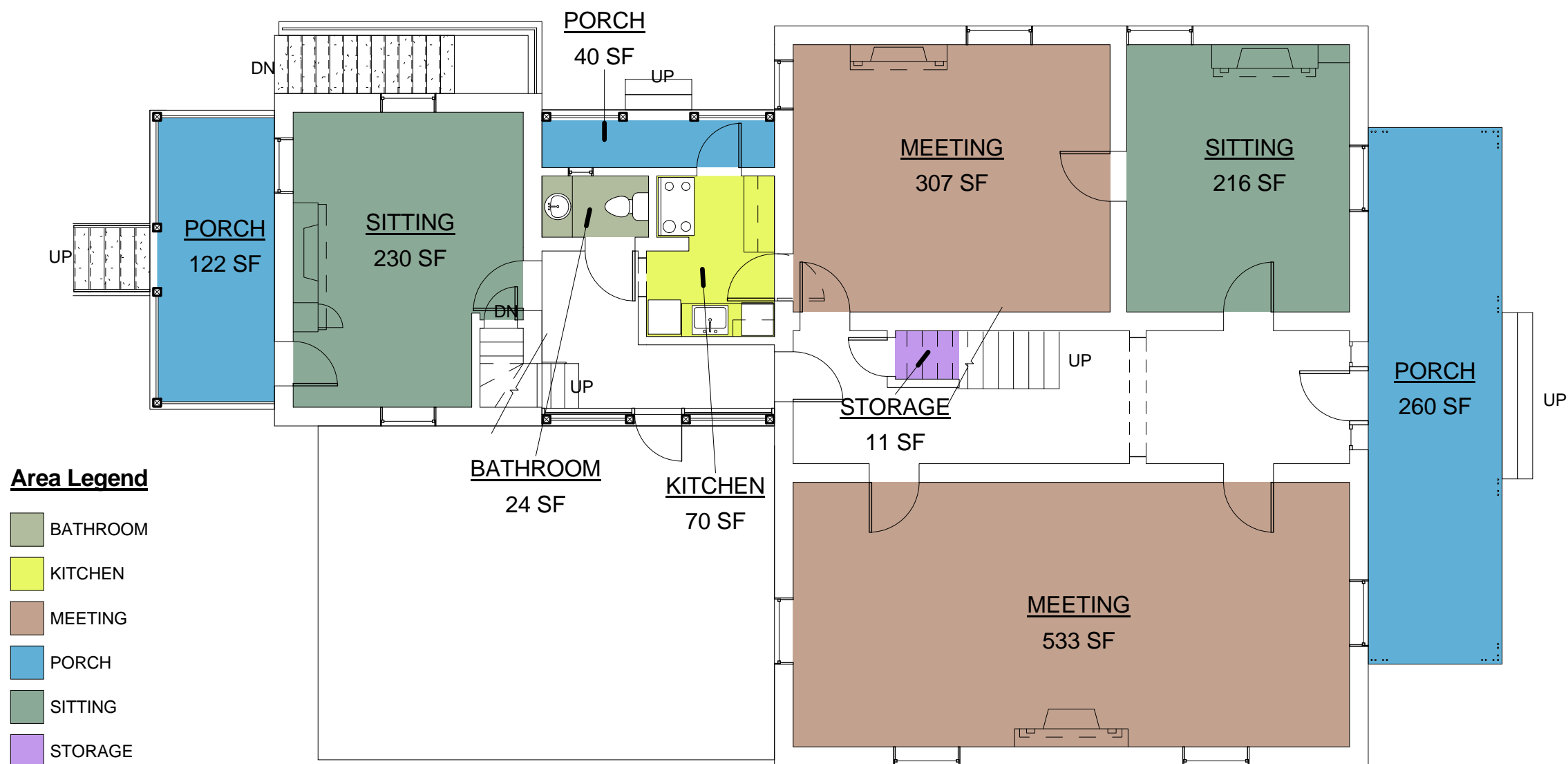
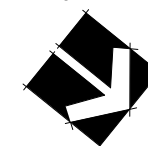


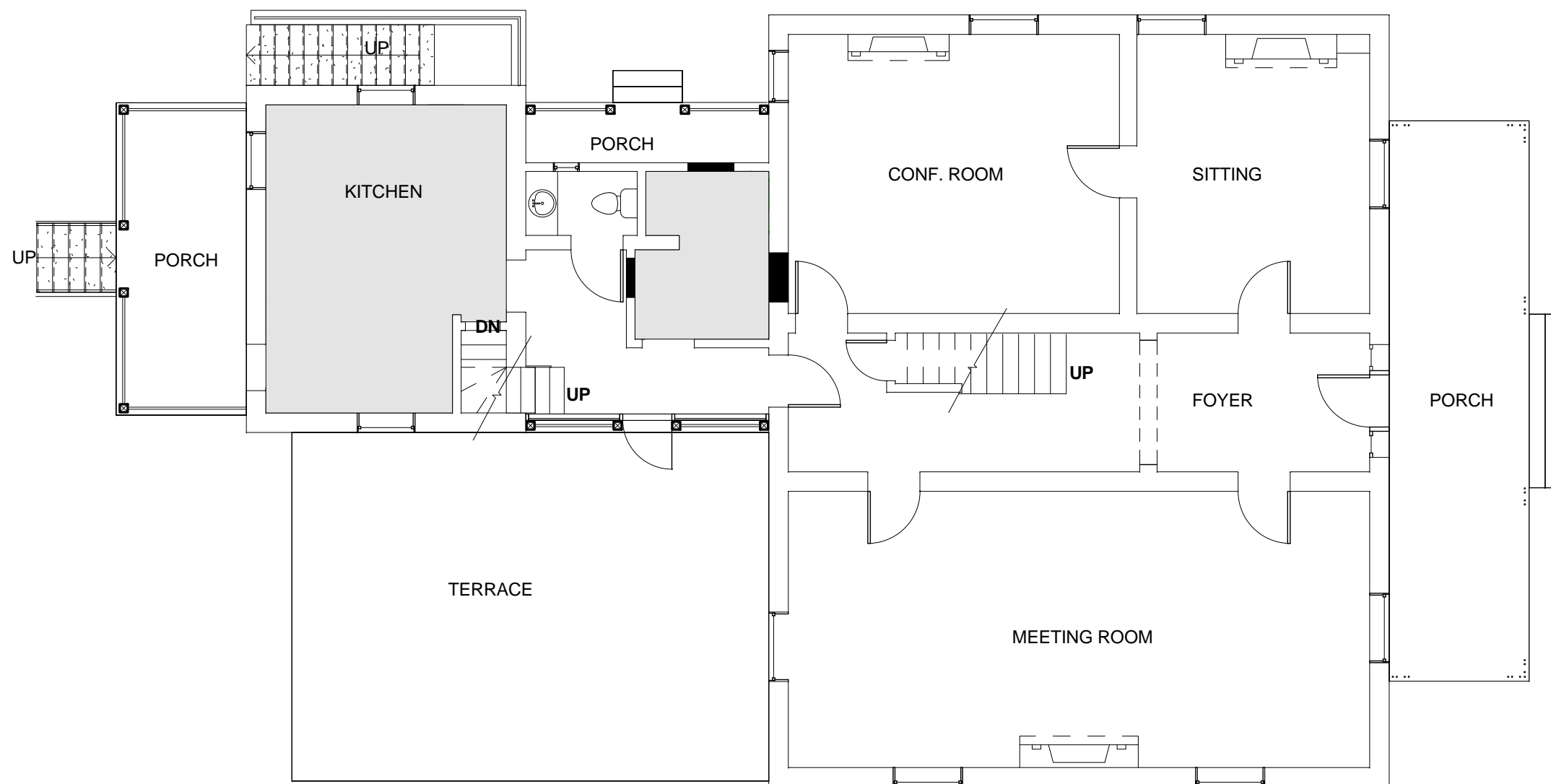
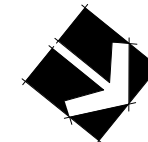
ETHICAL LEADERSHIP CENTER

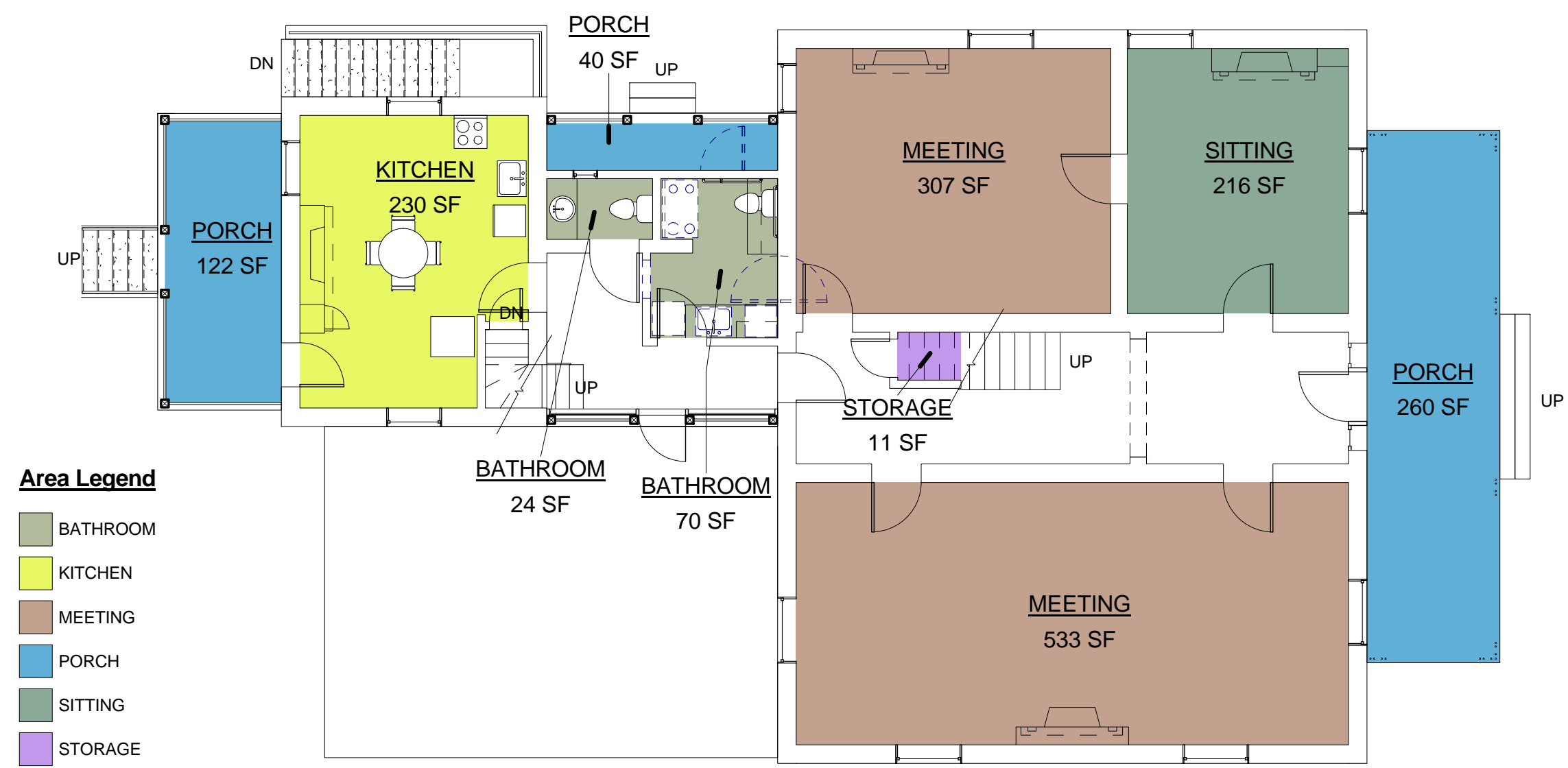
EXISTING 1ST FLOOR

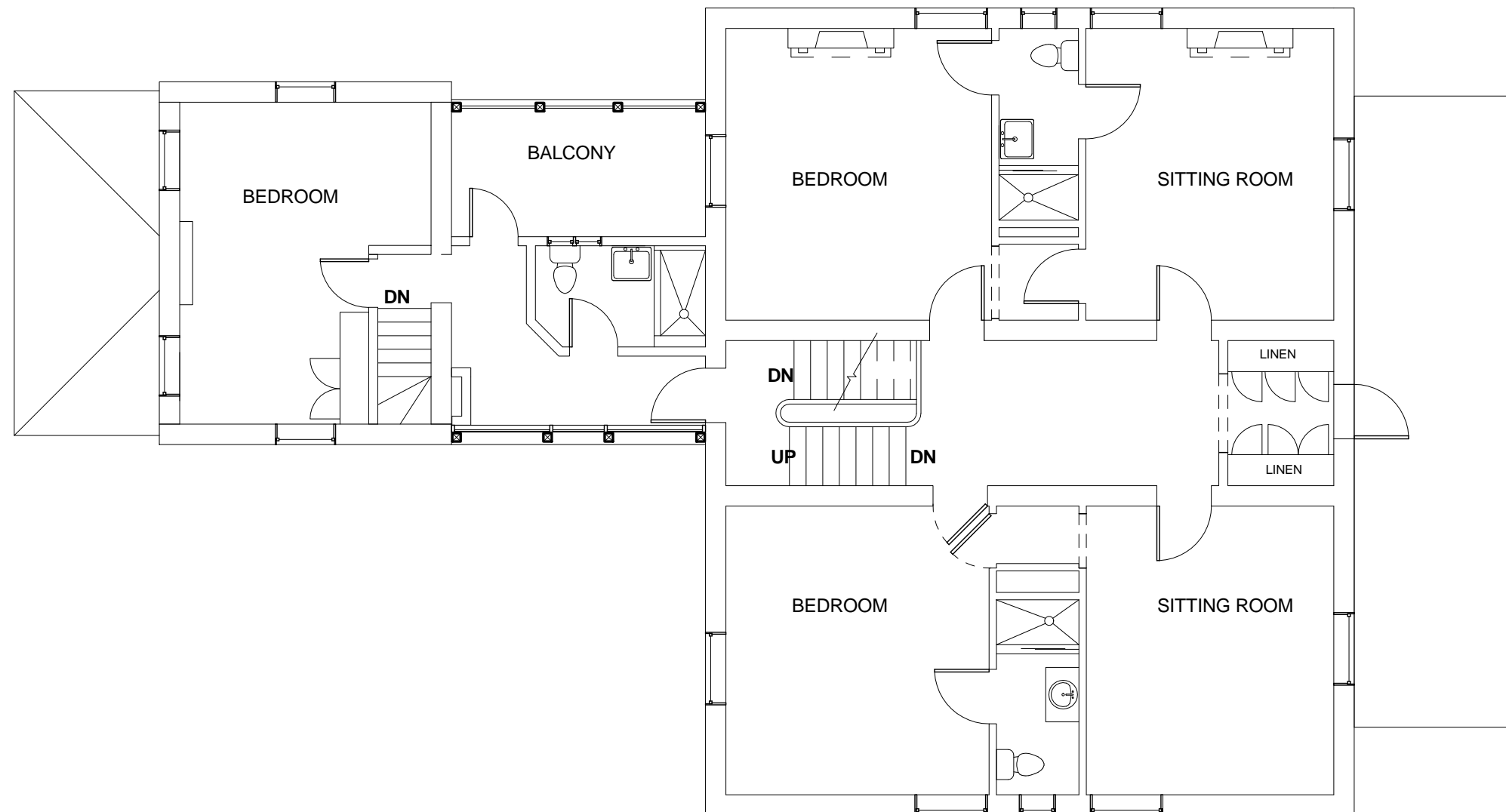
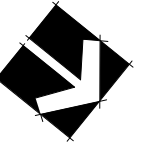


04/29/16







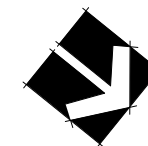


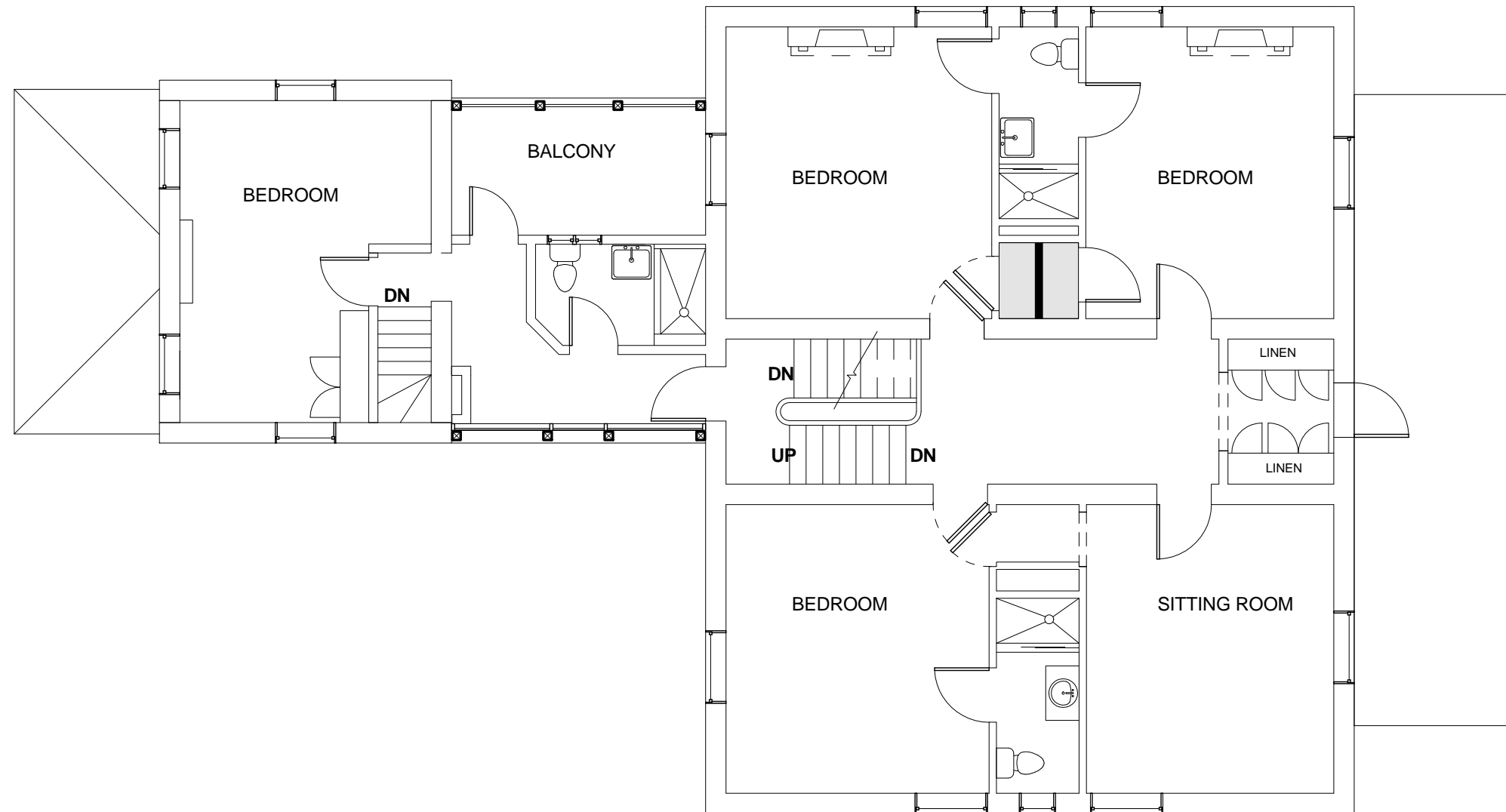
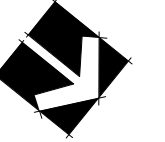
ETHICAL LEADERSHIP CENTER

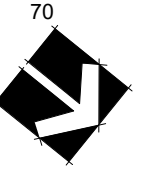
EXISTING 2ND FLOOR



04/29/16







Area Legend

- BATHROOM
- PORCH
- SITTING
- SLEEPING
- STORAGE



DAVIS RESIDENCE*Davis Residence*

The Davis Residence is a 2-story residential structure over a full basement. It was formerly occupied by Mrs. Margaret Davis. Sigma Nu was gifted the property through a Life Estate for the property.

*Davis Residence aerial*

Existing Space Usage: (net square footage)

Davis House Area Totals (Existing)		
Name	Area	Count
BATHROOM	228 SF	3
DINING	193 SF	1
ENTRY	40 SF	1
KITCHEN	232 SF	1
PORCH	354 SF	2
SITTING	369 SF	1
SLEEPING	1173 SF	5
STORAGE	1016 SF	15
STUDY	184 SF	1
UTILITY	322 SF	1
	4111 SF	

Observations: The existing house is of masonry and wood-framed construction and appears to be well maintained. Several large bedrooms are present, a full kitchen and other typical amenities in a single-family residence. The front of the house faces the existing Kroger shopping center and a privacy fence.

Recommendations: With the proposed demolition of the Carriage House to provide the location for the new Center for Excellence building, the Davis House should be used for residential accommodations. This house could support 6-8 permanent or part-time residents if spaces were more efficiently subdivided. The existing kitchen space could be utilized by others on the property as well. New paint and carpet may be required throughout.

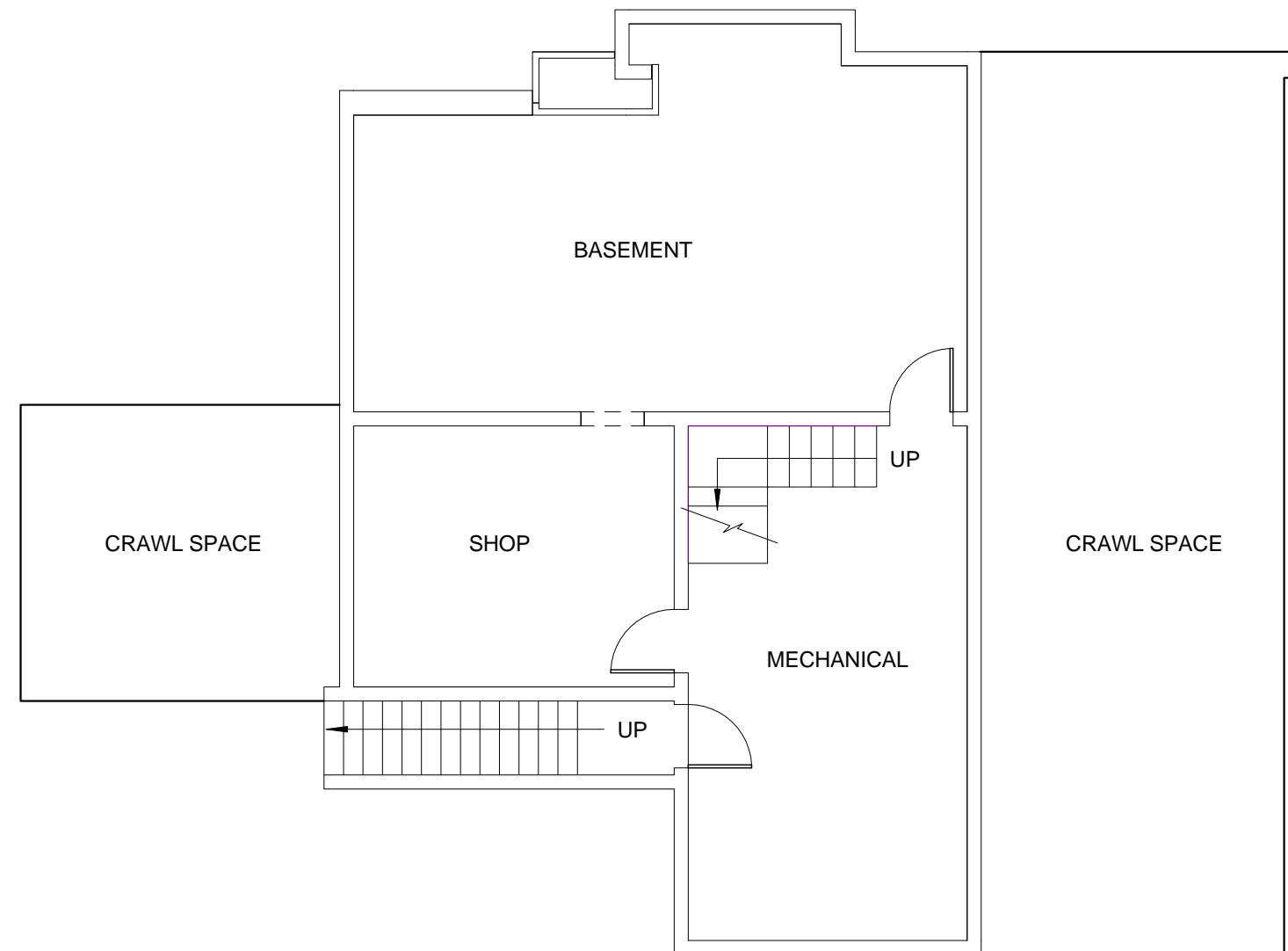
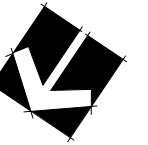
Proposed Space Usage: (net square footage)

Davis House Area Totals (New)		
Name	Area	Count
BATHROOM	228 SF	3
DINING	193 SF	1
ENTRY	40 SF	1
KITCHEN	232 SF	1
PORCH	354 SF	2
SITTING	369 SF	1
SLEEPING	1205 SF	7
STORAGE	954 SF	16
STUDY	184 SF	1
UTILITY	322 SF	1

	4081 SF	
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Estimated Construction Costs: At this time, the work being considered is estimated to cost approximately \$89,625. This is an Estimate of Probable Construction Costs and should be confirmed after a more detailed schematic design phase.

This is an Estimate of Probable Construction Costs and should be confirmed after a more detailed schematic design phase.

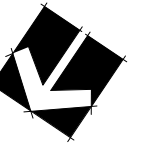


DAVIS HOUSE

EXISTING BASEMENT

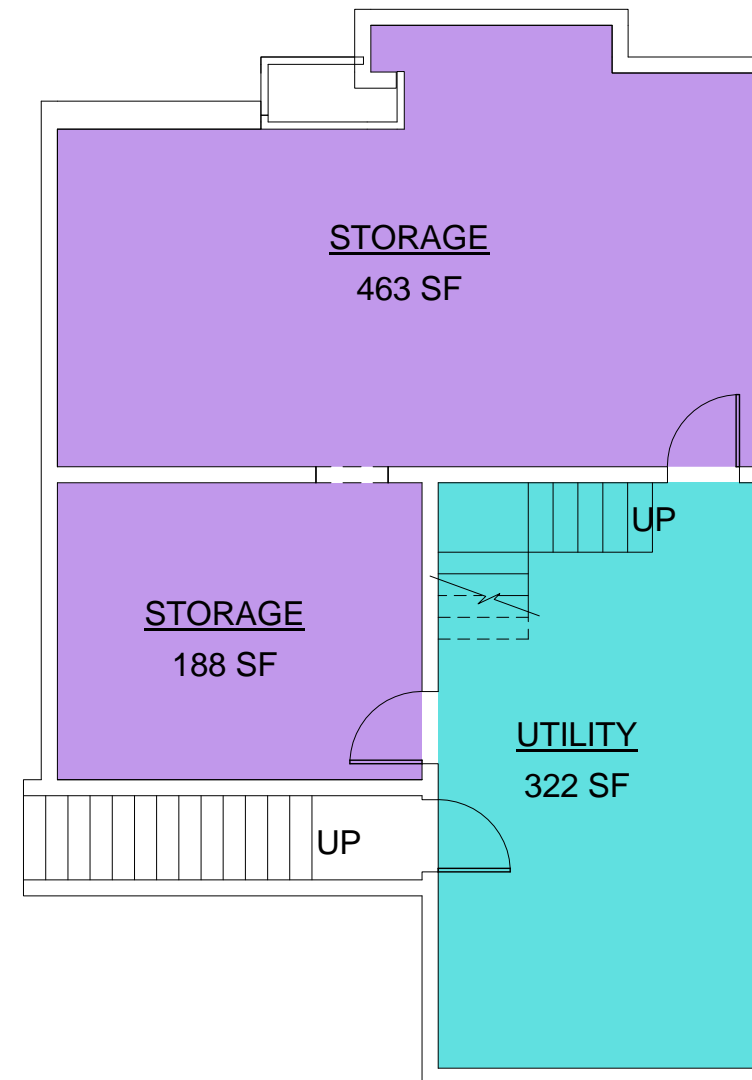


04/29/16



Area Legend

- STORAGE
- UTILITY

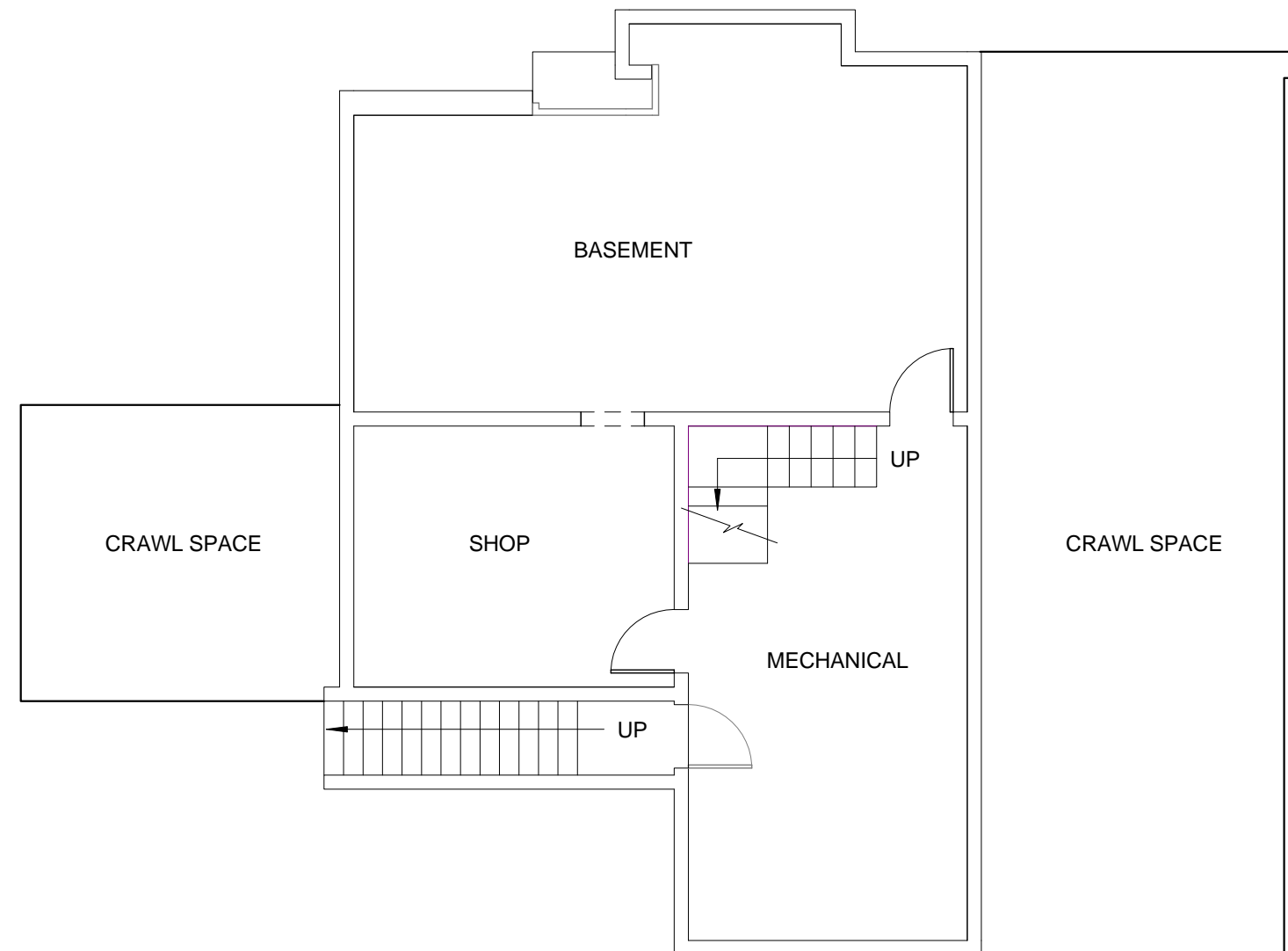


DAVIS HOUSE

EXISTING BASEMENT AREA PLAN



04/29/16

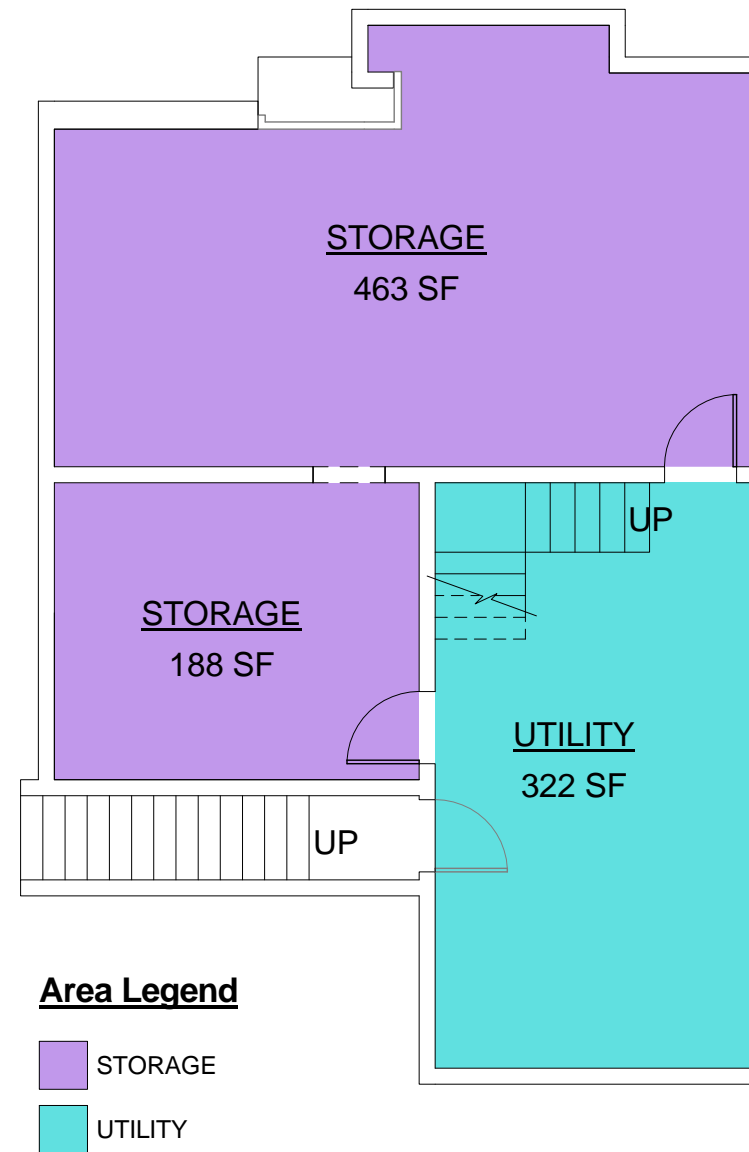
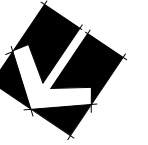


DAVIS HOUSE

PROPOSED WORK BASEMENT



04/29/16

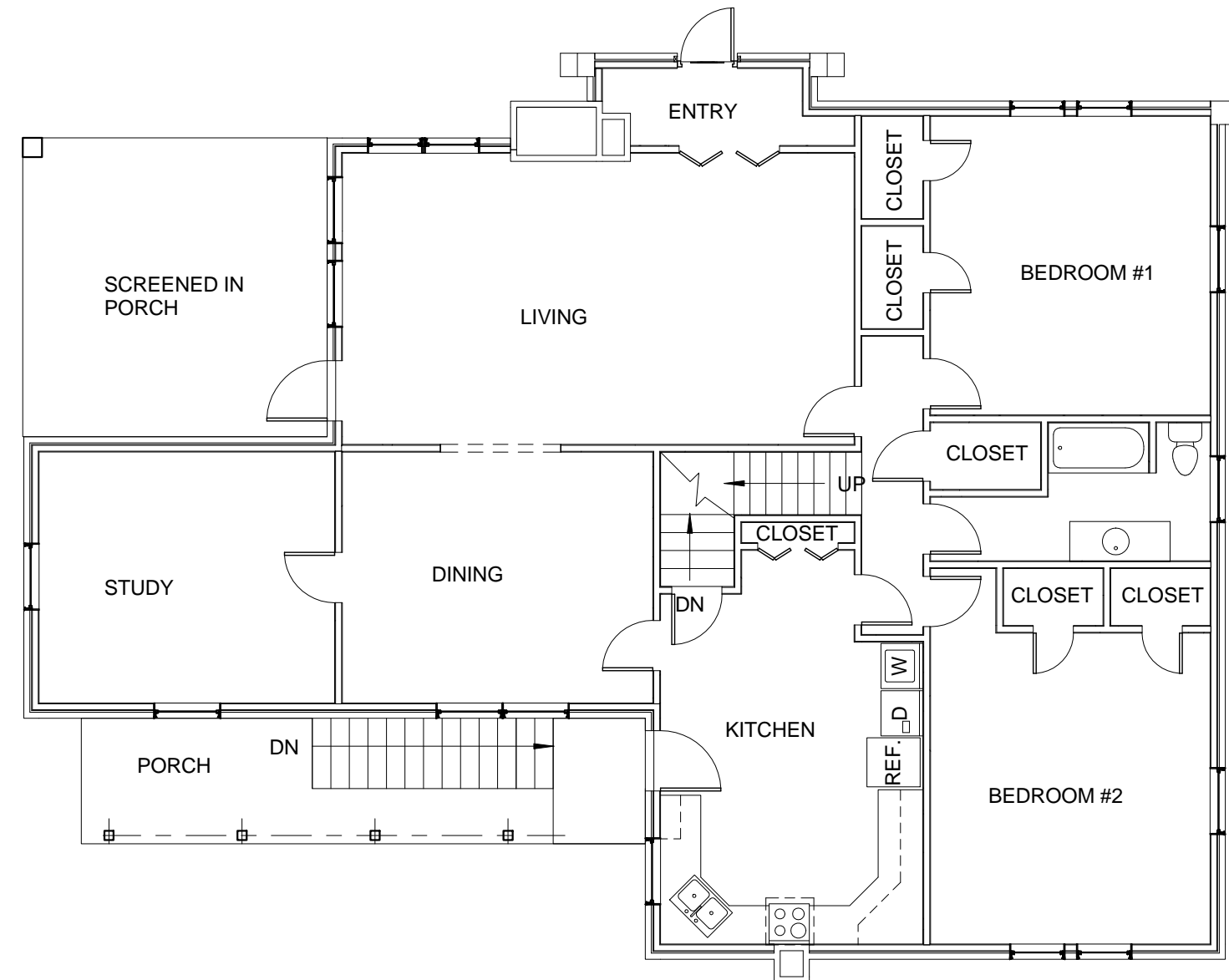


DAVIS HOUSE

PROPOSED WORK BASEMENT AREA PLAN



04/29/16

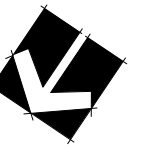


DAVIS HOUSE

EXISTING 1ST FLOOR

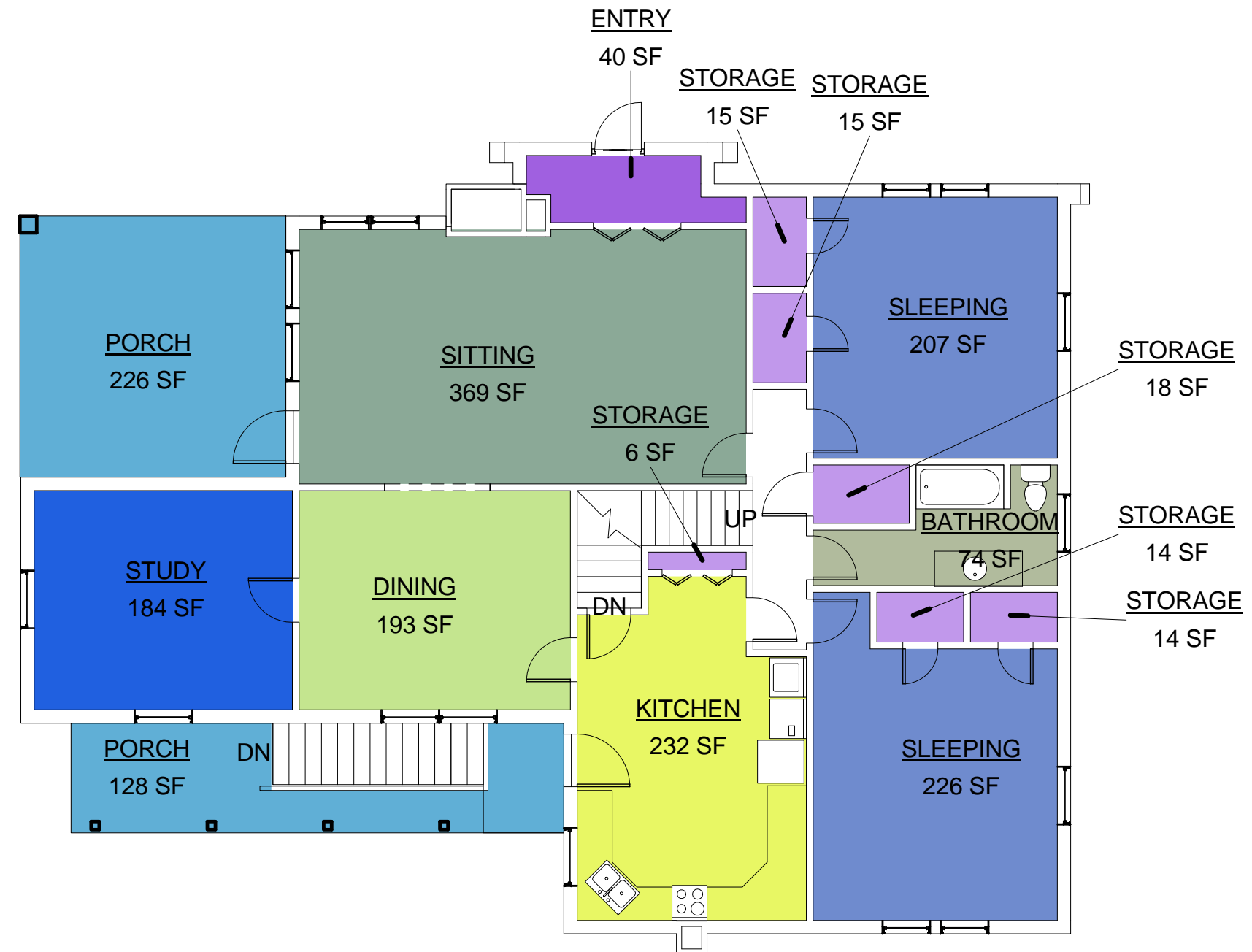


04/29/16



Area Legend

- BATHROOM
- DINING
- ENTRY
- KITCHEN
- PORCH
- SITTING
- SLEEPING
- STORAGE
- STUDY

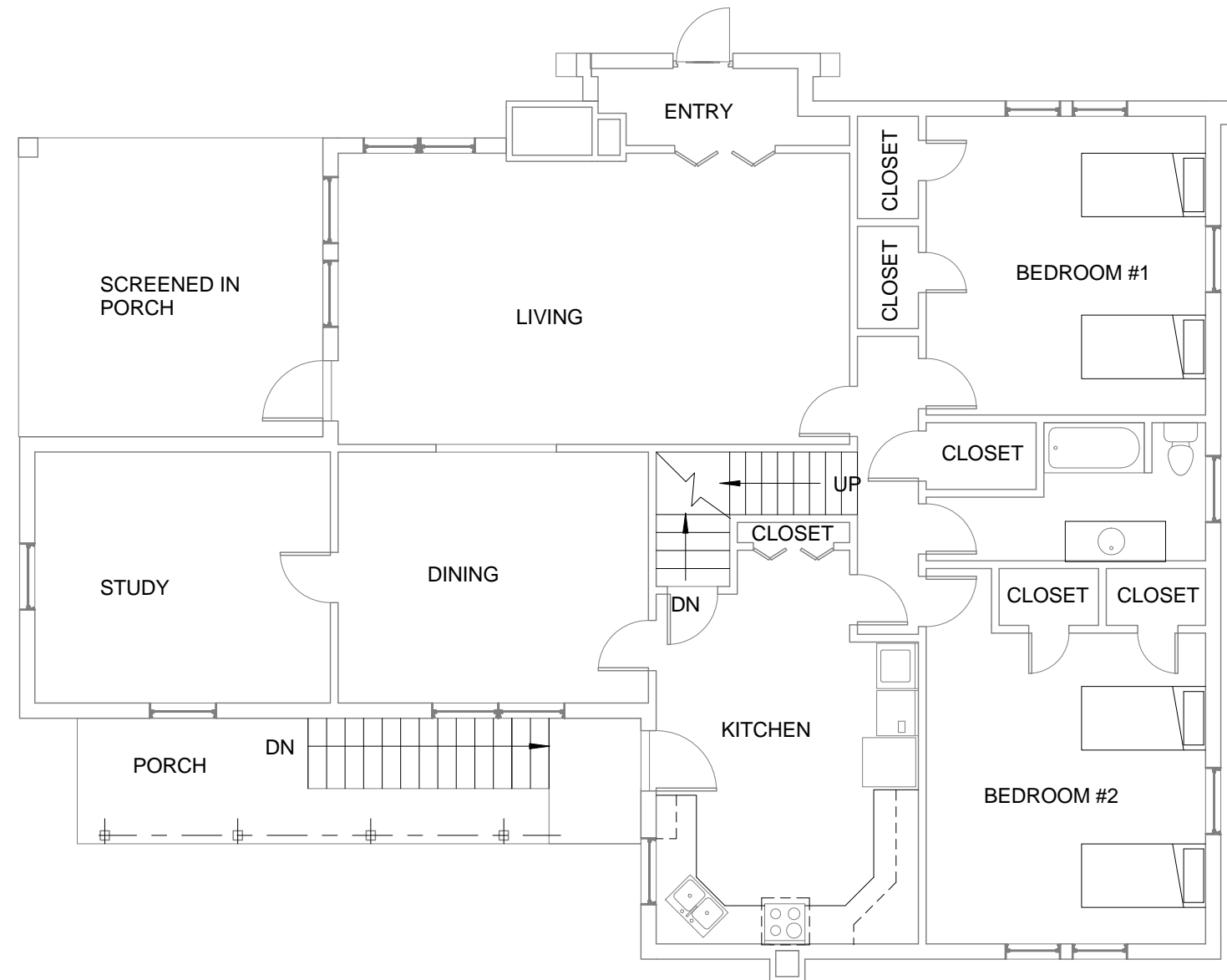
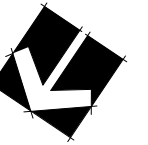


DAVIS HOUSE

EXISTING 1ST FLOOR AREA PLAN



04/29/16

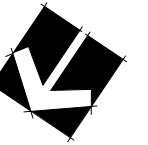


DAVIS HOUSE

PROPOSED WORK 1ST FLOOR

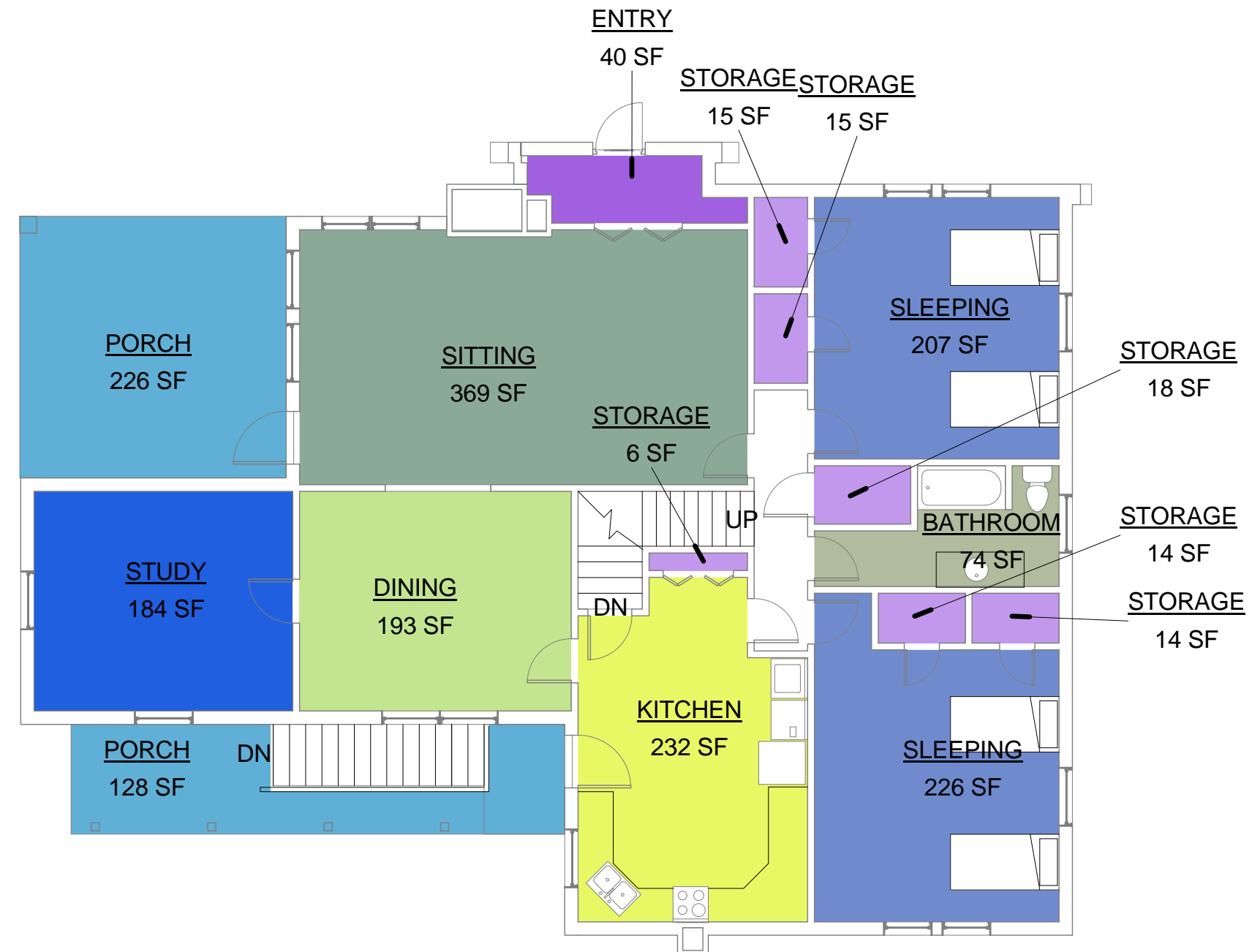


04/29/16



Area Legend

	BATHROOM
	DINING
	ENTRY
	KITCHEN
	PORCH
	SITTING
	SLEEPING
	STORAGE
	STUDY

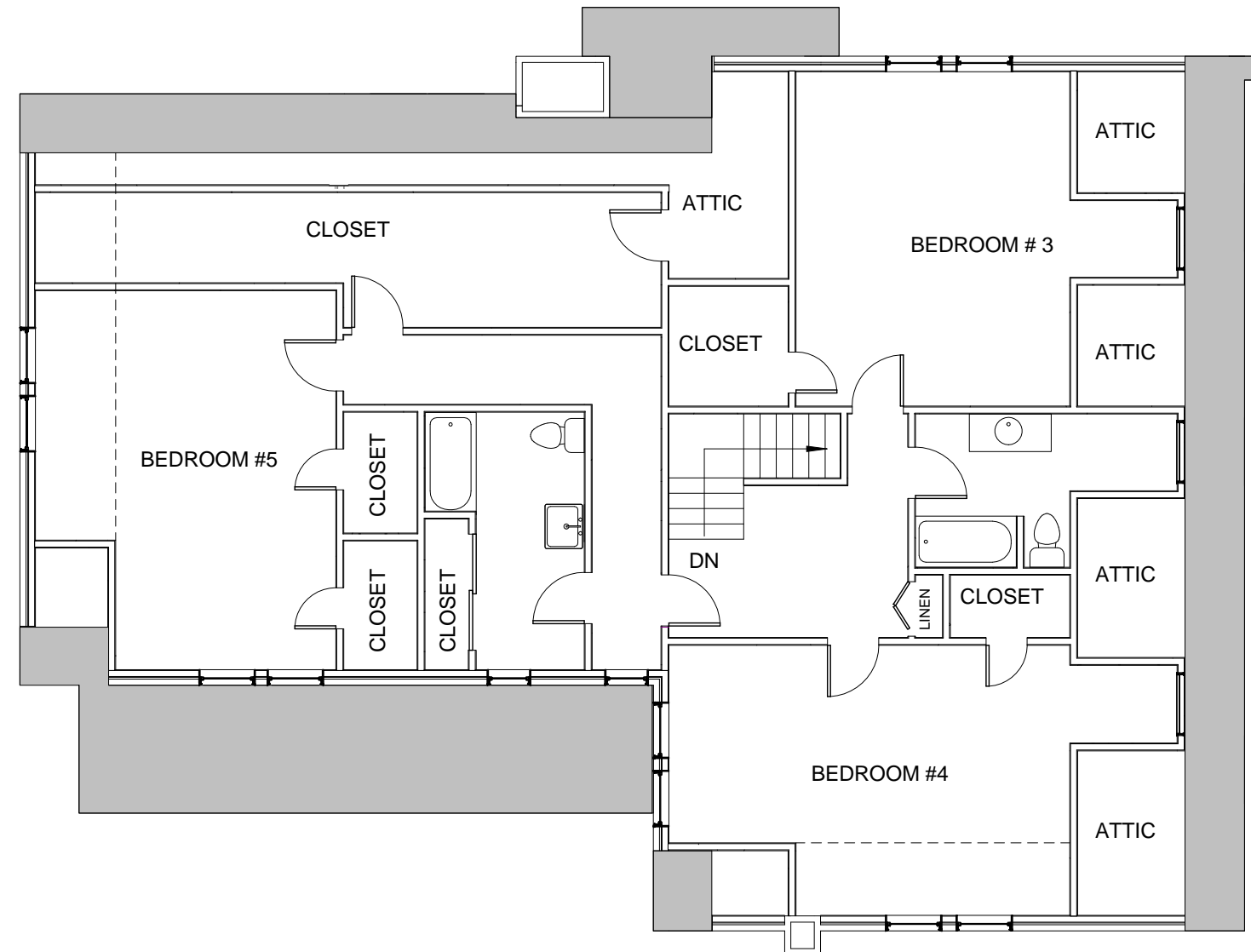
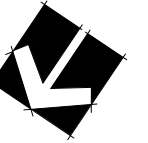


DAVIS HOUSE



PROPOSED WORK 1ST FLOOR AREA PLAN

04/29/16



DAVIS HOUSE

EXISTING 2ND FLOOR

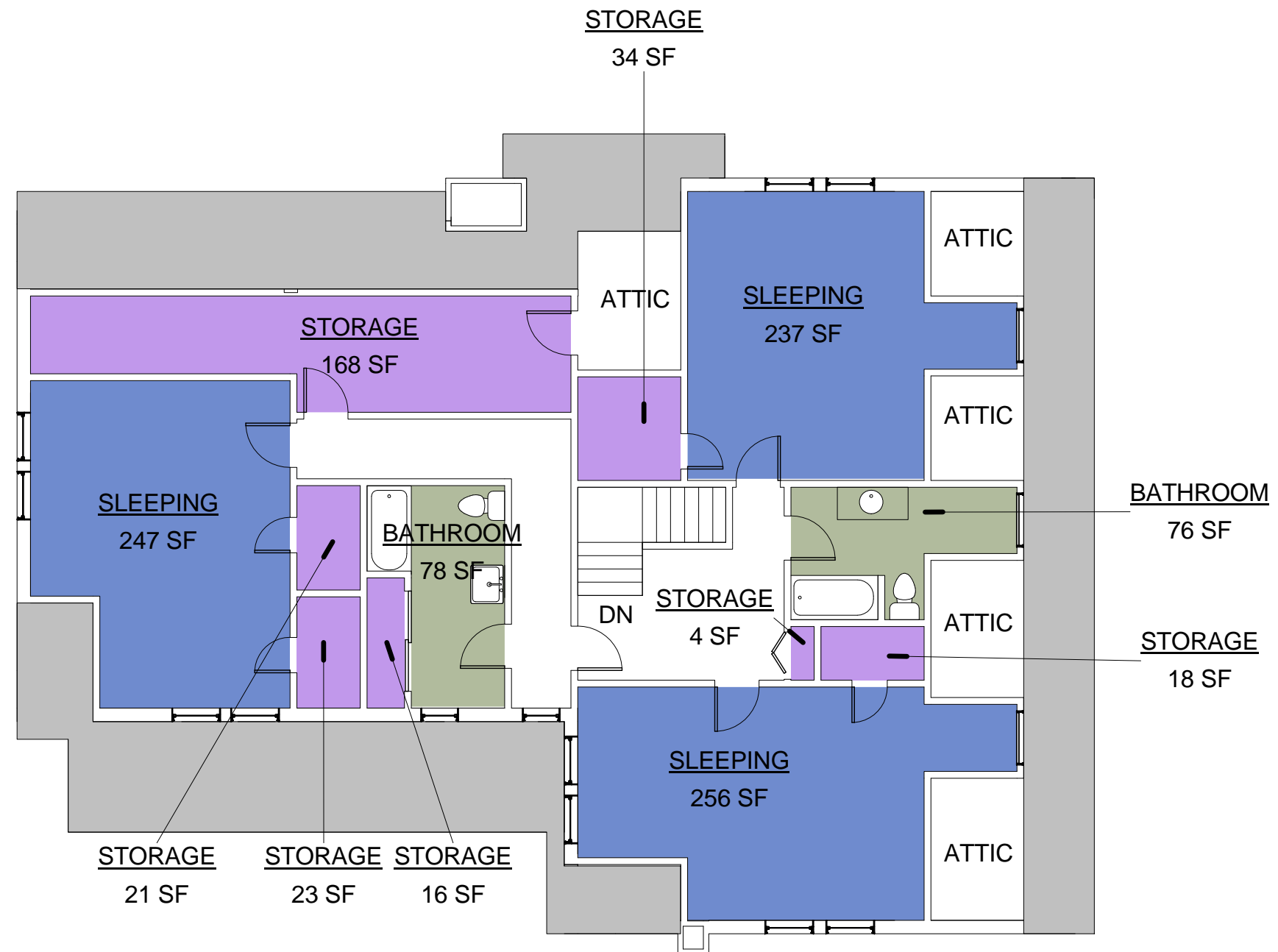


04/29/16



Area Legend

- BATHROOM
- SLEEPING
- STORAGE

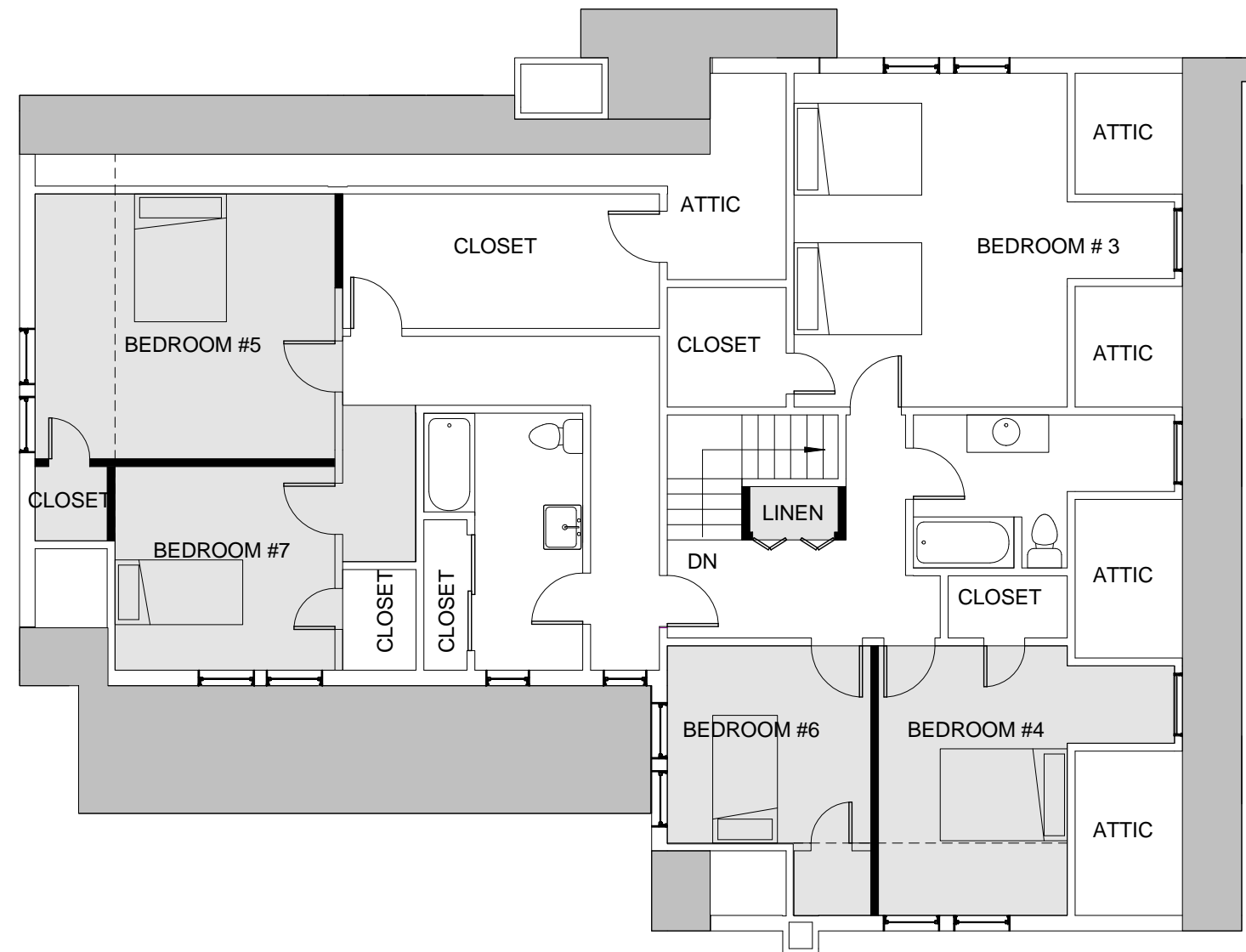
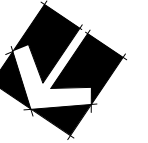


DAVIS HOUSE

EXISTING 2ND FLOOR AREA PLAN



04/29/16

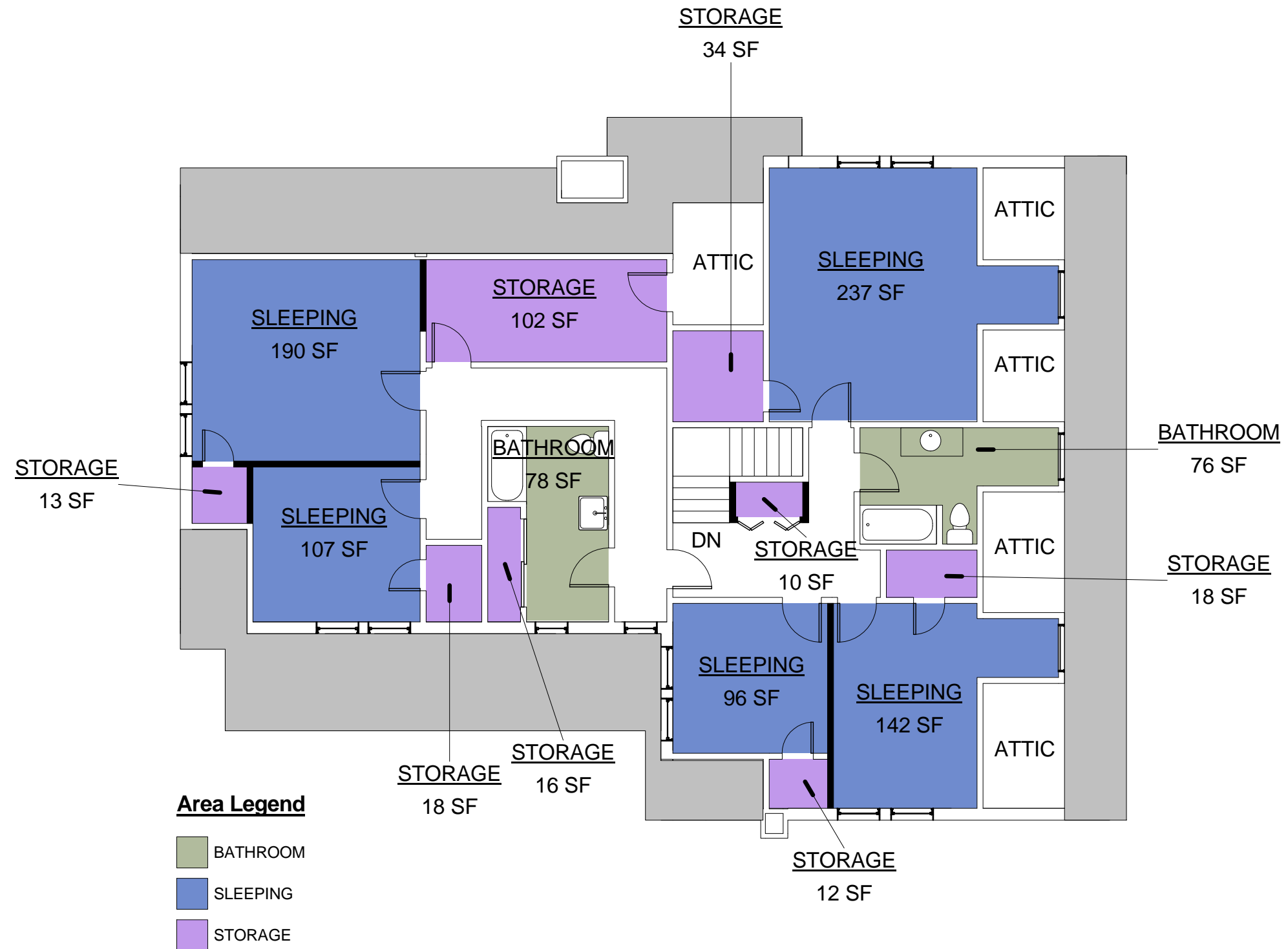
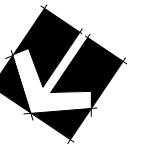


DAVIS HOUSE

PROPOSED WORK 2ND FLOOR



04/29/16



DAVIS HOUSE

PROPOSED WORK 2ND FLOOR AREA PLAN



04/29/16

FLETCHER’S FIELD OFFICE

Fletcher's Field Office with Davis Garage and Storage area

Fletcher's Field Office is a museum exhibit that was installed within an area of the structure formerly used by the Davis family as garage and storage space.

Existing Space Usage: (net square footage)

Fletcher's Field Office Area Totals (Existing)		
Name	Area	Count
GARAGE	379 SF	2
MUSEUM/DISPLAY	227 SF	1
PORCH	110 SF	1
STORAGE	178 SF	1
	893 SF	

Observations: The garage and storage areas are in dilapidated condition and are not very usable. The surrounding property is nicely maintained, and could be upgraded to be more inviting.

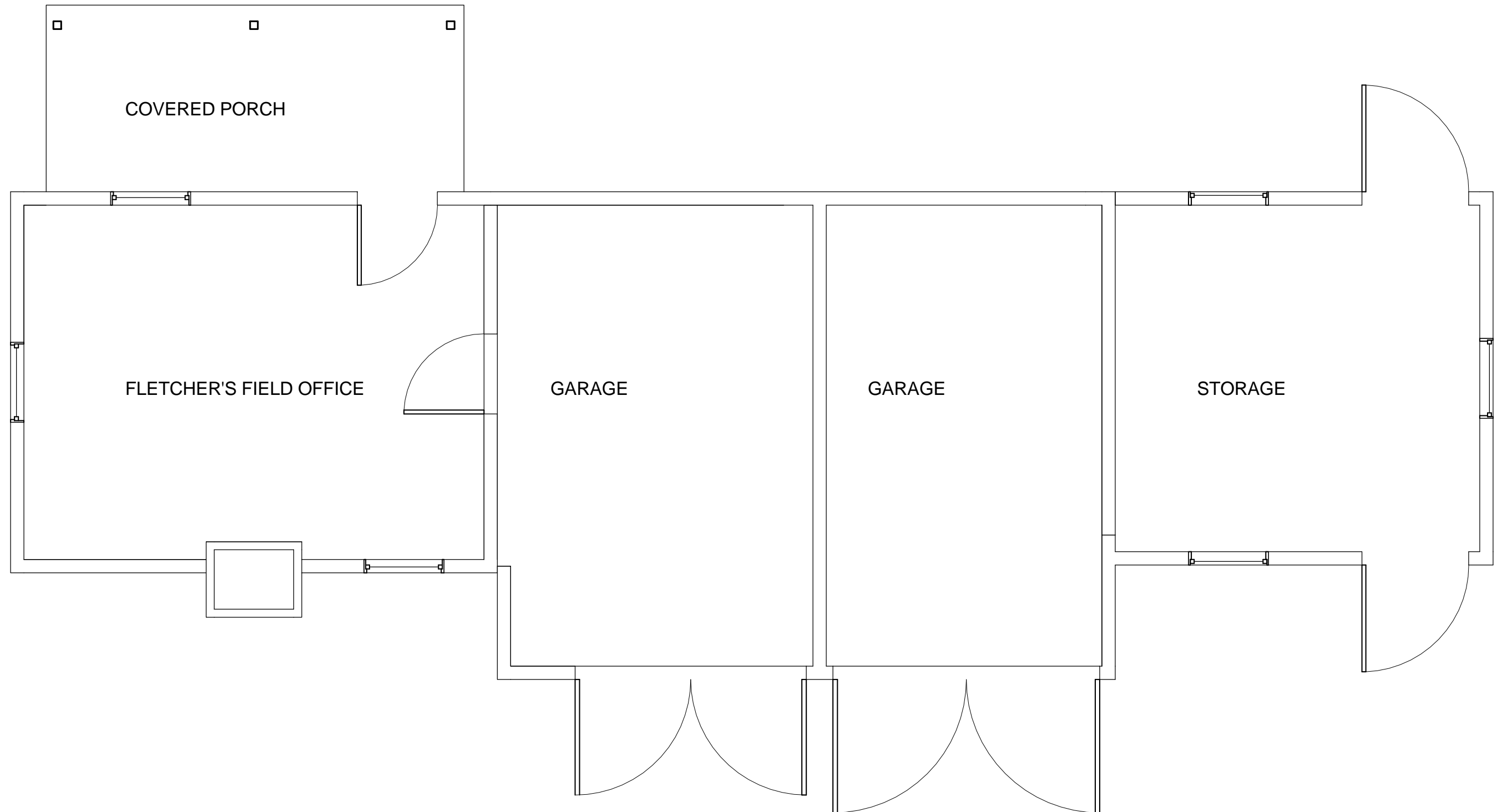
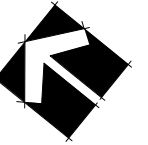
Recommendations: We recommend demolishing the garage and storage portions of this structure and rehabilitating the south end of the building to create a single, standalone structure.

Proposed Space Usage: (net square footage)

Fletcher's Cabin Area Totals (New)		
Name	Area	Count
MUSEUM/DISPLAY	227 SF	1
PORCH	110 SF	1
	337 SF	

Estimated Construction Costs: At this time, the work being considered is estimated to cost approximately \$22,040.

This is an Estimate of Probable Construction Costs and should be confirmed after a more detailed schematic design phase.

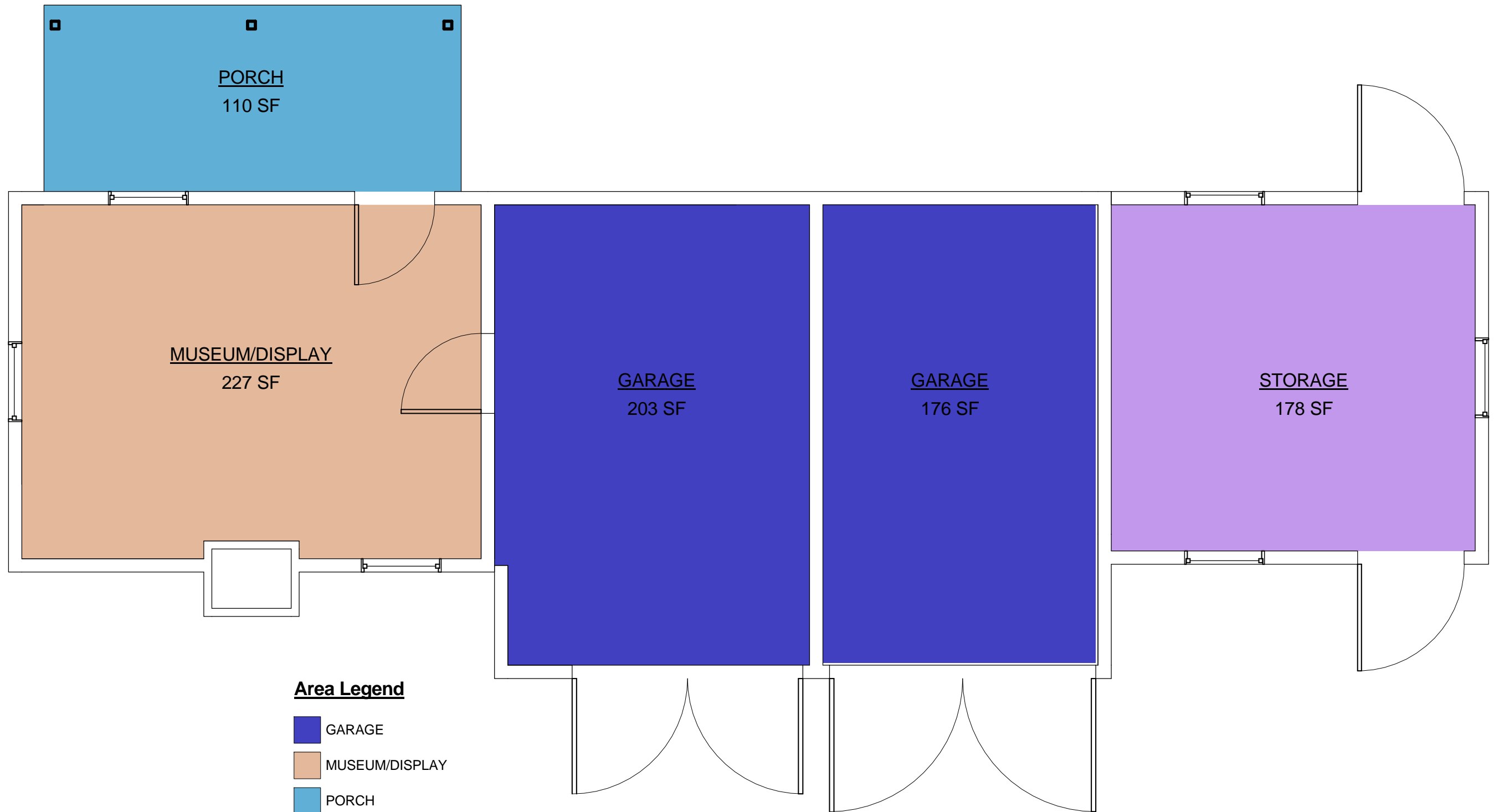


FLETCHER'S FIELD OFFICE

EXISTING FLOOR PLAN



04/29/16



Area Legend

- GARAGE
- MUSEUM/DISPLAY
- PORCH
- STORAGE

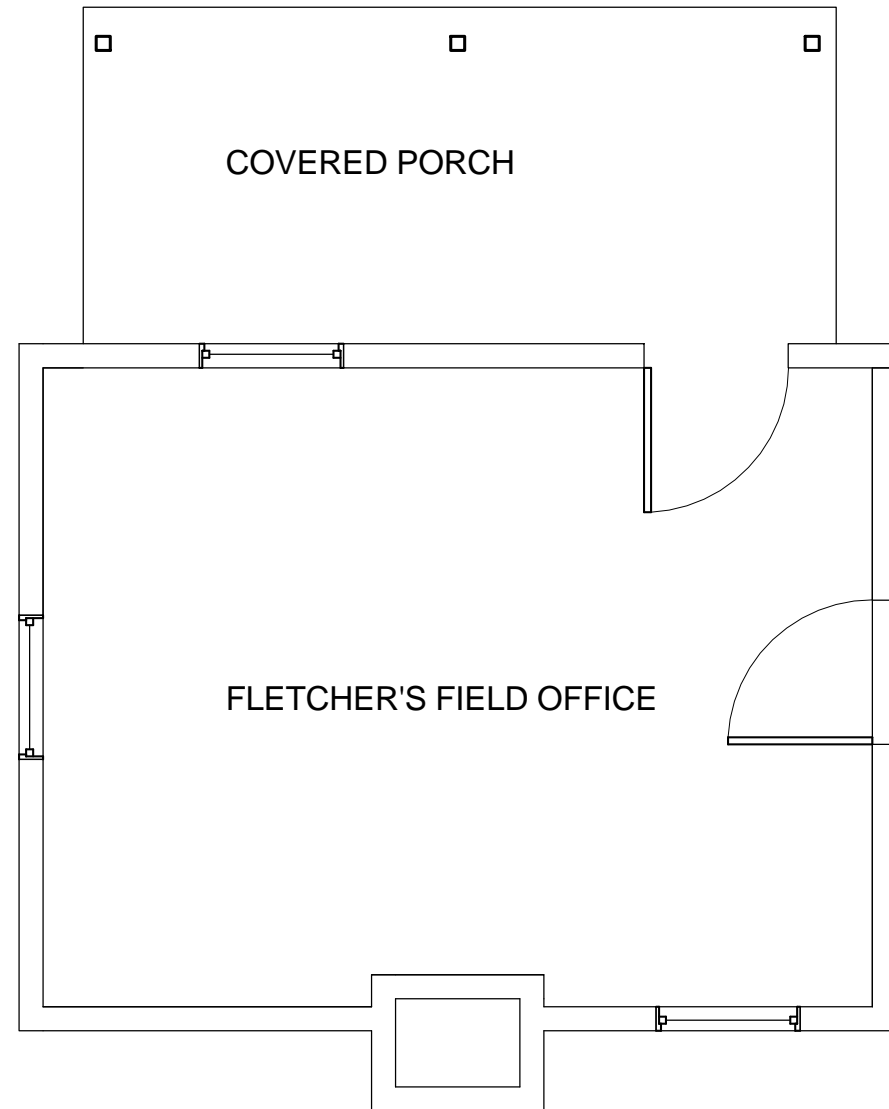
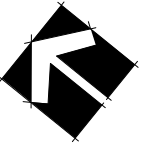


FLETCHER'S FIELD OFFICE



EXISTING AREA PLAN

04/29/16

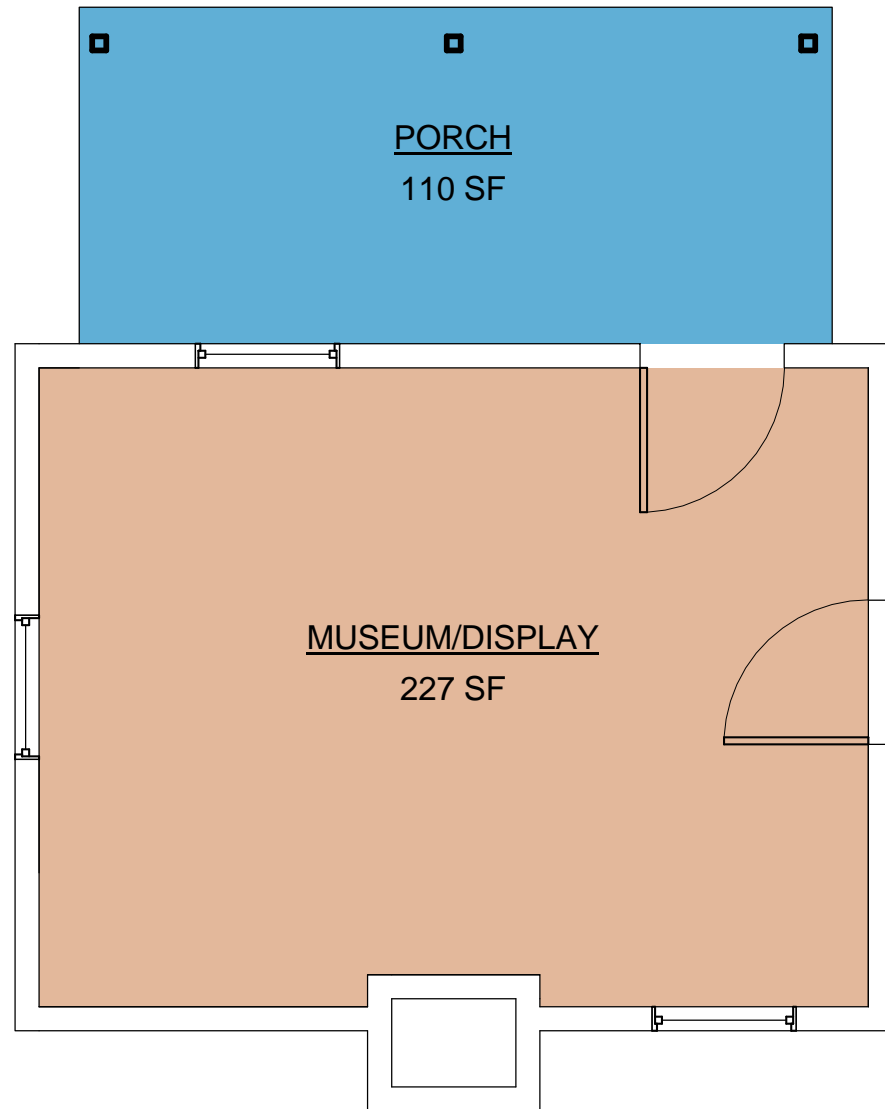
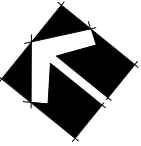


FLETCHER'S FIELD OFFICE





PROPOSED WORK FLOOR PLAN

04/29/16



Area Legend

-  MUSEUM/DISPLAY
-  PORCH



FLETCHER'S FIELD OFFICE



PROPOSED WORK AREA PLAN

04/29/16

408 E NELSON ST*408 E Nelson Street*

The house located on Nelson Street is a 1-story residential structure over a 2-car garage. The house is mostly used as rental property by Sigma Nu Fraternity, but a portion of the garage is currently used by Sigma Nu Fraternity as a maintenance shed, housing maintenance equipment and workshop space. The existing driveway for the house is parallel to the property line shared with the Kroger shopping center. The house provides rental income .

Existing Space Usage: (net square footage)

408 Nelson Area Totals (Existing)		
Name	Area	Count
RENTAL	3411 SF	3
STORAGE	848 SF	1
	4259 SF	



408 E Nelson with Ethical Leadership Center, Carriage House, Fletcher's Cabin, and Davis Residence beyond

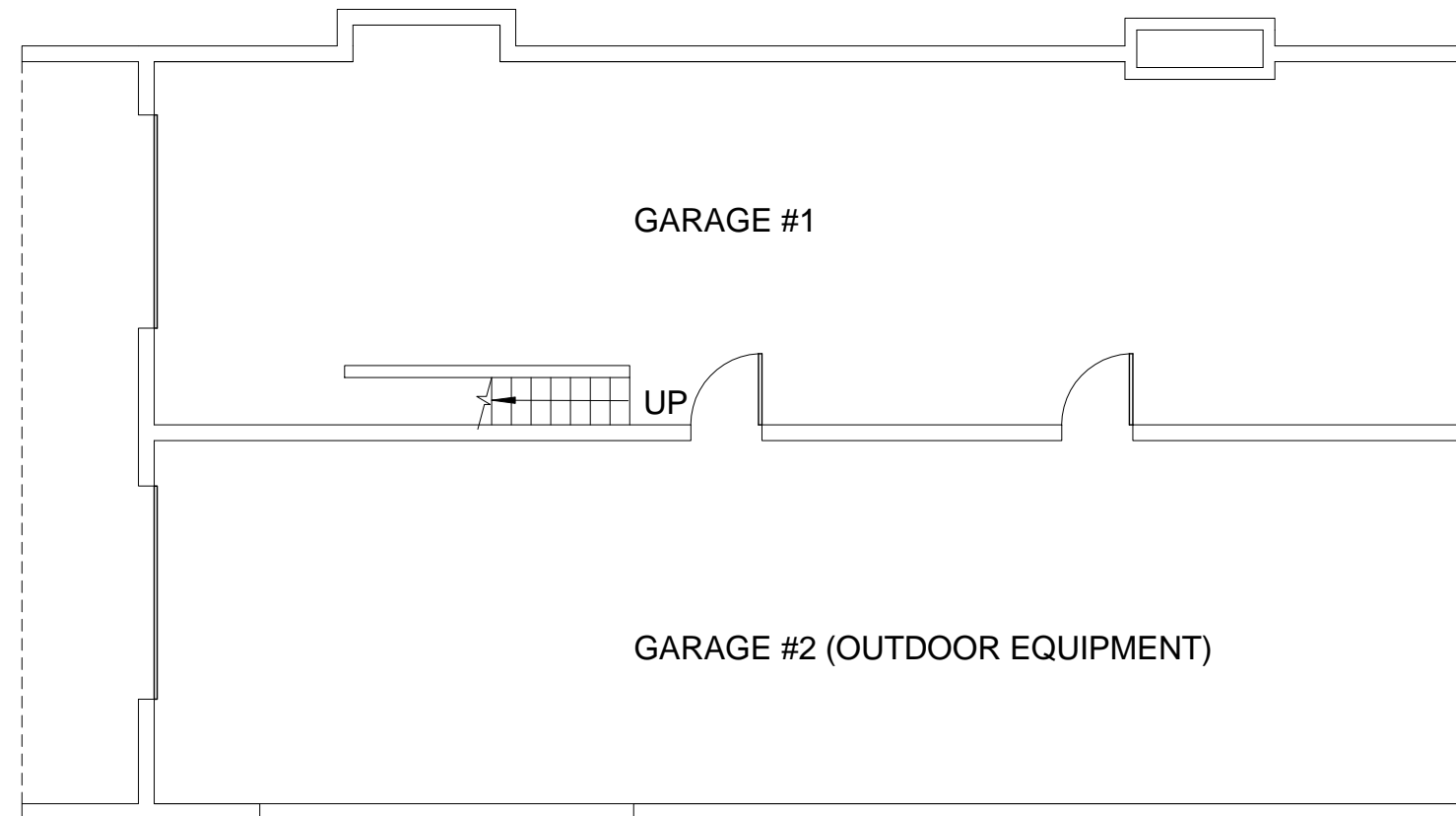
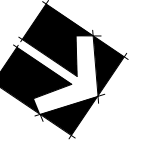
Observations: With the exception of rental income, the house provides no real benefit to the overall property. Architecturally incompatible, the house downgrades an otherwise tremendous opportunity to provide a gateway entrance to the rear of the Sigma Nu property.

Recommendations: The Fraternity intends to maintain the house as rental property for the foreseeable future. At some point in the future, the Fraternity may elect to demolish the house and create a new driveway entrance off of Nelson Street. (The lot vacated could be used for a new parking lot to service the campus).

Proposed Space Usage: *(net square footage)*

Estimated Construction Costs: At this time, NO work is being considered. However, at such time as this structure should be demolished, it is estimated that the cost shall be approximately \$40,000.

This is an Estimate of Probable Construction Costs and should be confirmed after a more detailed schematic design phase.

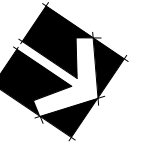


408 NELSON

EXISTING BASEMENT

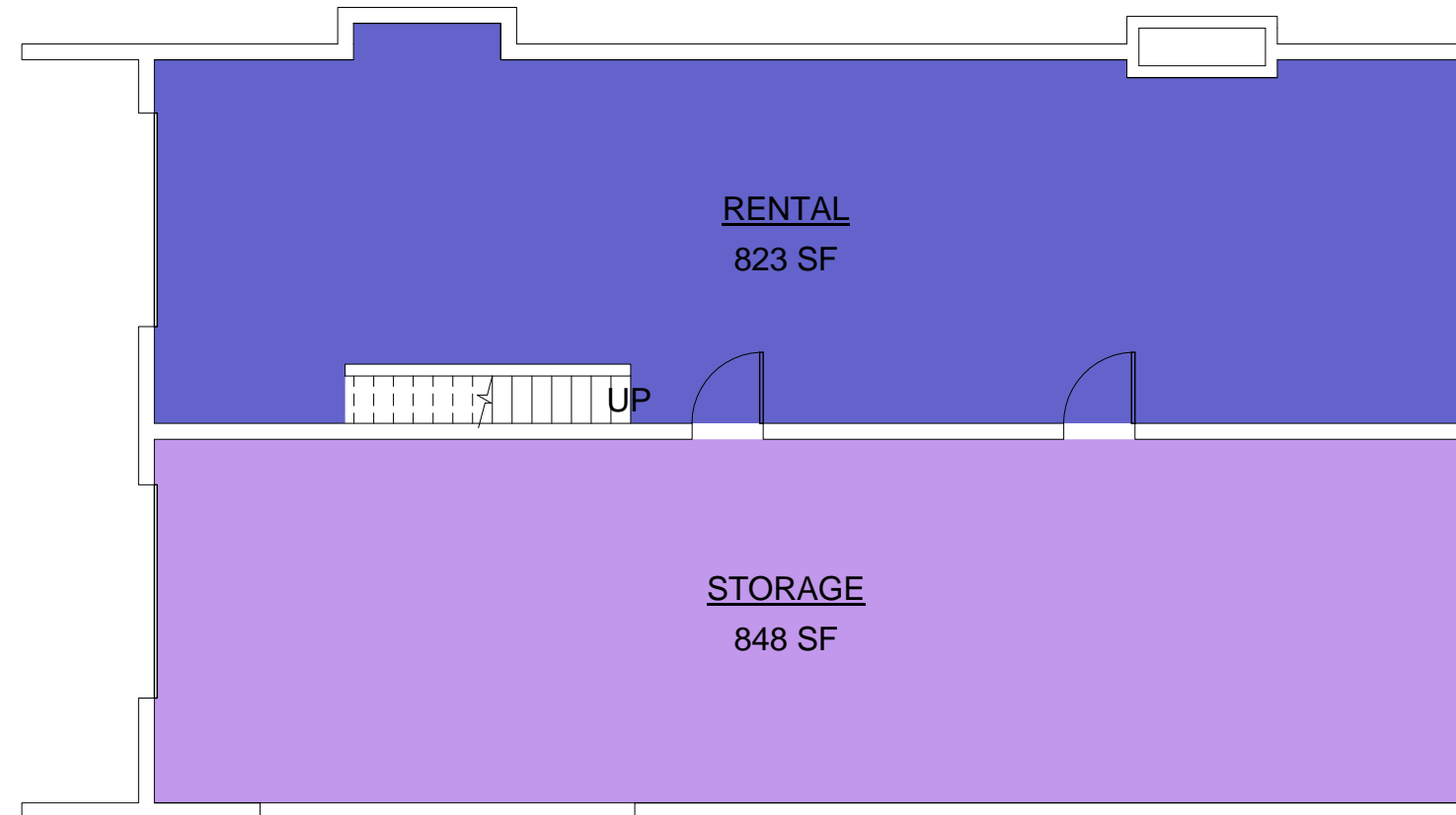


04/29/16



Area Legend

- RENTAL
- STORAGE

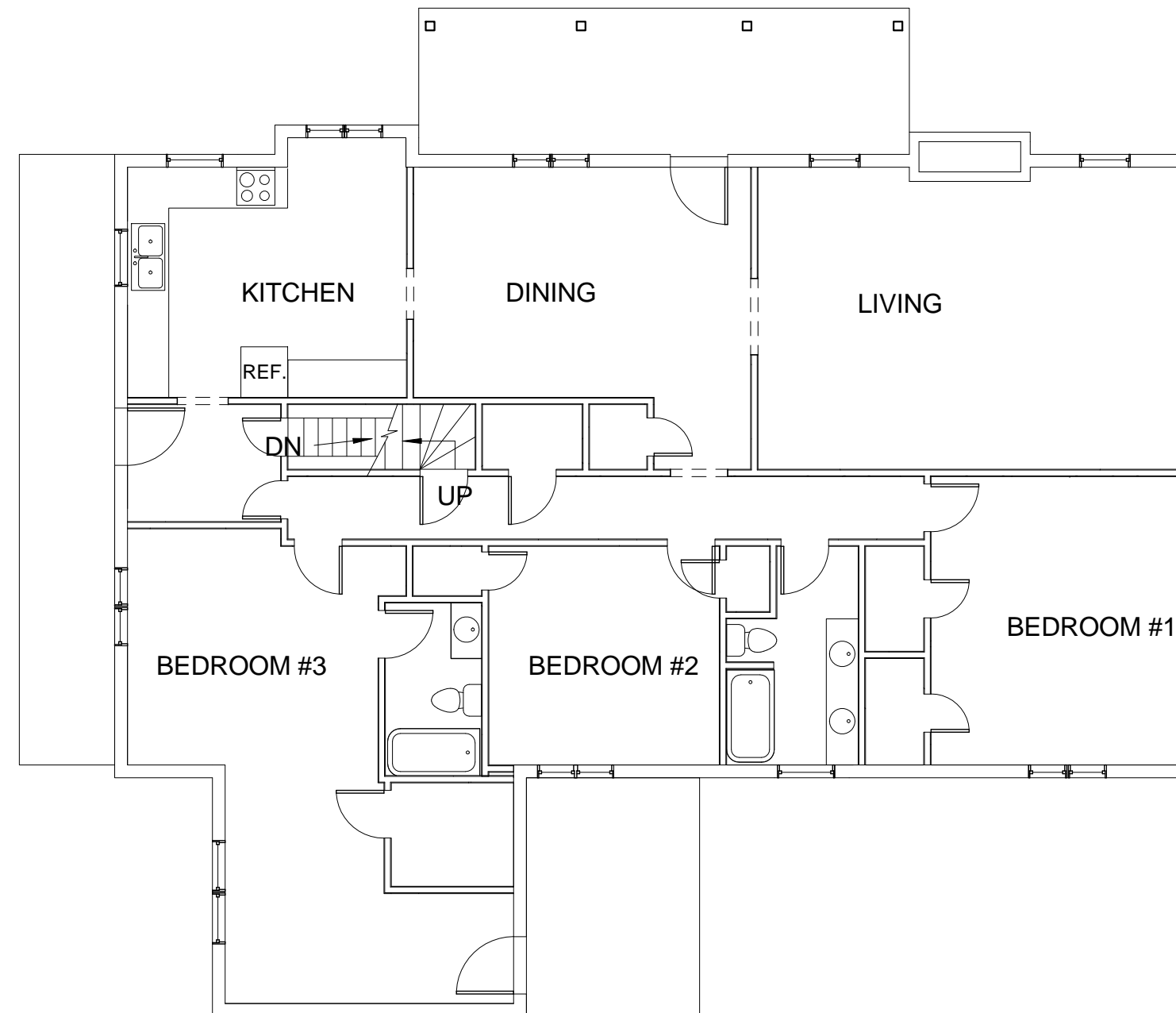
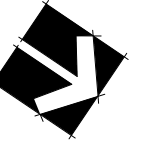


408 NELSON

EXISTING BASEMENT AREA PLAN



04/29/16

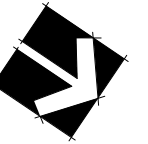


408 NELSON

EXISTING MAIN FLOOR



04/29/16



Area Legend

 RENTAL

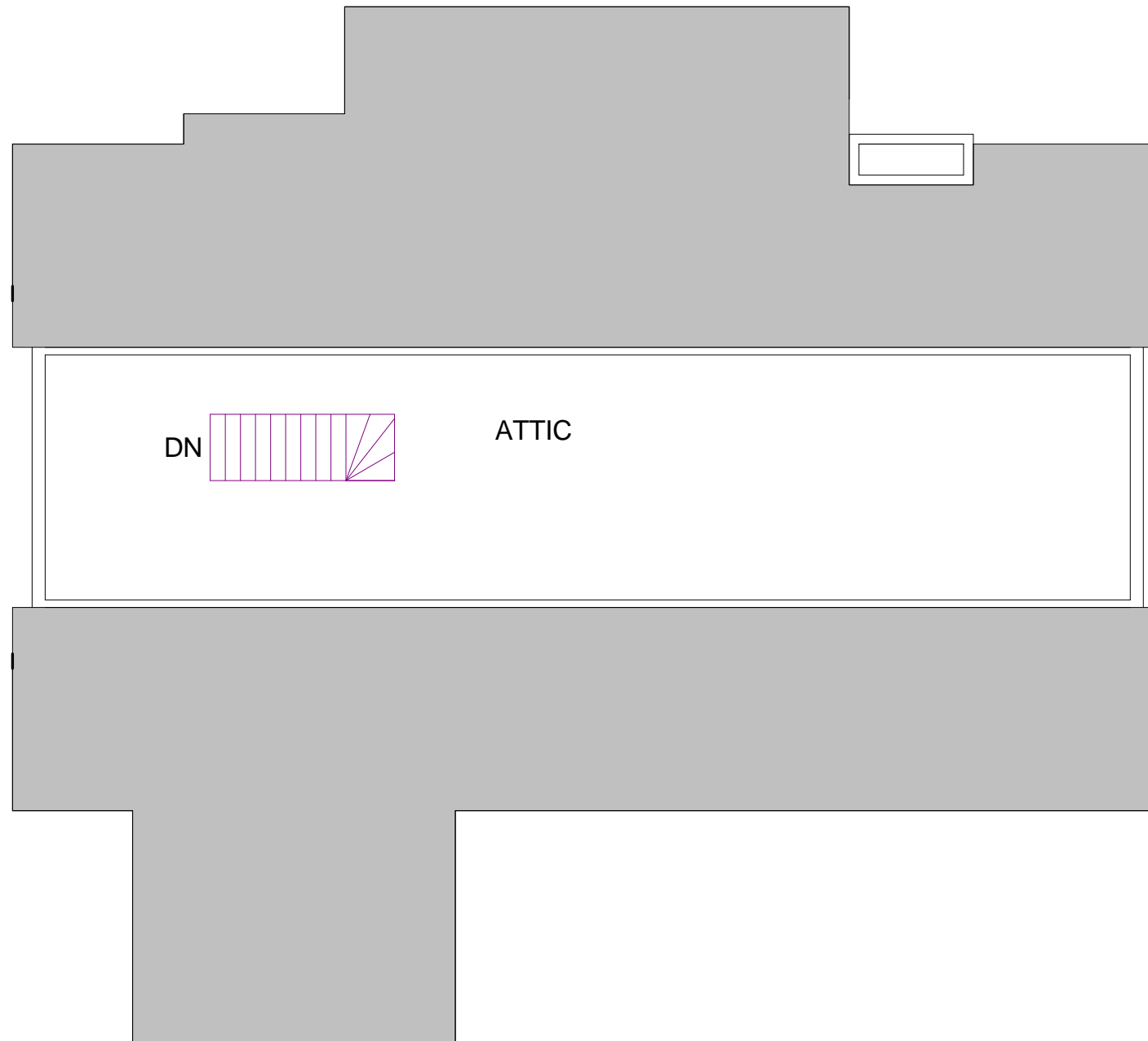
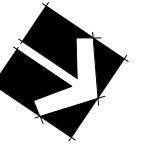


408 NELSON

EXISTING MAIN FLOOR AREA PLAN



04/29/16

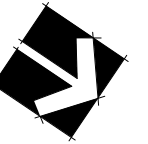


408 NELSON

EXISTING ATTIC

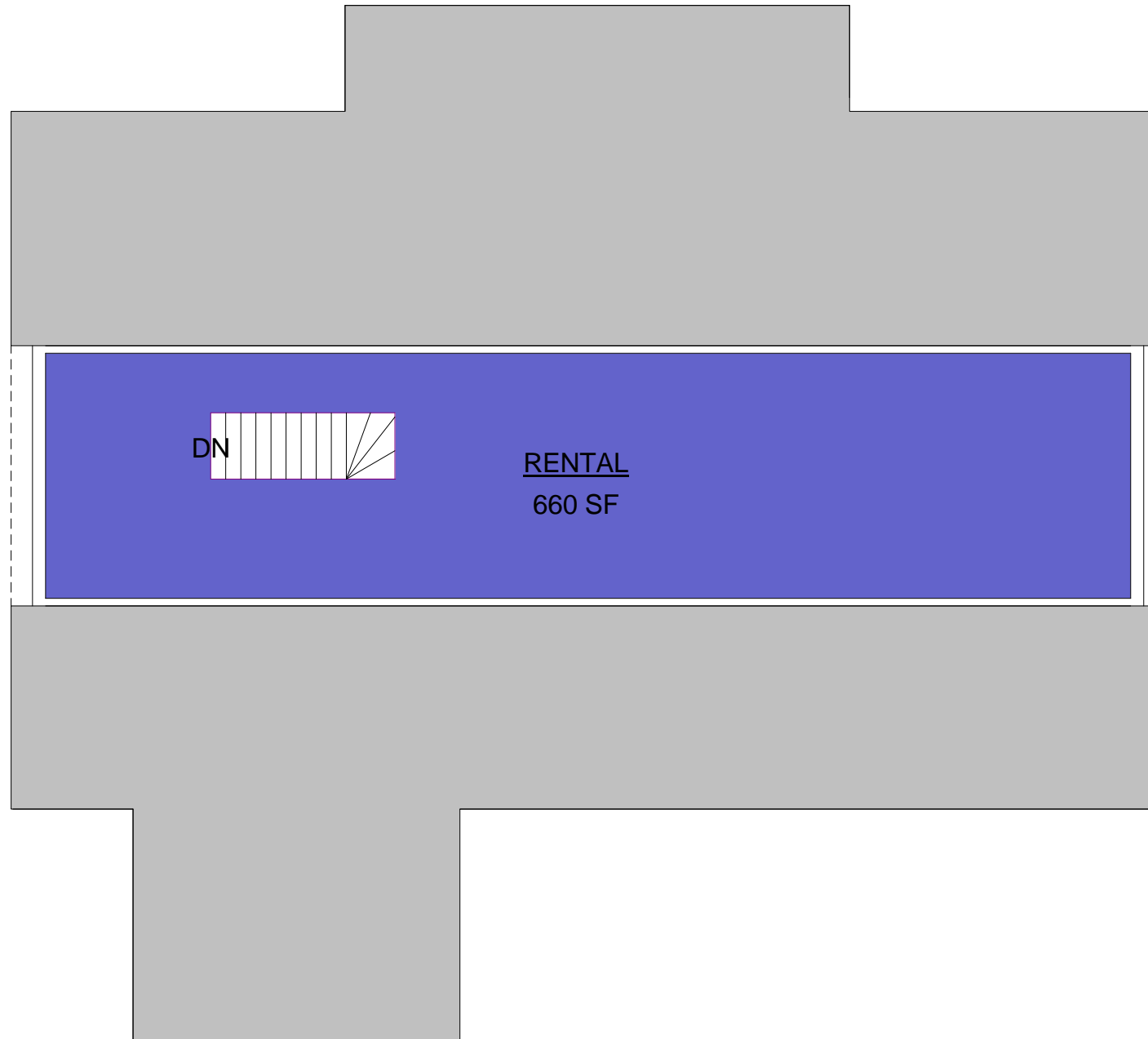


04/29/16



Area Legend

 RENTAL



408 NELSON

EXISTING ATTIC AREA PLAN



04/29/16

CARRIAGE HOUSE*Carriage House*

The Carriage House is a former garage structure renovated for residential use. It is a wood-framed structure with cedar shingle siding and shake roofing. It currently serves as group residential space for visiting or temporary residents. It contains a central meeting space with smaller bunk areas, restroom/bathing facilities and a small kitchen. Spaces are dispersed between different levels.

*Carriage House*

Existing Space Usage: *(net square footage)*

Carriage House Area Totals (Existing)		
Name	Area	Count
BATHROOM	282 SF	3
LAUNDRY	44 SF	1
LOUNGE	361 SF	1
SLEEPING	956 SF	5
STORAGE	88 SF	10
	1731 SF	

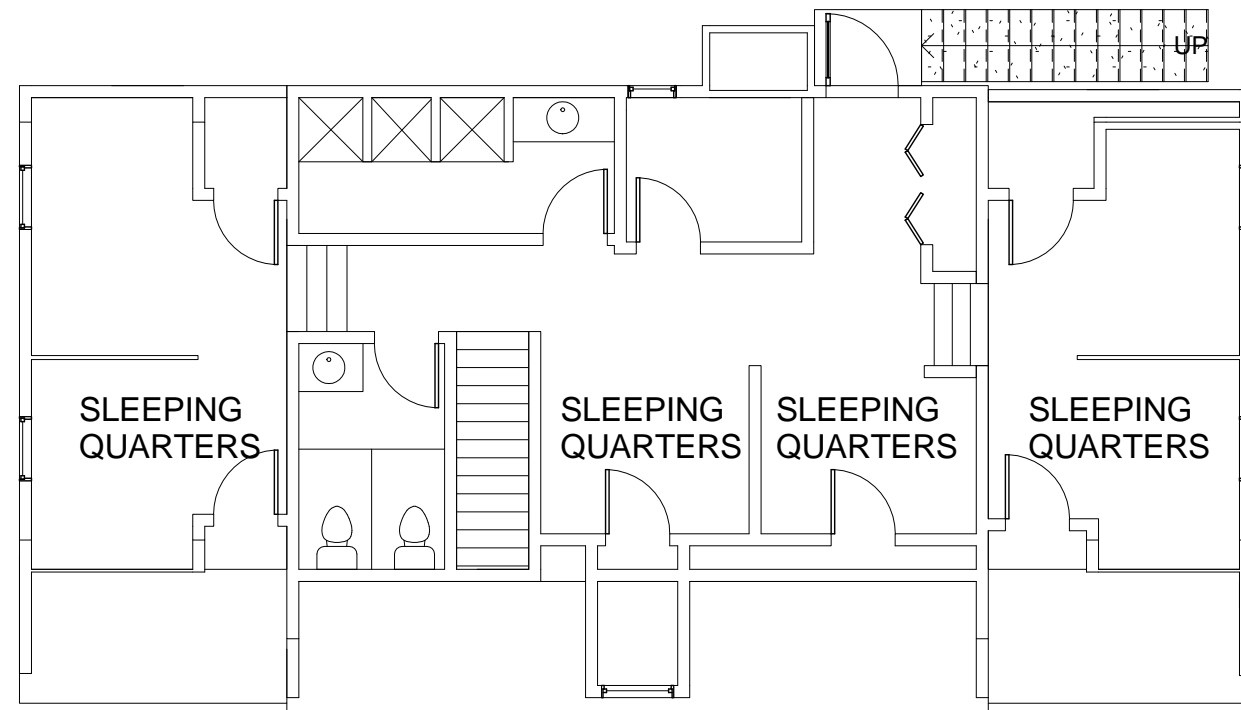
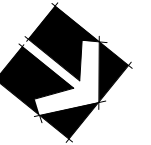
Observations: The current condition of this building requires extensive and major upgrades to bring it to the quality level of other buildings on the property.

Recommendations: As suggested by Sigma Nu, this structure will remain. The existing interior and exterior finishes can be upgraded or refreshed.

Proposed Space Usage: This building can serve as occasional overflow space.

Estimated Construction Costs: At this time, the work being considered is estimated to cost approximately \$25,000.

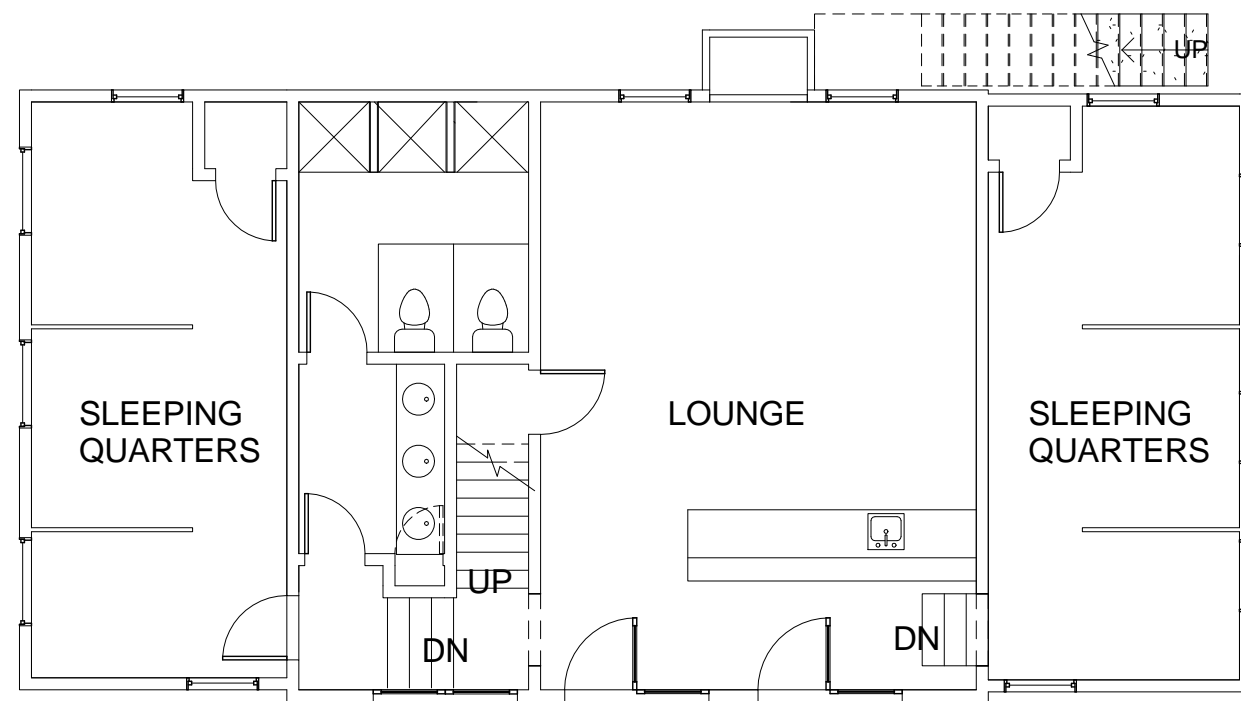
This is an Estimate of Probable Construction Costs and should be confirmed after a more detailed schematic design phase.



2 2nd FLOOR
1/8" = 1'-0"



CARRIAGE HOUSE

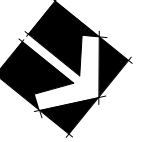


1 Main
1/8" = 1'-0"

EXISTING FLOOR PLANS

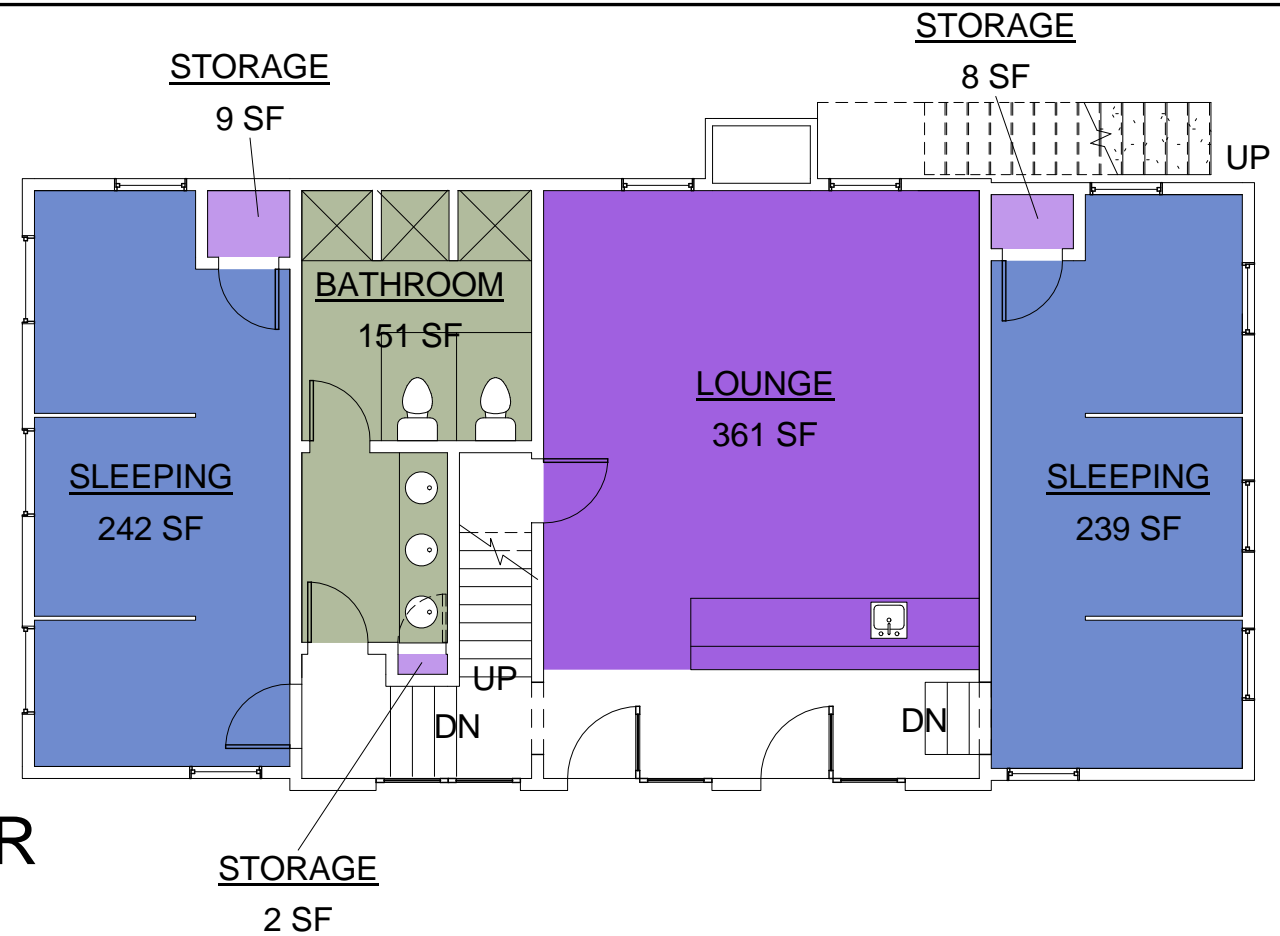


04/19/16



Area Legend

- BATHROOM
- LOUNGE
- SLEEPING
- STORAGE



Area Legend

- BATHROOM
- LAUNDRY
- SLEEPING
- STORAGE



CARRIAGE HOUSE



EXISTING AREA PLANS

04/29/16

PROPOSED CENTER FOR EXCELLENCE



Sigma Nu desires a new building to satisfy several pressing needs:

- Residential quarters for 75+ individuals:
 - Visiting Sigma Nu brothers and candidates on pilgrimage to Sigma Nu National Headquarters.
 - Visiting collegiate attending quarterly conferences and summer leadership conferences.
 - Visiting adults working in other charitable aspects of Lexington (e.g. Habitat for Humanity, etc.).
- Formal assembly space for 100+ people.
- Small meeting room for breakout space
- Covered rear porch for outside breakout space
- Associated warming kitchen and other core spaces.

This new building shall be thoughtfully sited on the property behind the existing headquarter building. It should be situated in a sensitive manner, relating to the other buildings on the property, and provide outdoor spaces appropriate for meetings and small gatherings.

Current Schematic Design documents are included herein. Total square footage of the new building is approximately 8,525 gross square feet. The building shall contain residential functions, meeting, mechanical and warming kitchen spaces.

The residential functions will be adjacent to the public space. Pods are designed to be independent so that if two separate groups are utilizing the facility at the same time, they will not interfere with each other.

The building will be required to be protected throughout with an automatic fire suppression system.

An outdoor meeting space (covered rear porch) has been incorporated into the design. This can function as additional breakout space and outdoor assembly area.

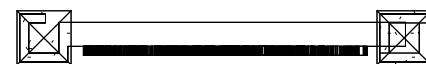
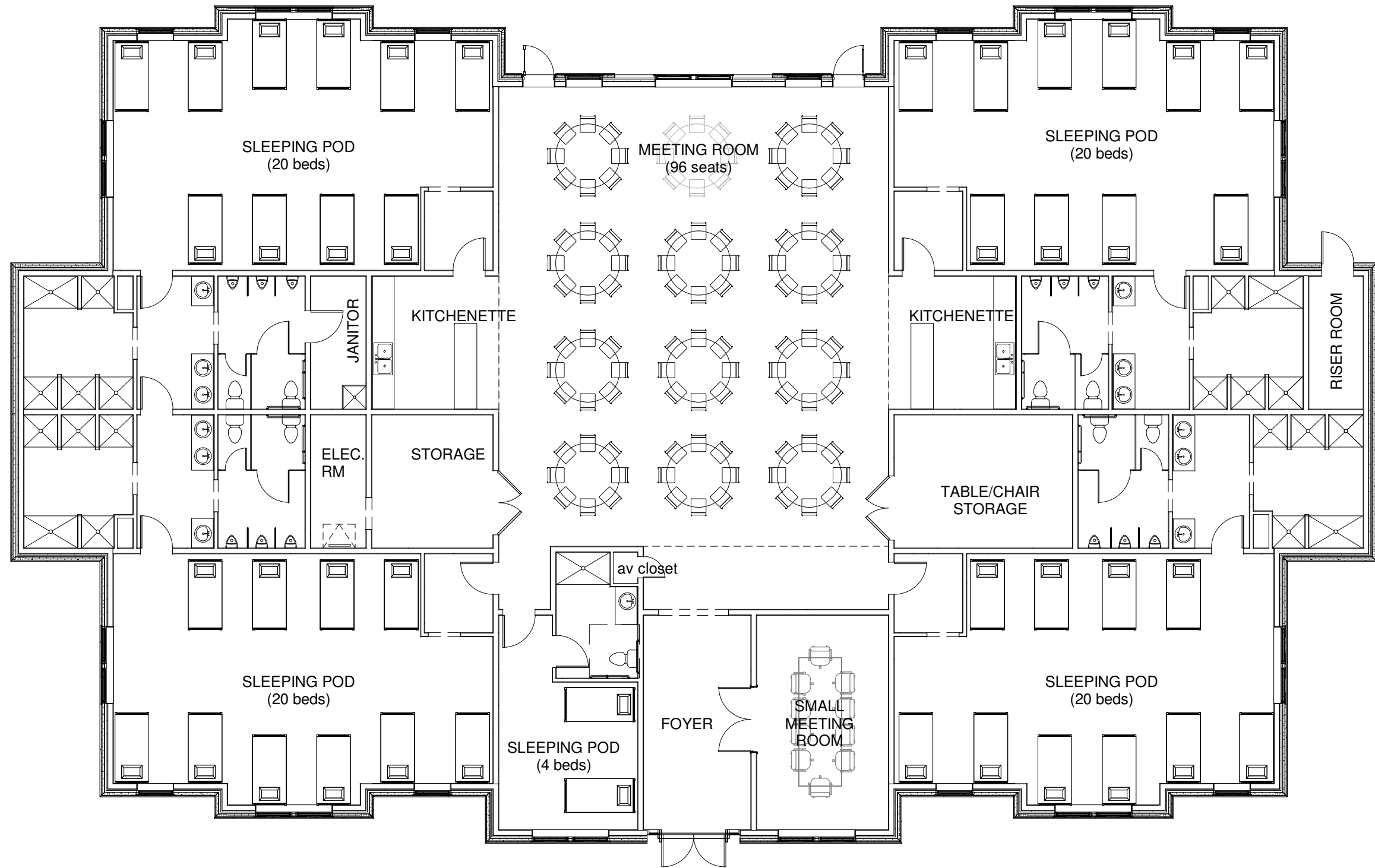
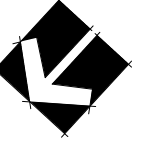
Proposed Space Usage: (net square footage)

CENTER FOR EXCELLENCE AREA TOTALS		
Name	Area	Count
BATHROOM	1387 SF	5
JANITOR	64 SF	1
KITCHEN	295 SF	2
MECH RM.	126 SF	2
MEETING	1943 SF	2
PORCH	682 SF	2
RECEPTION	201 SF	1
SLEEPING	3348 SF	5
STORAGE	347 SF	2
	8392 SF	

Estimated Construction Costs: At this time, the work being considered is estimated to cost approximately:

- \$2,400,000 for construction of Center for Excellence
 - Add \$25,000 for equipment
 - Add \$50,000 for A/V, telecom
 - Add \$100,000 for furnishings

This is an Estimate of Probable Construction Costs and should be confirmed after a more detailed schematic design phase.





CENTER FOR EXCELLENCE

AREA PLAN



03/18/21

BUILDING SUMMARY

We have analyzed existing space utilization and compared it to the proposed:

Existing and Proposed Space Usage for Entire Property: (net square footage)

Existing Areas - Total (all buildings)		
Name	Area	Count
ALPHA ROOM	666 SF	1
ARCHIVES	1874 SF	5
BATHROOM	949 SF	19
DINING	193 SF	1
ENTRY	40 SF	1
FLEX	0	0
GARAGE	379 SF	2
KITCHEN	464 SF	5
JANITOR	0 SF	0
LAUNDRY	44 SF	1
LOUNGE	361 SF	1
MECH RM.	662 SF	6
MEETING	1386 SF	3
MUSEUM/DISPLAY	2624 SF	7
OFFICE	6288 SF	17
PORCH	1068 SF	8
RECEPTION	685 SF	2
RENTAL	3411 SF	3
SITTING	1252 SF	5
SLEEPING	2799 SF	13
STORAGE	3582 SF	48
STUDY	184 SF	1
UTILITY	455 SF	4
WORKROOM	123 SF	2
	29489 SF	

New Areas - Total (all buildings)		
Name	Area	Count
ALPHA ROOM	666 SF	1
ARCHIVES	919 SF	2
BATHROOM	2516 SF	28
DINING	193 SF	1
ENTRY	40 SF	1
FLEX	810 SF	1
GARAGE	0 SF	0
KITCHEN	1015 SF	8
JANITOR	64	1
LAUNDRY	44 SF	1
LOUNGE	361 SF	1
MECH RM.	841 SF	9
MEETING	4683 SF	7
MUSEUM/DISPLAY	3812 SF	12
OFFICE	4497 SF	21
PORCH	1664 SF	9
RECEPTION	348 SF	2
RENTAL	3411 SF	3
SITTING	802 SF	3
SLEEPING	6398 SF	21
STORAGE	4638 SF	50
STUDY	184 SF	1
UTILITY	408 SF	3
WORKROOM	0 SF	0
	38834 SF	

OVERALL PROPERTY

The entire property encompasses approximately 12.75 acres of land. It contains many interesting and beautiful features, including large, old-growth trees, intimate garden areas, memorial tributes, etc. A large field of grass, suitable for large gatherings, exists in the southeast corner of the property.



Aerial View of Property

The site is visible from several prominent street intersections. Opportunities exist for subtle, but effective, signage installations.



Intersection of North Lewis Street and East Washington Street



Entrance from E. Nelson Street

Observations: The main headquarters building is the focal point of the property, and should remain that way. The Center for Ethical Leadership building is another prominent building. The other structures are architecturally insignificant, but serve useful purposes. Existing walkways in and around the property relate well to existing features, but will require additional thought

when new features are introduced. Existing entrance drive from East Nelson Street is on property NOT owned by Sigma Nu. Additional research will be required to determine if a permanent access easement exists for that driveway. Permanent outdoor meeting space is non-existent. Signage from off-site views is intentionally absent, but subtle signage may now be desired. Numerous site alterations are already being considered by Sigma Nu, including removal of trees along the southern drive near the Davis Residence, and others.

Recommendations: We recommend the following:

Driveways: The existing driveway at the corner of South Lewis Street and East Nelson Street should be eliminated . It is hazardous to have a driveway enter an intersection in this way.

Parking: Parking areas need to be expanded to provide necessary parking for the new Center for Excellence building and other functions on the property. This can be provided adjacent to the new building, but also southeast of the existing lot behind the main Headquarters building. The lot adjacent to the carriage house can be expanded to include the paved areas next to Fletcher's Field Office. In the short term if additional parking is needed, the fraternity will use off-site parking and shuttle people back and forth to the property.

On-site Pedestrian Routes: Once the Center for Excellence is constructed, new exterior circulation routes and gathering areas are needed. We recommend a more formal exterior space between the Carriage House parking lot and the Main Headquarters Building (or a covered pavilion adjacent to the Headquarters building), bordered by the Davis House to the south and the newly expanded Flag Pavilion and Fletcher's Field Office to the North. This formal square should be bordered by pedestrian walkways (brick walks similar to others on the property). The central square area could be used for large outdoor gatherings (tented or open air).

New walkways should be extended from the Center for Excellence to the adjacent buildings and the expanded flag pavilion.

Signage: New low-level signage may be appropriate at the corner of North Lewis Street and East Washington Street. Additional opportunities may exist along East Nelson Street and at the northeast entrance on North Lewis Street.



Signage Option 1



Signage Option 2

Covered Pavilion: As shown on the proposed site plan, we are suggesting the incorporation of a new outdoor pavilion (with restroom facilities) that can provide permanent, covered outdoor space for formal and informal functions. A new stone fireplace could be included. (Construction cost is anticipated to be approximately \$177,250.)

Maintenance Building: As shown on the proposed site plan, we recommend a new maintenance building be constructed near the southern property line of the property, with vehicle access and parking nearby. The approximate size of the building is 3,000 sq. ft. and may be inexpensively constructed. (Construction cost is anticipated to be approximately \$150,000, depending on exterior materials and interior amenities.)

CONCLUSION

In conclusion, the property is in the process of a large transformation. Future needs are also under consideration. We understand that the crucial zoning overlay process must be successfully completed in order to allow any proposed improvements to proceed.

This property has historical significance to Sigma Nu Fraternity and to Lexington, Virginia. Sigma Nu obviously intends to maintain this property for the next one hundred years and beyond. Proper thought and consideration is mandatory for the architecture styles and materials used for these current and future projects, and the property should be treated as a single campus instead of individual buildings. How the proposed projects relate with each other should also be thoughtfully considered.

It is our belief the new Center for Excellence has been initially designed to provide Sigma Nu with the much-needed residential space, meeting space and archives space.

When considering the inventory of space throughout the campus, the amount of residential space has been effectively doubled, and the quality of the residential space has been increased substantially. The amount of meeting space has been tripled, with the addition of formal event space unmatched on the property. Finally, the Archives functions now have a secure, dedicated space to house the historical artifacts and records of the Fraternity.

The Center for Excellence has also been sensitively designed to integrate well with the surrounding campus. We propose substantial and high-quality materials as part of that design to help minimize maintenance costs and maximize life expectancy.

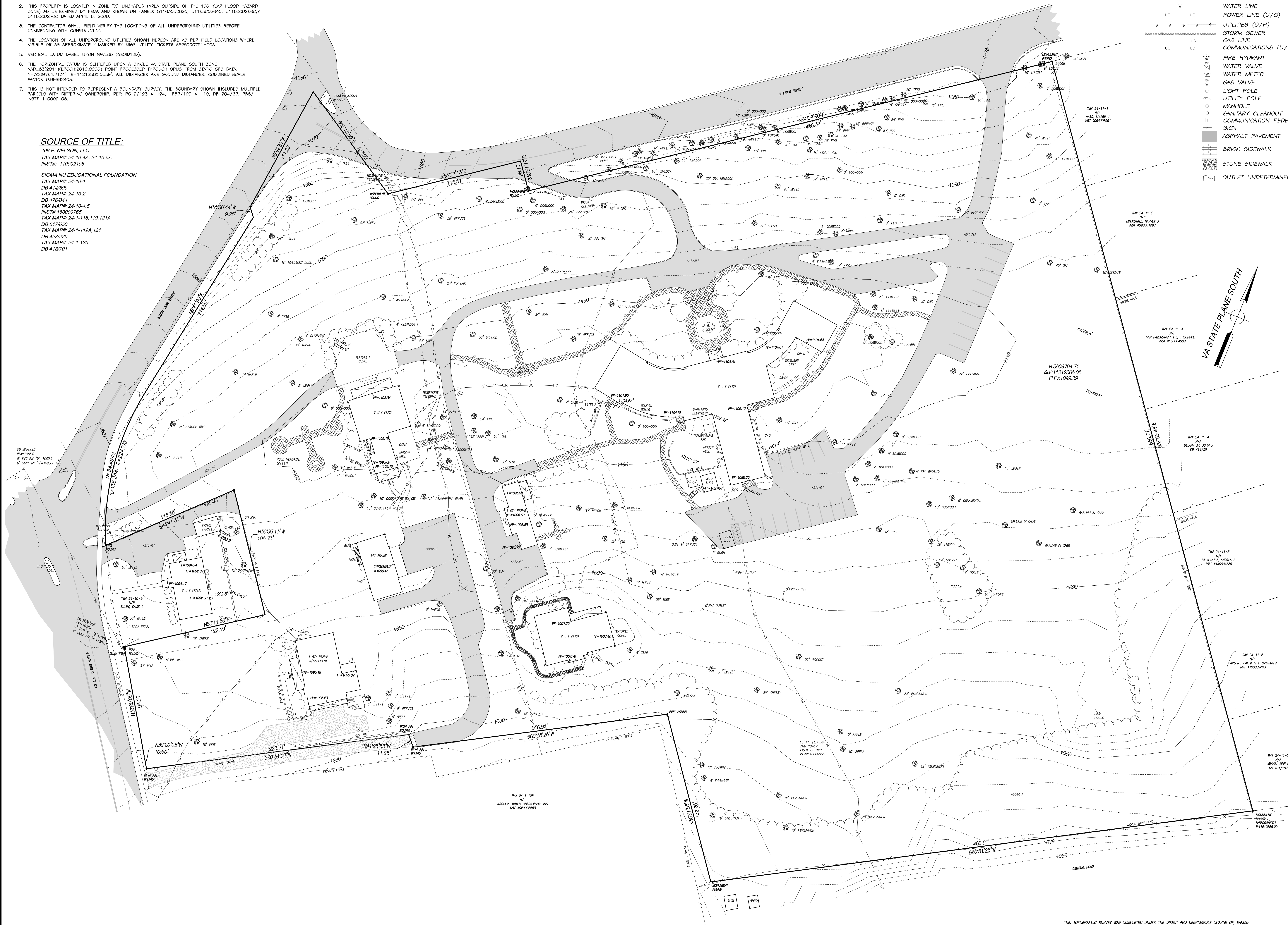
We look forward to the realization of the masterplan and completing the campus in a manner consistent with the traditions and beliefs of Sigma Nu.

1. THIS SURVEY HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT INDICATE ALL ENCUMBRANCES UPON THE PROPERTY.
2. THIS PROPERTY IS LOCATED IN ZONE "X" UNSHADED (AREA OUTSIDE OF THE 100 YEAR FLOOD HAZARD ZONE) AS DETERMINED BY FEMA AND SHOWN ON PANELS 51163C0262C, 51163C0264C, 51163C0266C, & 51163C0270C DATED APRIL 8, 2000.
3. THE CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS OF ALL UNDERGROUND UTILITIES BEFORE COMMENCING WITH CONSTRUCTION.
4. THE LOCATION OF ALL UNDERGROUND UTILITIES SHOWN HEREON ARE AS PER FIELD LOCATIONS WHERE VISIBLE OR AS APPROXIMATELY MARKED BY M89 UTILITY. TICKET# A528000791-00A.
5. VERTICAL DATUM BASED UPON NAVD83 (GEOID12B).
6. THE HORIZONTAL DATUM IS CENTERED UPON A SINGLE VA STATE PLANE SOUTH ZONE NAD_83(2011)(EPOCH:2010.0000) POINT PROCESSED THROUGH OPUS FROM STATIC GPS DATA: N=30029784.7131, E=11212565.0559, ALL DISTANCES ARE GROUND DISTANCES. COMBINED SCALE FACTOR 0.99992403.
7. THIS IS NOT INTENDED TO REPRESENT A BOUNDARY SURVEY. THE BOUNDARY SHOWN INCLUDES MULTIPLE PARCELS WITH DIFFERING OWNERSHIP. REF: PC 2/123 & 124, PB7/109 & 110, DB 204/67, PB6/1, INST# 110022106.

SOURCE OF TITLE:

408 E. NELSON, LLC
TAX MAP#: 24-10-4A, 24-10-5A
INST#: 110002106

SIGMA NU EDUCATIONAL FOUNDATION
TAX MAP#: 24-10-1
DB 414/550
TAX MAP#: 24-10-2
DB 476/844
TAX MAP#: 24-10-4.5
INST# 150000765
TAX MAP#: 24-1-118, 119, 121A
DB 517/650
TAX MAP#: 24-1-119A, 121
DB 428/220
TAX MAP#: 24-1-120
DB 418/701



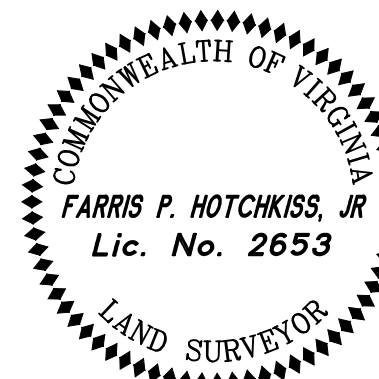
LEGEND

- SS SANITARY SEWER
- W WATER LINE
- UE POWER LINE (U/G)
- UE UTILITIES (O/H)
- UG STORM SEWER
- UG GAS LINE
- UC COMMUNICATIONS (U/G)
- FI FIRE HYDRANT
- WV WATER VALVE
- WM WATER METER
- GV GAS VALVE
- LP LIGHT POLE
- UP UTILITY POLE
- M MANHOLE
- SC SANITARY CLEANOUT
- CP COMMUNICATION PEDESTAL SIGN
- AP ASPHALT PAVEMENT
- BS BRICK SIDEWALK
- ST STONE SIDEWALK
- OU OUTLET UNDETERMINED



PO BOX 1567 17 W. NELSON STREET LEXINGTON, VIRGINIA 24501
PHONE: 540-464-9001 FAX: 540-464-5009
EMAIL: PNO@PERKINS-ORRISON.COM

27 GREEN HILL DRIVE FOREST, VIRGINIA 24551
PHONE: 434-525-5885 FAX: 434-525-5886
WEBSITE: <http://www.perkins-orrison.net>



JOB:

TOPOGRAPHIC SURVEY
SIGMA NU LEXINGTON
CITY OF LEXINGTON, VIRGINIA

CLIENT:

Sigma Nu Headquarters

MARK DATE DESCRIPTION

ISSUE: 11/12/2015
CONTOUR INTERVAL: 2'
DESIGNED BY: N/A
DRAWN BY: FPH/JMD
CHECKED BY: FPH

GRAPHIC SCALE
0 30 60

SHEET

15356

SHEET NO

1 of 1

THIS TOPOGRAPHIC SURVEY WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF FARRIS PERSON HOTCHKISS, JR., L.S., FROM AN ACTUAL GROUND SURVEY MADE UNDER MY SUPERVISION. THE MAKERY AND/OR ORIGINAL DATA WAS OBTAINED ON 12/07/2015; THIS PLAT, MAP, OR DIGITAL GEOSPATIAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.

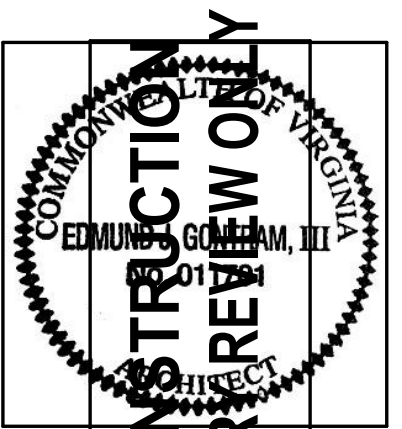


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CENTER FOR EXCELLENCE
SIGMA NU
LEXINGTON VIRGINIA

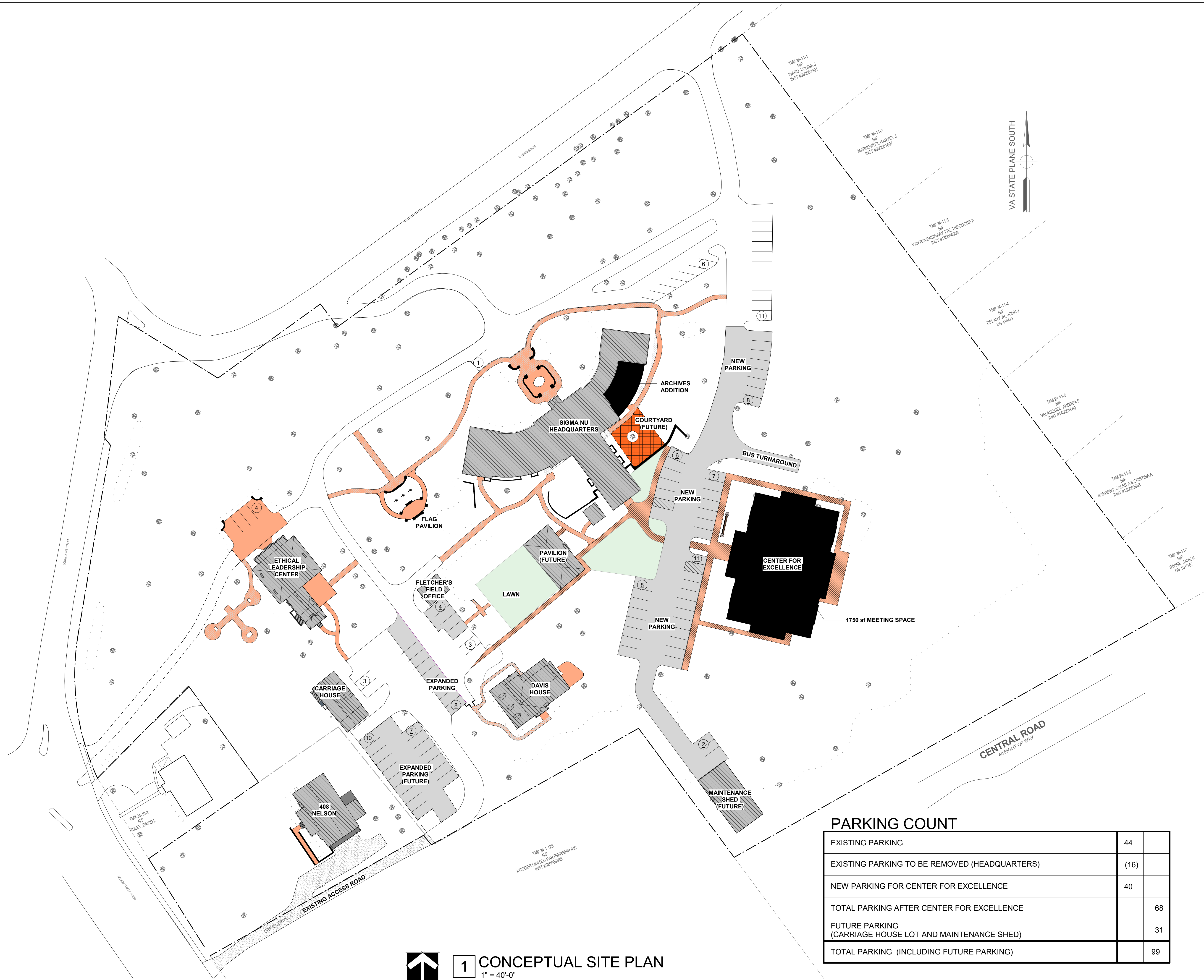
PLOT DATE:
04/15/2021
ISSUED:
APRIL 2021
PRELIM. DESIGN

DRAWN BY:
PJA
PROJECT NO.:
19006

APPROVED:
EJG
RECORD:

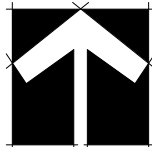
CONTENTS:
CONCEPTUAL SITE
PLAN

SHEET:
A100
OF



PARKING COUNT

EXISTING PARKING	44	
EXISTING PARKING TO BE REMOVED (HEADQUARTERS)	(16)	
NEW PARKING FOR CENTER FOR EXCELLENCE	40	
TOTAL PARKING AFTER CENTER FOR EXCELLENCE		68
FUTURE PARKING (CARRIAGE HOUSE LOT AND MAINTENANCE SHED)		31
TOTAL PARKING (INCLUDING FUTURE PARKING)		99



1 CONCEPTUAL SITE PLAN
1" = 40'-0"



SAMPLE SIGMA NU CHAPTER PILGRIMAGE
SIGMA NU HEADQUARTERS,
LEXINGTON, VA.
SEPTEMBER 16-18, 2016

TABLE OF CONTENTS

PRE-RETREAT PREPARATIONS	2
BEFORE YOU ARRIVE.....	2
PRE-READINGS	2
AGENDA	3

MISSION

To develop ethical leaders inspired by the principles of Love, Honor, and Truth.

To foster the personal growth of each man's mind, heart, and character.

To perpetuate lifelong friendships and commitment to the Fraternity.

VISION

Excelling with Honor



PRE-RETREAT PREPARATIONS

1. **WHAT TO BRING** –The following is a listing of suggested items for to bring to the retreat.
 - Pen, Paper
 - Personal toiletries **all other linens, including towels, will be provided. **
2. **PRE-MATERIALS** – Please have an update on the 3 S.M.A.R.T goals you created and how you plan to accomplish them. Read *The Way of Honor* I have included the article in the attached email and in your manuals and WRITE a 1-page summary on it.

BEFORE YOU ARRIVE

Please take some time to consider your Fall 2016 goals in advance of the retreat. What do you hope to accomplish this year as a member in the Sigma Nu chapter? You will be asked to share at least one goal aloud with the group in connection with one of our other activities. It is suggested that you make note of your goals either in the space provided below or record them in another location where you can quickly access them should you need to jog your memory.

- My Accomplishments
 - Accomplishment #1:
 - Accomplishment #2:

PRE-READINGS

In addition to this packet, everyone should read the following documents prior to our arrival on Saturday.

1. THE WAY OF HONOR – BY RICHARD VAUGHAN



AGENDA

FRIDAY, SEPTEMBER 16, 2016

- 5:30 – 9:00 p.m. **Leave the University**
Be in the car and ready to pull out at 5:30PM!
- 7:00 p.m. **Dinner**
Your campus meal cards aren't accepted here; location TBA.
- 9:00 p.m. **Arrive at Headquarters**
Get settled in, drop your bags, and freshen up.
- 10:00 p.m. **Bed Time**
That's right, there is a curfew. Night!

Saturday, September 17, 2016

- 9:00 – 10:00 a.m. **Breakfast**
There is a Sheetz down the road—YUMMY!!
- 10:00 – 11:00 a.m. **HQ Tour**
Bring your camera! I mean your iPhone.
- 11:00 – 11:10 a.m. **Introduction to the Retreat**
What's all this about?
- 11:10 – 12:00 p.m. **Find Your Greatness/Crucibles**
Whatever you are, be a good one. ~Abraham Lincoln
- 12:00 – 1:00 p.m. **Lunch**
Explore all the great eats in Lexington
- 1:00 – 2:15 p.m. **Educational Block [Selection of LEAD Session]**
Pay attention!
- 2:30 – 4:00 p.m. **VMI Tour**
Has anyone seen James Frank Hopkins yet?
- 4:00 – 5:00 p.m. **Free Time**
Walk around downtown, shop, nap? It's your time.
- 5:00 – 6:45 p.m. **Accountability**
Never grow a wishbone, daughter, where your backbone ought to be. ~ Clementine Paddleford



SIGMA NU FRATERNITY, INC.

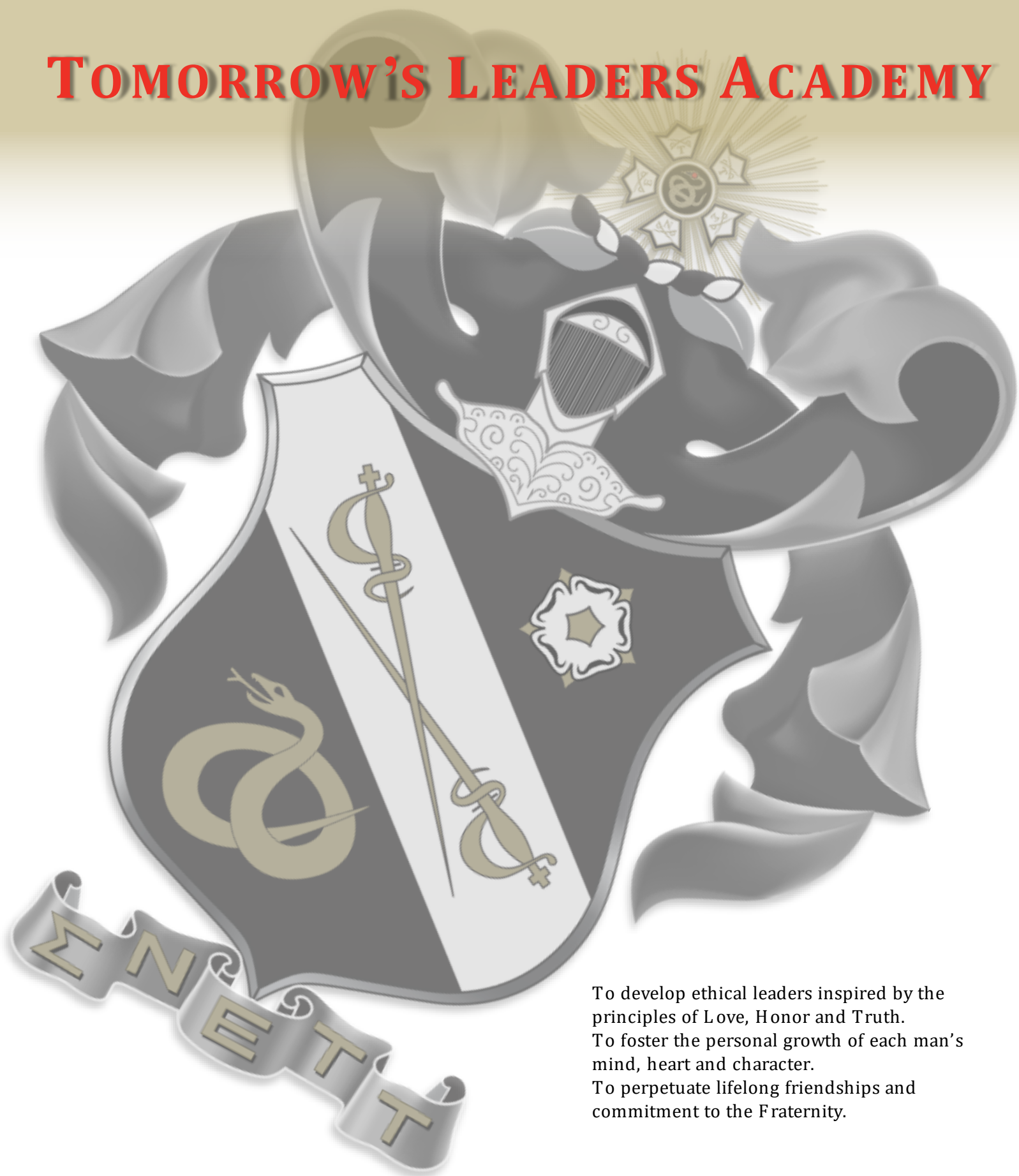
Excelling With Honor

- 6:45 – 7:30 p.m. **Team Building**
When everything seems to be going against you, remember that the airplane takes off against the wind, not with it. ~ Henry Ford
- 7:30 – 9:00 p.m. **Dinner**
Refuel and recharge!
- 9:00 – 10:00 p.m. **Recruitment**
One man can be a crucial ingredient on a team, but one man cannot make a team. ~ Kareem Abdul-Jabaar
- 10:00 p.m. **Bed Time**
Time to turn in for the night!

SUNDAY, SEPTEMBER 18, 2016

- 8:00 – 9:00 a.m. **Breakfast**
Our final meal in Lexington, it's sure to be a good one!
- 9:00 – 10:00 a.m. **Knights at the Round Table**
Individual commitment to a group effort - that is what makes a team work, a company work, a society work, a civilization work. ~ Lombardi
- 10:00 – 11:00 a.m. **Challenges/ Envisioning Our Future**
I skate to where the puck is going to be, not where it has been. ~ Wayne Gretzky
Creativity is intelligence having fun. ~ Albert Einstein
- 11:00 – 11:15 a.m. **Wrap Up**
You're either IN or you're OUT! There's no such thing as life in-between.
- 11:30 a.m. **Clean Up and Depart**
Wasn't that fun? Back to Campus!

TOMORROW'S LEADERS ACADEMY



To develop ethical leaders inspired by the principles of Love, Honor and Truth.
To foster the personal growth of each man's mind, heart and character.
To perpetuate lifelong friendships and commitment to the Fraternity.

OVERVIEW

The Tomorrow's Leaders Academy will provide an intensive personal leadership development experience for up to 225 participants and 75 staff/faculty each summer. The Tomorrow's Leaders Academy will be hosted at the Fraternity's Headquarters property and take advantage of its historical significance to Sigma Nu.

PROGRAM OUTCOMES AND OBJECTIVES

CURRICULUM OBJECTIVES:

- ▶ TRAIN FUTURE LEADERS FOR THE FRATERNITY, CAMPUS, AND SOCIETY.
- ▶ PRACTICE ETHICAL LEADERSHIP AND DECISION-MAKING.
- ▶ ENHANCE PARTICIPANT AFFINITY FOR THE FRATERNITY.
- ▶ EXPOSE PARTICIPANTS TO CUTTING EDGE LEADERSHIP THEORY, ACTIVITIES, AND APPLICATIONS.



PARTICIPANT OUTCOMES:

- ▶ PARTICIPANTS WILL IDENTIFY THEIR PERSONAL LEADERSHIP STYLE AND FORMULATE STRATEGIES FOR APPLYING IT TO THE BETTERMENT OF GROUPS IN WHICH THEY ARE INVOLVED, INCLUDING THEIR CHAPTER.
- ▶ PARTICIPANTS WILL IDENTIFY THEIR PERSONAL VALUES AND EXPLORE THEIR APPLICATION IN ETHICAL DECISION-MAKING.
- ▶ PARTICIPANTS WILL IDENTIFY A SIGMA NU MENTOR AND PEER GROUP THEY CAN WORK WITH FOLLOWING THE TOMORROW'S LEADERS ACADEMY.



LOGISTICS AND GENERAL SCHEDULE

The Tomorrow's Leaders Academy will be a four-day experience, including two and one half days of curriculum.

- Day 1 (Thursday): travel to Lexington, opening and keynote, curriculum introduction, and small group experience.
- Days 2 & 3 (Friday & Saturday): full days of curriculum to include small group, breakouts, keynote/general sessions, tours, teambuilding, and a graduation-style closing ceremony.
- Day 4 (Sunday): participant departure and potential for graduation ceremony or final keynote that morning, pre-departure.



Up to 75 participants and 25 staff and alumni mentors per session, with as many as three sessions each summer the program is offered. Summer sessions will be scheduled to occur in June and/or July.

LOCATION AND PARTICIPATION

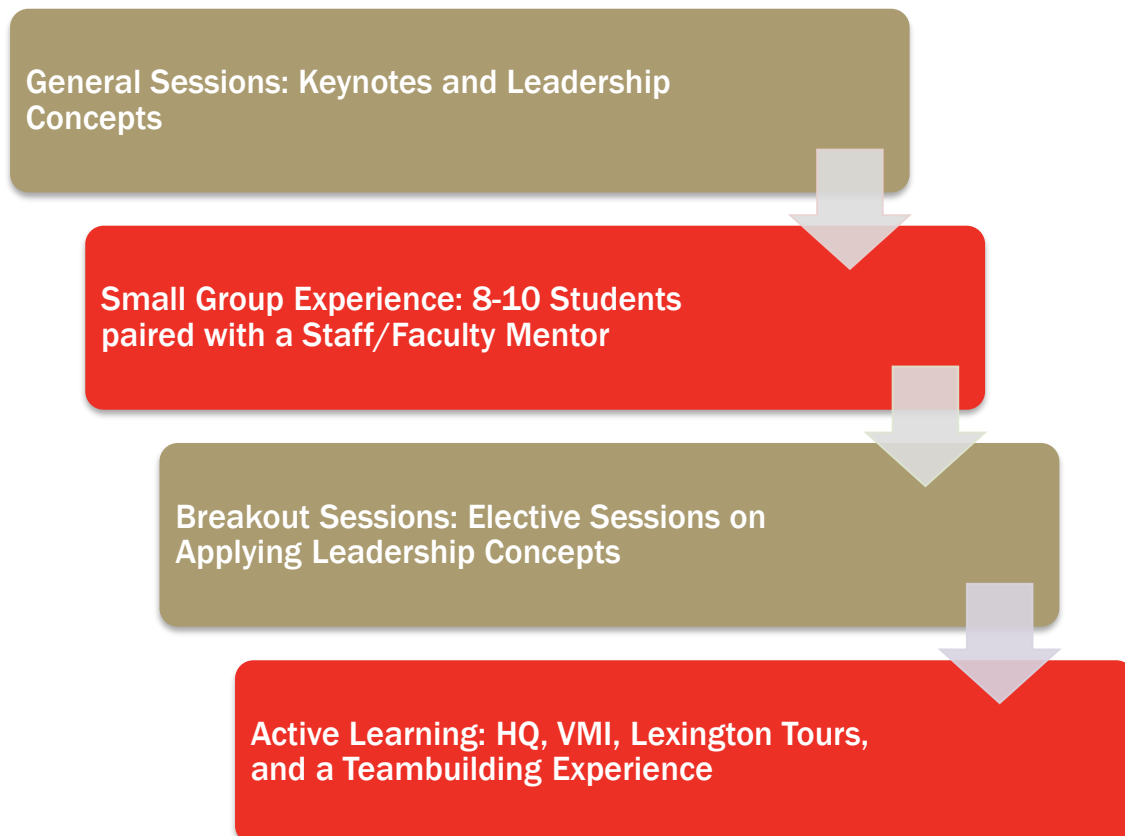
Lexington, Va. will serve as the home of the Tomorrow's Leaders Academy. Participants will be housed in the new Center for Excellence on the Headquarters property. Participant lodging and curriculum will be delivered on the Headquarters property, with the new Spears Family Epsilon Epsilon Center for Excellence serving as the primary home for participants during the experience.

The curriculum of the Tomorrow's Leaders Academy will be designed to deliver a uniquely Sigma Nu and Lexington-specific experience that highlights the Headquarters, Virginia Military Institute, and the experiences of our founders.

Sigma Nu believes that leadership is for everyone. Participating in a leadership development experience is important for not only new members and officers, but the general membership as well. To that end, ideal participants for the Tomorrow's Leaders Academy will be rising sophomores and juniors from Sigma Nu chapters and colonies across North America. Each session will be comprised of a diverse mix of participants drawn from an application pool specific to the program.

CURRICULUM OVERVIEW

The curriculum of the Tomorrow's Leaders Academy will include a mixture of general, small group, breakout, and active learning experiences. While the overall curriculum will address identical intended outcomes for all participants; the small group, breakouts, and active learning experiences will create a unique experience for each participant.



Each student will be assigned to a small group – with a staff and/or faculty mentor – that will process and personalize the large group curriculum, create intense bonds between students, and allow for a teambuilding and mentoring experience as part of the program. Students will also have the ability to self-select a small number of breakout sessions that meet their individual needs. The key themes of the general and small group sessions can be seen in the diagram to the right. Additional sessions on topics like organization and time management, emotional intelligence, facilitation, and walking in the Way of Honor, will be offered in participant-elected breakout blocks.





Planning Commission Agenda Item May 13, 2021

TOPIC:

Planning Commission requested an update of the 6 Catalyst Projects intended to kick-off implementation of Lexington Comprehensive Plan 2040

UPDATE OF THE 6 CATALYST PROJECTS FROM STAFF:

Assess stormwater runoff fees:

During the budget process for FY 22, City Council was in agreement that now is not the time to institute a new fee program due to the pandemic.

Jordan's Point Park Implementation:

A special account has been added to the Capital Improvement funding to partially fund Jordan's Point Park improvements on an annual basis.

Bike/Ped Plan:

Staff submitted a grant application for a citywide bike and pedestrian plan to the Virginia Office of Intermodal Planning and Investment and expect award announcements to be made soon.

Increase Sidewalk Connectivity:

FY 22 budget contains \$35,000 for sidewalks.

Reprogram Traffic Signals Downtown:

W&L engineering students completed a Capstone project that targeted a review of our Central Business District signal timings and their signal timing suggestions were incorporated along Nelson Street.

Accessory Dwelling Unit Ordinance:

This item is being considered as part of the annual Zoning Ordinance update.

UPDATE OF PLANNING COMMISSION DIRECTED PROJECTS FROM PLANNING COMMISSION CHAIR:

Small Area Plans:

The Lexington Comprehensive Plan 2040 recommended that "the unique planning, design, and investment prospects within Opportunity Areas may warrant additional study through the development of small area plans in the coming years." A land-use strategy in the implementation matrix suggests a community education activity to "engage the community to identify development goals for Opportunity Areas and assess the need for small area plans for these areas." To begin understanding the potential use of a small area plan, the Planning

Commission offered to organize a short education session within its regular meeting. The objective is to develop a commonly understood definition of small area plans, including the legal basis, provide examples relevant to Lexington, and discuss the potential benefits and possible limitations of small area plans to guide land-use decisions proactively. The desired outcome would be a recommendation by Planning Commission to pursue the topic more thoroughly if appropriate for Lexington.