



TOWN COUNCIL
Work Session
Town Hall
July 28, 2011
6:00 PM

1. Call to Order: Roll Call
2. Order of Business
 - A. Cape Charles Memorial Library
 - B. Harbor Development
3. Motion to Adjourn



TOWN OF
CAPE CHARLES

AGENDA TITLE: Cape Charles Memorial Library

AGENDA DATE:
July 28, 2011

SUBJECT/PROPOSAL/REQUEST: Review and discuss the proposal for library growth.

ITEM NUMBER:
2A

ATTACHMENTS: Library Study and Proposal Options

FOR COUNCIL:
Action ()
Information (x)

STAFF CONTACT (s):
Tom Bonadeo - Heather

REVIEWED BY:
Heather Arcos, Town Manager

BACKGROUND:

The Friends of the Library prepared a proposal/plan for the growth of the Cape Charles Library. The plan includes projections for the physical size of the facility, fund raising activities and some options on implementation.

DISCUSSION:

The proposal offers two options:

1. Reuse, renovate and expand an existing structure for a library. The community has multiple vacant buildings that can be considered prior to new construction. Any renovated structure must be able to meet the program needs of the library.
2. Construct a new state of the art facility.

These options require discussion and commitment by the Town Council.

The plan requires commitment of Town resources in one or more forms. The resources could be the use of existing facilities or the purchase of a site or building in Town, staff time, capital dollars, operating dollars, and loans or grants. If Council opts to purchase property, additional time and funding would be required related to the public procurement of real property.

The Friends of the Library are in the process of raising funds for a new library and have requested Council approval for the development of a conceptual plan at no cost to the Town. The Friends feel this would help in their fundraising efforts.

RECOMMENDATION:

Discuss the proposal options as presented by the Library Board and the Friends of the Cape Charles Memorial Library. Review existing Town-owned property and other potential locations within the Town.

A Vision
For the
Cape Charles Memorial Library
Executive Summary

August 2010

Prepared by the Cape Charles Library Board and the Friends of the Cape
Charles Memorial Library

History

The Cape Charles library was born in the home of Mrs. Robert McQuire in 1919. It moved to its current location on Tazewell Avenue in 1926. On May 27, 1927 the facility was dedicated and became the First War Memorial Library in Virginia and the first County Library on the Eastern Shore.

The Library became a station of the Eastern Shore Public Library (ESPL) in 1957 and a Branch Library of the Eastern Shore Public Library in 1979. Due to budget constraints, the Board of Trustees of the ESPL canceled the agreement in 1981. When that occurred, the Town of Cape Charles kept the Library open and to this day the Town of Cape Charles is the primary funding organization.

In recent years the Cape Charles Memorial Library (CCML) has maintained a working relationship with the ESPL. Through the dedication of the Library Board and the Friends, the Library continues to provide service to residents of the southern half of Northampton County (south of Eastville). Since 2001 patron visits have more than doubled which is the nexus of this effort to plan, design, and build a modern library facility.

Libraries of the future will need to do more than lend books. They will become the place where people meet to learn, to play, to enjoy music, to access the world beyond home, to exchange ideas, and check out books and publications in an ever increasing number of formats. This document will outline the facility requirements to carry the CCML from its humble home in an old church to a modern library facility and community focal point.

Creating a New Home for the CCML

Analysis of Need:

Over the last five years two studies and two surveys have been done to determine the appropriate way to provide library services in south Northampton County. Those studies include work done by Roy Lock in 2005, work done by Shriver and Holland Associates in 2006, a report prepared by John Moorman, Ph.D. in August 2008 and a survey by the Friends of the CCML 2010.

Each analysis has come to the conclusion that the CCML does not meet the most minimum standards defined by "Virginia Library Standards, Planning for Library Excellence". Additionally, the current facility does not provide barrier free access required under the Americans with Disabilities Act (ADA). The structure also has facilities related issues that would be expected in a 100 year old structure along with inadequate parking.

Past work indicates that patrons have a fondness for the current structure because of its significance to the community. Suggestions have been made to try to expand and modernize the Library on its existing site but in practical terms this is not the best

alternative. The current location is constrained by inadequate land for parking and to expand and modernize the facility. This study recommends that features, concepts and attributes of the current structure be incorporated into a new facility.

To meet the Virginia Library Standards, there are only two viable alternatives:

- Option One: reuse, renovate and expand an existing structure for a library. The community has multiple vacant buildings that can be considered prior to new construction. Any renovated structure must be able to meet the program needs of the library.
- Option Two: Construct a new state of the art facility.

In addition to meeting program needs a cost benefit analysis would need to be done to make a final determination on reuse vs. build.

What do the patrons think?

The Friends of the CCML conducted a survey during the summer of 2010. Eight hundred surveys were sent out to residents in the 23310 zip code in addition to surveys being given to patrons at the library. That effort yielded 33 responses.

In general terms the patrons and citizens provided this feedback:

- The majority of the respondents lived in the 23310, Cape Charles zip code, they were over the age of 45 and they used the library at least weekly or monthly.
- The top five reasons to use the CCML were: to check out books, check out CD's and DVD's, to use computers, read magazines and newspapers and to use the copier and fax machine.
- Only one respondent indicated the reason they were not regular users of the CCML was the absence of night hours.
- When asked what materials the respondents wished CCML had more of the top responses were: books on CD (audio books), printed books, DVD's and electronic books.
- When asked about technology and equipment they wished the CCML had more of the top five responses were: internet workstations, library catalog stations, computer classes, digital reading devices for circulation and self checkout stations.

- The survey asked what building features you would like added to the CCML. The top five responses included: a meeting room, teen space, children's space, a computer classroom and study rooms.
- Respondents were asked for general comments and overwhelmingly they complimented the staff for their professionalism and the service they provide.

What should a new library look like?

Based on the Virginia Library Standards, a review of past studies and the input from two surveys a new facility should be just over 11, 200 square feet. Using an estimate of \$120 per square foot and assuming costs for design and contingencies during construction the proposed facility would cost approximately \$2 million. This estimate does not include the cost of land acquisition.

Following is a listing of the functions and space needs in a new facility:

Function:	Total Space Programmed in square feet:
Library Operations	6400
Staff Areas	740
Computers and equipment	560
Adult leisure seating	320
Work/study carrels	280
Table seating	300
Music/ video stations	200
Teen casual reading	150
Children's computers	200
Children's play	150
Multi-purpose/meeting	600
Display/ Multicultural	150
Restrooms	300
Mechanical room	200
Cleaning and storage	80
Vestibule	200
Town Archives	400

Revised: August 25, 2010

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August 2010

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What will the library look like?

This section of the report will describe the functions and activities that occur in the library and make a space allocation recommendation. Most importantly, it will outline the program needs to direct the work of a consulting firm to prepare designs, specifications and bidding documents for the project. The requirements outlined will be based primarily on the standards established by the Virginia Library Standards with modifications to ensure that the facility will be able to meet needs in the short and long term.

General Considerations:

The facility should meet the following conditions:

- Be no more than 30 minutes driving time from the residents of the service area.
- Be accessible via public transportation, bicyclists, pedestrians and even golf carts.
- Be able to accommodate a wide range of media and activities from the traditional (books and magazines) to modern technology and uses including electronic books, media production, cultural uses, arts and crafts.
- Provide well lit off street parking for up to 20 vehicles of which four spaces would be for handicapped parking. Additionally, six parking spaces should be provided for staff and volunteers.
- Comply with building, fire, safety, sanitation and other pertinent state and local code requirements.
- Planners should assume that the facility will be located in an area where municipal services will be readily available and cost estimates should reflect that assumption.
- Special consideration should be given to flood plane issues when selecting a location for the facility.

- Incorporate way finding and identification signage into community signing plans to guide people to the facility.
- Provide interior signage that helps patrons effectively navigate inside the facility.
- Electrical wiring that meets National Electric Code (NEC) standards. Sufficient power and electrical outlets should be provided to allow for current and future use. A flexible, adaptable system is necessary to accommodate changing use patterns and changes in technology and equipment used within the facility.
- Heating, ventilating and air conditioning systems should be designed to maintain a relative humidity level of 50 to 60 percent year round.
- The facility should be technology ready and highly flexible.
- Cabling should follow NEC and Building Industry Consulting Services International (BICSI) Telecommunication Association guidelines.
- To the extent possible the structure should use sustainable and ecologically sound materials.
- The building should promote energy efficacy, use of natural light, and Leadership in Energy and Environmental Design (LEED) standards should be considered.
- The structure and floors should be able to support both standard and condensed book shelves and filing systems.
- Provide a covered, 200 square foot entry way that is ADA compliant and weather resistant.
- The exterior design should be consistent with the architecture and culture of the region and reflect the history of the library. Special consideration should be given to relocating architecturally significant components of the current structure to a new facility.
- The design should lend itself to future expansion.
- The floors should be carpeted where ever feasible and other sound mitigation materials should be used to maintain a quiet environment. Entry ways and high traffic areas should be non-skid, durable materials, and windows in conference areas should have blinds.
- Cost estimates should be itemized in such a way that decision makers can easily make modifications. They need to be meaningful to a wide audience and provide alternatives in case cost reductions are necessary.
- The design budget should assume that all movable and fixed equipment will be new and an itemized cost estimate should be given for those items.

Specific functional areas:

Space for library operations can be determined in two ways, square footage by type of material and activity or the use of per capita square footage needs. The Virginia Library Standards recommend a range of square footage to accommodate what is considered traditional library activities: library book shelves for hard and paperback books, children's books, periodicals, pamphlets, maps and electronic media including: books on tape, electronic books, CD's, DVD's, VCR and music tapes.

This report assumes a service area population of 8,000 permanent and part time residents as did the Moorman report of August 2008. The standards range from .6 square feet per capita to 1.0 square feet for a Level A library. The primary difference in levels is the distance patrons travel to the facility. This study recommends a space allocation of .8 square feet per capita for a total of 6,400 square feet for library functions.

These specific areas should be added to the basic library model:

Staff areas: The circulation/reference/ material check in and out area should accommodate two staff members at 150 square feet each. Separate from that area the staff needs a locked storage space of 200 square feet to keep supplies and other valuable items. Traditional office space should be provided for two staff members and a "hotel" work station for volunteers. Each cubicle should be 80 square feet.

Computer workstations: Space should be available for 12 computer terminals. Each work station requires 40 square feet an additional 80 square feet should be provided for shared use computer printers, fax, scanner and copier. Wi-Fi service would be available through out the facility and private computers could be used in study and leisure areas.

Study, entertainment and leisure areas: Based on the Virginia Library Standards it is recommended that the following square footages be provided:

- A leisure seating area for eight people: 40 square feet per person.
- Work and study carrels for eight people: 35 square feet each.
- Table seating for ten people: 30 square feet each.
- Music and video stations for eight people: 25 square feet each.
- A teen casual reading area of 150 square feet should be separate from small children and adults.

Children's areas: space should be provided for children's computers and play activities. Space for children's computers for 8 seats at 25 square feet each and 150 square feet for children's play tables, chairs and educational toys.

Multipurpose room: A room of 600 square feet that can be divided into three rooms for small meetings. This area would provide a space for showing movies, putting on plays, children's story time, public meetings, library programs and special events. This should be a separate room from the general open space library area so the two activities do not conflict. The space should be wired for video and other media presentations and provided with flexible, comfortable furniture and tables to meet a variety of uses. The space should be equipped with storage closets for tables and chairs, cabinets for event materials, a small sink, counter space, microwave, refrigerator and a counter top.

Display and multicultural area: The facility should have adequate space for the sale of books donated to the Friends of the CCML, for displays of specific topics including multicultural and health information plus other topics of general interest. This function requires 150 square feet.

Background lighting levels should be a minimum of 50 to 70 foot candles at table top height in public areas. Task lighting should be used in office and work areas as necessary. Special lighting consideration should be given to areas where computers are used to insure that glare is not a problem.

Three separate rest room facilities should be provided. A family restroom that contains an adult commode, a child commode, a baby changing area, a sink and shelf. A women's restroom with three stalls, one of which is for handicapped use. The men's room should contain two urinals and one handicapped stall. Both restrooms should have adequate sinks and counter space for use by visitors. This plan estimates the need at 300 square feet but the exact footage will be determined in the design process.

Mechanical and telecommunication equipment rooms should be sized and located appropriately. For the purpose of the plan 200 square feet is allocated. Again the design process will determine exact size.

A separate 80 square foot space is needed for cleaning equipment, bathroom and cleaning supplies.

In prior studies the Town of Cape Charles has asked for environmentally controlled space to archive historical documents. Those studies recommended 400 sq. ft. for this purpose.

This plan recommends a total facility size of 11, 230 square feet.

Space Summary

Function:	Total Space Programmed in square feet:
Library Operations	6400
Staff Areas	740
Computers and equipment	560
Adult leisure seating	320
Work/study carrels	280
Table seating	300
Music/ video stations	200
Teen casual reading	150
Children's computers	200
Children's play	150
Multi-purpose/meeting	600
Display/ Multicultural	150

Restrooms	300
Mechanical room	200
Cleaning and storage	80
Vestibule	200
Town Archives	400

Revised: August 25, 2010



TOWN OF
CAPE CHARLES

AGENDA TITLE: Harbor Development

AGENDA DATE:
July 28, 2011

SUBJECT/PROPOSAL/REQUEST: Discuss possible options for future development at the Harbor

ITEM NUMBER:
2B

ATTACHMENTS: PPT Presentation

FOR COUNCIL:
Action
Information

STAFF CONTACT (s):
Smitty Dize / Heather Arcos

REVIEWED BY:
Heather Arcos, Town Manager

BACKGROUND:

The Harbor Area Conceptual Master Plan and Design Guidelines was adopted by Council in August 2006. Since that time, the Town has been committed to developing the Town Harbor as outlined in the Master Plan.

DISCUSSION:

The Master Plan calls for a marketplace and restaurant. Several individuals have expressed an interest in developing a restaurant at the Harbor and staff would like Council to discuss the possibilities to determine if a restaurant would be feasible at this time.

RECOMMENDATION:

Discuss the opportunities for a restaurant and provide direction to the Town Manager on whether to proceed with the development of a request for proposals.

Harbor Area Restaurant

Town Council Work Session

July 21, 2011

Town Harbor Master Plan

- Bath house at east end.
- Restaurant at west end.
- Kiosks & festival space between.
- Building foot prints and parking needs suggest a maximum size restaurant of 3,000 +/- sq. ft.
- Proceed with Request for Proposal (RFP)?

What Should it Be?

- Year round or seasonal?
- Theme/format: casual, seafood, outdoor deck dining, live music, etc.?
- Temporary boat docking for access?
- Flexible space for off season community events?
- Access across railroad property?

What is the Downside?

- Conflict with comfort of boat slip owners.
- Restriction on operating hours?
- Conflict with Harbor Parties – limited space and competition for business.
- Competition with Mason Avenue and other restaurants. Restriction on theme/format?
- Economically viable in light of above?

Alternatives?

- Small seasonal facility with restricted operating hours.
- Don't build it. Dedicate space to kiosks and festival purposes. Provide transportation to other restaurants.
- Lift restriction on South Port.
- Other location; perhaps Tavi property?