

TOWN COUNCIL
Special Meeting
Town Hall
November 18, 2010
6:00 PM

1. Call to Order: Roll Call
2. Order of Business
 - A. TEA-21 Grant Application
3. Motion to Adjourn

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: TEA-21 Application for Cape Charles Multi-Use Trail		AGENDA DATE: November 18, 2010
	SUBJECT/PROPOSAL/REQUEST: Adopt the Resolution for the next phase of the CC Multi-Use Trail		ITEM NUMBER:
	ATTACHMENTS: (1) Resolution of TEA-21 Grant Application		FOR COUNCIL: Action <input checked="" type="checkbox"/> Information <input type="checkbox"/>
	STAFF CONTACT (s): Heather Arcos	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

The Town Council adopted the Cape Charles Master Trail Plan on September 11, 2007. The final layout and design of the park was approved by Council at the April 2008 retreat. The plan will be constructed in phases; the trail master plan, construction document set, and construction of Phase 1 were funded by previous Transportation Enhancement Grants and we are very excited to say that construction is substantially complete on Phase 1 trail – Central Park.

DISCUSSION:

We are applying for additional transportation enhancement funding to complete the construction of Phase 1B – North Peach Improvements and – Phase 2 Washington Ave. These are both important phases that will help to continue the revitalization of our town and provide much needed safe pedestrian connections between key destinations in town.

To date the town has received \$1.5M in enhancement funding. These funds went toward the development of the trail master plan, environmental documentation for the entire trail, and design and construction of Phase 1A-Central Park.

Funding to complete construction of Phase 1B - North Peach Street is being requested in this application. Phase 1B will make improvements to north Peach Street that will link the park to Phase 2 Washington Ave., along which; a future phase of the trail will link to the town's beach.

The balance of the Town's available grant funding to date is \$688,000. The current budget allocates \$78,625 match to continue the planning, designing and partial construction of the next phases.

The resolution states the Town of Cape Charles agrees to pay a minimum 20 percent of the total cost for the construction of this project in the amount not to exceed \$66,850 in cash and \$10,000 in-kind, and that, if the Town subsequently elects to cancel this project the town agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department.

The application deadline is December 1, 2010. The notification of the grand award will be May 2011 and the match will be a part of our 2011-2012 budget. VDOT is only funding existing projects at this time.

RECOMMENDATION:

Adopt the attached Resolution and authorize the staff to file a (TEA-21) Transportation Enhancement grant application.

Mr. Michael A. Estes
Local Assistance Division
Virginia Department of Transportation
1401 East Broad Street
Richmond, VA 23219

RE: Cape Charles Community Trail 2010 Transportation Enhancement Application

In recent years, we have successfully worked closely with you to make Cape Charles Community Trail a reality. We are well underway with implementation of the trail thanks to the support of Commonwealth Transportation Board, VDOT, and the Transportation Enhancement Program. We are also seeing the results of our efforts in other ways as well. The trail master plan developed early in the process with enhancement funding is being implemented through subsequent transportation enhancement funding, as well as through other funding sources. For example, much of the sections around the town's deep water harbor are being implemented as part of improvements funded through a Department of Health Boating Infrastructure Grant and Virginia Port Authority Funding. Other areas are being incorporated into private development proposals. We will continue to look for other partnership opportunities to incorporate and implement the trail.

The construction of Phase 1A is substantially complete and we are currently working through final punch list items. Since its opening in September, the trail has seen daily walkers and bicyclist anxious for future linkages and expansions of the trail. Town staff members played a vital role in daily construction administration and contractor oversight. With the finalization of that phase we are gearing up for the next phase and are currently reviewing our consultant's proposal to complete the design for both Phase 1B – North Peach Street and Phase 2 - Washington Ave. To get the most out of our enhancement dollars we are proposing to also combine the construction of these two phases. The additional funding requested in this application will allow us to do that. These two phases will provide a vital missing link from our Phase 1A improvements to residents to the north and safely link them not only to the town's central park trail, but to the town's public beachfront.

In the last application we intended to direct Phase 2 funding to the Harbor Connection, but as mentioned previously, there is much activity in our harbor area and a private development proposal may provide that connection for us. So at this time we have decided to re-route funding to further expand our Phase 1A improvements. North Peach and Washington improvements are both important phases that will help to spur the revitalization of the northern portion of our historic town, a historically underserved area, and provide much needed safe pedestrian connections between two primary town destinations.

In an effort to continue to assist in the rebirth of Cape Charles in a manner beneficial to the town and its surrounding communities, we are asking for your continued support of the Cape Charles Community Trail Master Plan implementation.

The proposed trail network builds on the town's inherent historic quality and character. This network links residents and visitors to the town's many destinations including: the museum, deepwater harbor, beach, central park, and commercial district. It also links to and incorporates the bicycle and trail recommendations of adjacent jurisdictions and planning bodies.

We believe that trails are valued community assets and a central element for building safer, healthier, and more livable communities. They link places where people live, work, learn, and play. We imagine Cape Charles as being a place where you can bike or walk to work, school, shops, recreational areas, or to visit friends and family using a seamless network of trails. The plan is a direct result of a detailed analysis and input from many stakeholders and citizens. Once implemented, this system will provide residents and visitors easy access to the many destinations in Cape Charles, adding greatly to the uniqueness and attractiveness of our historic town.

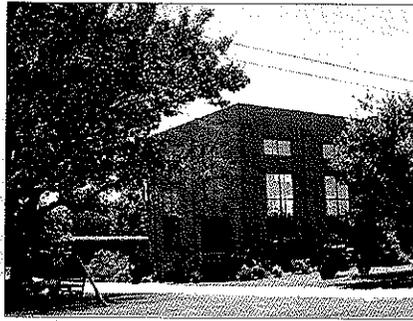
If you have any questions, or need additional information, please do not hesitate to call me.

Sincerely,

Heather Arcos, Town Manager
Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-3259

Cape Charles Community Trail

Linkage of all the town's major destinations,



The museum...

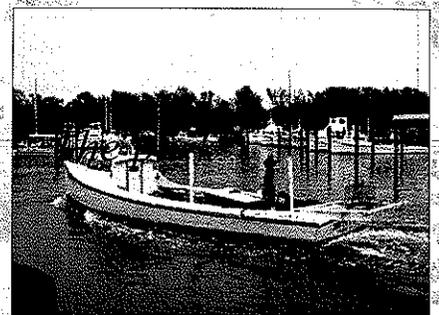


The park...



The commercial district...

And ensuring the preservation & interpretation of the town's historic character while meeting the needs of modern day trail users.



The harbor...



The beach...



The residences...

2010 Transportation Enhancement Application

November 12, 2010

Resolution No. 20101118

**VIRGINIA TRANSPORTATION ENHANCEMENT PROGRAM
PROJECT ENDORSEMENT RESOLUTION
TOWN OF CAPE CHARLES**

WHEREAS, the Town of Cape Charles has developed a Master Plan to construct, illuminate and landscape a Multi-Use Trail to provide the public the ability to walk or otherwise transit safely between the historic district, business district, beach, Central Park and other areas of Town;

WHEREAS, the Master Plan has been adopted and the Town Council desires to complete Phase 1B North Peach Street Improvements and begin Phase 2 – Washington Ave.

WHEREAS, the Multi-Use Trail in North Peach and the Washington Ave. is a priority of the adopted Comprehensive Plan for the Town;

WHEREAS, the Town now has a TEA-21 grant for Phase One (A) has been completed and is now applying for additional transportation enhancement funding to complete construction of Phase One (B) and Phase Washington Ave.

WHEREAS, Commonwealth Transportation Board procedures require the Town to adopt a resolution requesting Virginia Department of Transportation Program funding for a Transportation Enhancement Project;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Cape Charles, requests the Commonwealth Transportation Board to establish a project for transportation enhancement improvements for the completion of the *Cape Charles Multi Use Trail in Phase One B North Peach Street*, which improvements represents Phase One B and to begin Phase 2-Washington Ave. Connection of the *Cape Charles Multi-Use Trail*.

BE IT FURTHER RESOLVED, that the Town of Cape Charles hereby agrees to pay a minimum 20 percent of the total cost for planning and design, right of way, and construction of this project in the amount not to exceed \$66,850 in cash and \$10,000 in-kind, and that, if the Town subsequently elects to cancel this project the Town hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation.

Adopted by the Town Council of Cape Charles on this 18th day of November, 2010

Mayor Dora Sullivan

ATTEST: _____
Clerk of the Council



COMMONWEALTH OF VIRGINIA

FY 2011 – 2012
PROJECT APPLICATION FORM

****APPLICATION DEADLINE DECEMBER 1, 2010****

Use TAB KEY to reach each field

1. Applicant	Name and Title:	Heather Arcos, Town Manager
	Organization:	Town of Cape Charles
	Address:	2 Plum Street
	City, State, Zip:	Cape Charles, Virginia 23310
	Telephone/Fax:	(757) 331 - 3259 / (757) 331 - 4820
	E-mail Address:	heather.arcos@capecharles.org
2. Project Sponsor	Name and Title:	Heather Arcos, Town Manager
	Sponsoring Agency:	Town of Cape Charles
	Address:	2 Plum Street
	City, State, Zip:	Cape Charles, Virginia 23310
	Telephone/Fax:	(757) 331 - 3259 / (757) 331 - 4820
	E-mail Address:	heather.arcos@capecharles.org
3. Project Manager	Name and Title:	Heather Arcos, Town Manager
	Organization:	Town of Cape Charles
	Address:	2 Plum Street
	City, State, Zip:	Cape Charles, Virginia 23310
	Telephone/Fax:	(757) 331 - 3259 / (757) 331 - 4820
	E-mail Address:	heather.arcos@capecharles.org
4. Project Title and Description	<p>The Cape Charles Community Trail is a pedestrian and bicycle pathway that provides Cape Charles residents and visitors safe bicycle and pedestrian access to and links the towns many destinations including the harbor, beach, historic district, commercial district and museum. It also links to and incorporates the bicycle and trail recommendations of adjacent localities and planning district commissions, thereby having a regional impact related to bicycle and pedestrian travel.</p>	
	<p>Funding from this application will be utilized to construct Phase 2 - Washington Avenue. There are currently no pedestrian accommodations along this corridor. It will expand Phase 1B - North Peach Street improvements (currently funded) safely linking residents on the north side of town to the towns central park, public beachfront, and Marina Village.</p>	

5. Relationship to Surface Transportation (Select ONLY one and explain)

Select the primary relationship to transportation (past or future) and describe how the project demonstrates this relationship. (Please limit your response to 150 words.)

(See Enhancement <http://www.virginiadot.org/projects/resources/EligibilityTAB.pdf> for a description of relationships)

Function

Explain: The trail will provide residents and tourists safe ADA and AASHTO bicycle and pedestrian access to all Cape Charles' key destinations.

Impact

Explain:

Proximity

Explain:

6. Primary Category of Eligibility (Select ONLY one)

List **primary category of eligibility**. Select major category of eligibility even if other categories may apply.

(See Enhancement <http://www.virginiadot.org/projects/resources/EligibilityTAB.pdf> for a listing and description of the 12 categories)

Bicycle and Pedestrian Facilities

7. Total Project Cost

7a. Total Estimated Project Cost	All Phases	\$7,472,899
7b. Total Enhancement Funds Anticipated	All Phases (Maximum 80%)	\$4,658,319
7c. Other Anticipated Project Funding:		
Source	Confirmed Amount	Anticipated Amount
Town of Cape Charles	\$294,660	\$869,919
Donations / Fund Raising Activities	\$19,000	\$31,000
Private Development Sections		\$1,000,000
Recreational Trails Grant (DCR)		\$100,000
Department of Health and Port Authority	\$500,000	

8. Transportation Enhancement Funds Requested

8a. Federal Enhancement Funds Requested	This Application Only	\$307,403	
8b. Match Required	This Application Only	\$76,850	
8c. Match Source(s) for this application (see 8b):			
Source	Type	Confirmed Amount	Anticipated Amount
Town of Cape Charles	Cash	\$66,850	
Town of Cape Charles	In-Kind	\$10,000	

9. Attachment A- Project Budget: Enclose a complete project budget (See 7a). If the project includes multiple phases, show ALL phases. Budget projections should reflect the total project cost, including federal and non-federal costs. Format budget to separate PE, RW and CN costs.

10. Attachment B- Project Status: Existing Enhancement Projects ONLY. To be completed by project applicants that have received federal Enhancement funds in the past for this project.

11. Sponsor Certification

a. Public Hearing Held	Date: 10/9/2007	Attached: <input checked="" type="checkbox"/>
b. MPO Resolution of Support (if applicable)	Date:	Attached: <input type="checkbox"/>

c. Local Resolution to Sponsor Project

Date: 11/18/2010

Attached:

d. Sponsor certifies the following: (Read and check each statement below)

- We are familiar with Enhancement Procedure Manual and the Locally Administered Projects Manual
- We will provide technical guidance and oversight throughout project development
- Budget accurately reflects cost of proposed project
- Project development will comply with all state and federal regulations
- We understand these funds must be expended within four (4) years of federal availability
- We will be responsible for ensuring future maintenance and operating costs of the completed project

Sponsor Signature (Authorized Local Official)

Date



COMMONWEALTH OF VIRGINIA

FY 2011 - 2012
ATTACHMENT B
PROJECT STATUS

COMPLETED FOR EXISTING ENHANCEMENT PROJECTS ONLY

Check all activities that have been completed and provide details of the progress made to date utilizing the text boxes available for each activity. If the project has multiple construction phases, project status should focus on the phase currently in development/design; not prior construction phases. In Item 5 – Multi-phased Project identify any previous construction phases that have been completed or are under construction.

1. Proposed Debt Reduction

- Project has been completed and funds currently requested are for debt reduction.

If the answer to this is "YES", skip to Item 6 – Project Resources

2. Project Initiation

- Initial Project Agreement fully executed

4/4/03

- Kick-off meeting with VDOT

12/18/2007 - At the Kick-Off meeting VDOT representatives, trail committee members, town staff and the consultant toured the entire trail network and talked about the various phases.

- Environmental (NEPA) document initiated

1/5/2008

3. Preliminary Engineering for current phase in development

- RFP for design services developed

Original RFP included the option to work with the awarded consultant for all phases. We are continuing to work with the chosen consultant.

- Consultant contract awarded

Consultant selected, current phase contract under review

- Design underway

- 90/100% Plan Review complete and VDOT comments addressed

- Environmental document complete

11/18/2008

4. Right of Way

- R/W plans/ survey complete

- Appraisal(s) complete

All required property acquired/secured

5. Multi-phased Project

Construction on prior phase(s) complete or underway

Phase 1A construction is substantially complete. Contractor is currently addressing final punch list items.

6. Project Resources

Other funding sources have been secured for use on this project

Due to the extensive nature of the project we are and anticipate continuing to utilize a variety of funding sources for its implementation, including other grant opportunities as well as private development investments and donations. Much of the trail segments in the harbor will be implemented through grants and funding received from the Virginia Port Authority and the Department of Health. We also anticipate pursuing the Department of Housing and Community Development CDBG funding for assistance with bicycle and pedestrian improvements along Mason Avenue within our historic commercial core.

This request will fully fund the proposed project and all its phases

7. Provide any additional information that might help establish the progress made to date.

This may include fundraising, public meetings/charrettes, significant donations or other milestones met.

A number of tasks have been completed on this project since we began. The first task was an extensive public and key stakeholder involvement process as we developed a master plan for the entire trail network. From that stakeholder involvement, a trail committee was established that has been meeting at least quarterly to discuss progress of the trails implementation and next steps.

Environmental Documents have been completed for the entire trail network.

The design of Phase 1A was complete at the end of 2009 and construction began at the beginning of this year. Construction is now substantially complete.

Portions of the Harbor Trail connection were designed in association with the Harbor Master Plan funded through other sources. Bids are currently being received for a portion of its construction.

The trail committee recently met to review the final items to complete in Phase 1A and to discuss the priorities for the next phase due to the shift for more of a private development investment in the Harbor Linkage. They identified the North Peach Street and Washington Avenue phases as the next priorities. The preliminary engineering contract is currently being reviewed.

See the attached "Cape Charles Community Trail Highlights" for descriptions and images of completed and upcoming phases.

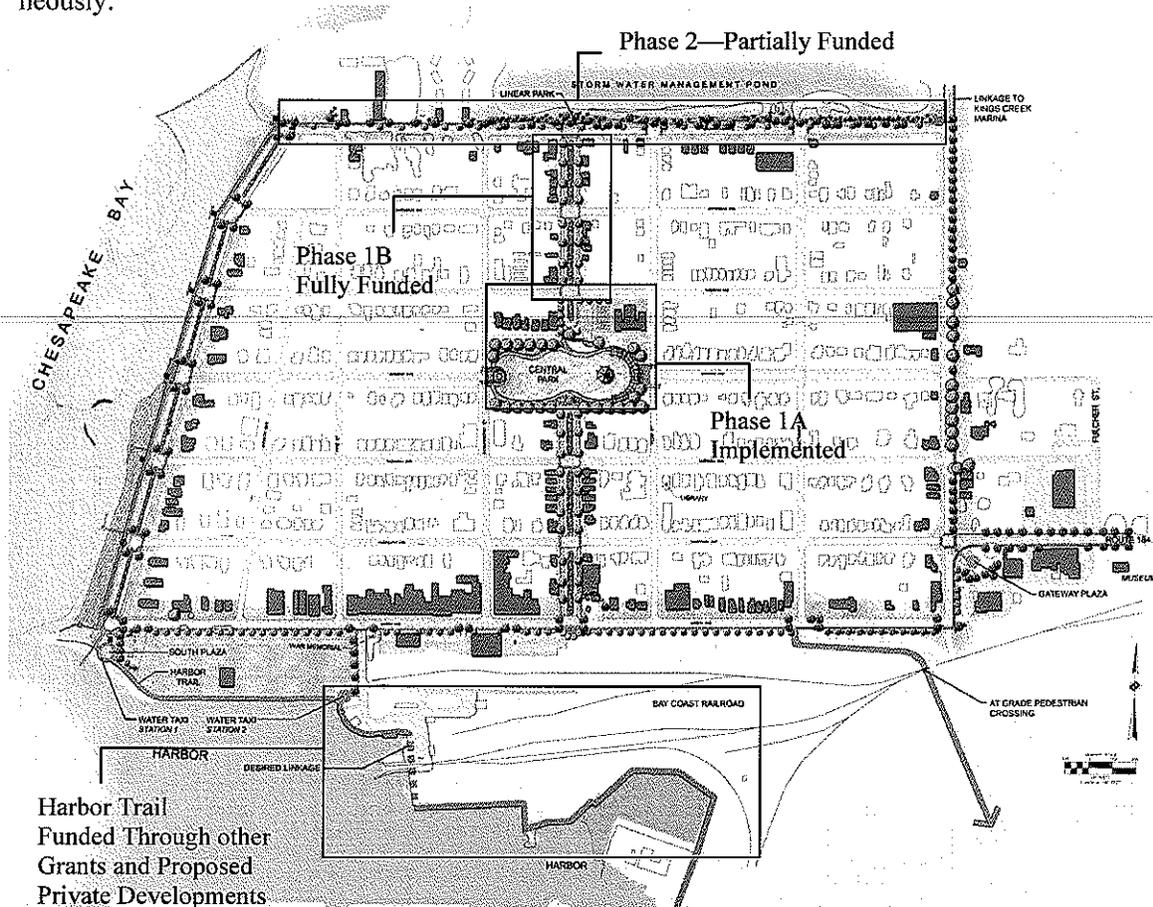
The Cape Charles Community Trail Highlights—Linking the town’s main destinations

The Cape Charles Community Trail Network links residents and visitors to the town’s many destinations. It also links to and incorporates the bicycle and trail recommendations of adjacent localities and planning district commissions. The plan is a direct result of a detailed analysis with input from many stakeholders and citizens. The proposed community trail network is comprised of trail linkages within its historic core and out into the surrounding area. Once implemented, this system will provide pedestrians and bicyclists safe access to the many destinations in Cape Charles, adding greatly to the uniqueness and attractiveness of the town.

The proposed trail builds on the town’s inherent historic quality and character. Cape Charles is going through a rebirth and concurrently developing plans that will help to guide that development in a manner that benefits the town as a whole. The community trail is one piece in bringing forward a rebirth of Cape Charles.

Previously Funded Activities

Enhancement funding to date has been used to develop a comprehensive trail master plan (see attached document), environmental documentation for the entire trail, and design and construction of Phase 1A—Central Park. Funds remain for the design and construction of Phase 1B and partial construction of Phase 2 as identified below. The design for Phase 1B and Phase 2 will be complete by June of 2011 and to get the most out of our funding we would like to be able to complete the construction of both simultaneously.



Cape Charles Community Trail Alignment and funding status by phase.

Funded and Complete: Phase 1A– Central Park Trail

This central open space has played a key role in the town since its inception. As originally envisioned, this space was to serve as a central open green for town citizens, with wide boulevards radiating from the center of each side, providing convenient park access and town circulation. The implementation of the trail around the outer edge of the park with linkages to each of the wide radiating boulevards to the north, south, east and west celebrates the forethought of the town plan and re-establishes its original concept.



Trail extending from east node at Plum and Madison Street to north and south Plum Streets. Note: arbor and ga-



Trail along the south side of the park from Plum Street to Strawberry Street.

*Trail Linkage from
Central Park Trail to
North Peach Street—
Phase 1B*



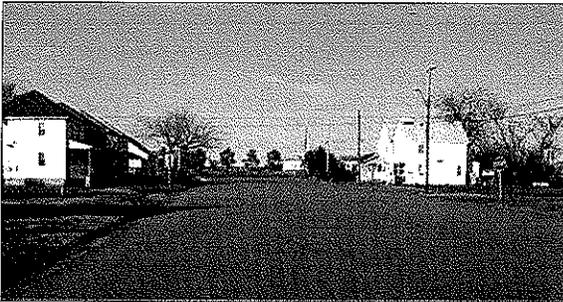
Park trail extending from the north node, east to Plum Street.

Currently Funded: Phase 1B- North Peach Street

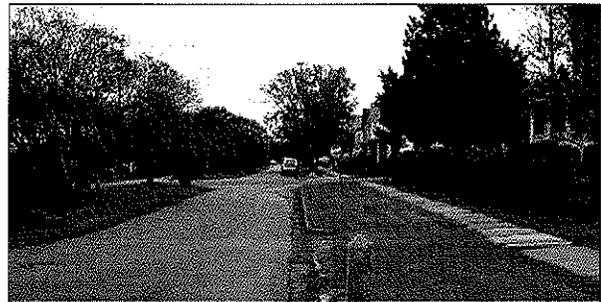
Phase 1B will make improvements to north Peach Street that will link the park to Washington Avenue, along which, Phase 2 of the trail will link to the town's beach and new marina village (a residential and commercial development further to the north). This section of the trail is very important in the visual and physical linkage of the north side of town to the park and the town's historic main street.

Existing Character

Peach Street runs north-south through the center of town. It is the historically wide north-south street radiating from the central park with a 100-foot right of way. It is surrounded by single family residences. This section currently has narrow sidewalks where present, limited ADA accessibility, and no central median as historically intended.



Existing northern block of north Peach Street



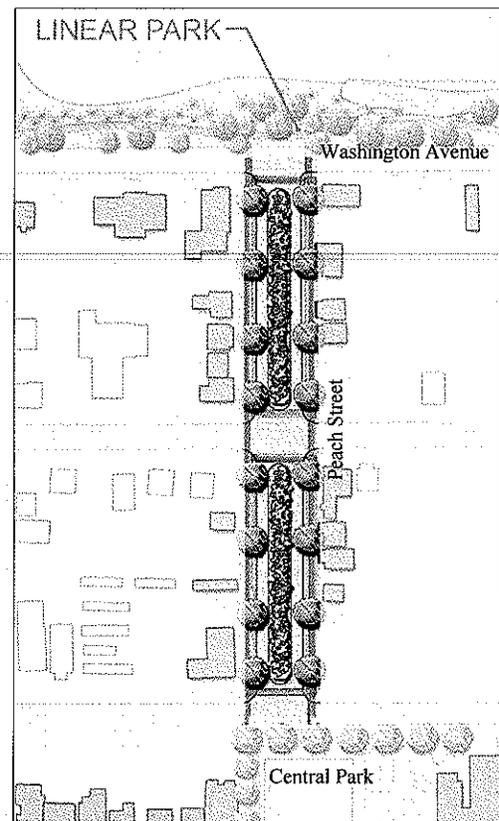
Existing block of Peach Street south of the park with central median

Trail Alignment

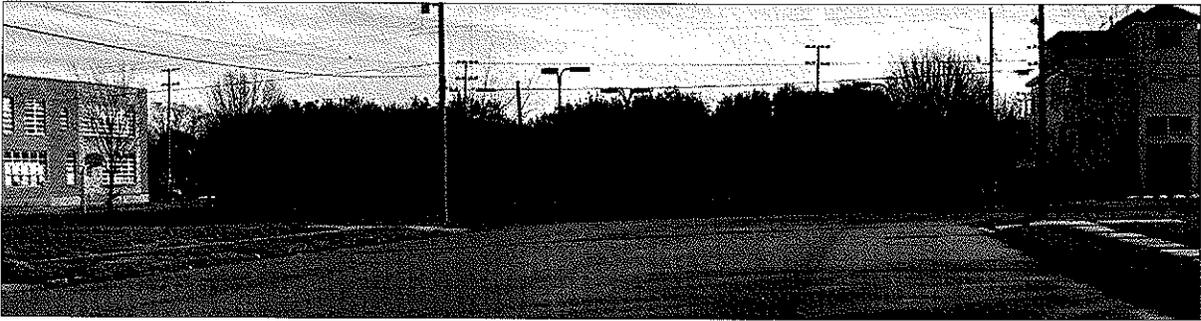
Much discussion was held about how to ensure that the trail along Peach Street enhances, rather than distracts from, the historic streetscape pattern since that pattern is an important component in the town's historic designation. Out of those discussions, it was concluded that, given the historically wide width of this corridor, making the modification to wider sidewalks through this area would not distract from the original streetscape pattern. It is also recommended that the trail be implemented along both sides of the street, equally balancing the streetscape through this historic area. The recommended trail width along Peach Street will need to be reduced slightly to 8' due to existing conditions. Wide medians are proposed where they currently do not exist, making these blocks consistent with the others and reducing the visual width of the roadway. Space for parallel parking on either side of the roadway should be accommodated to serve adjacent residences.

Nodes

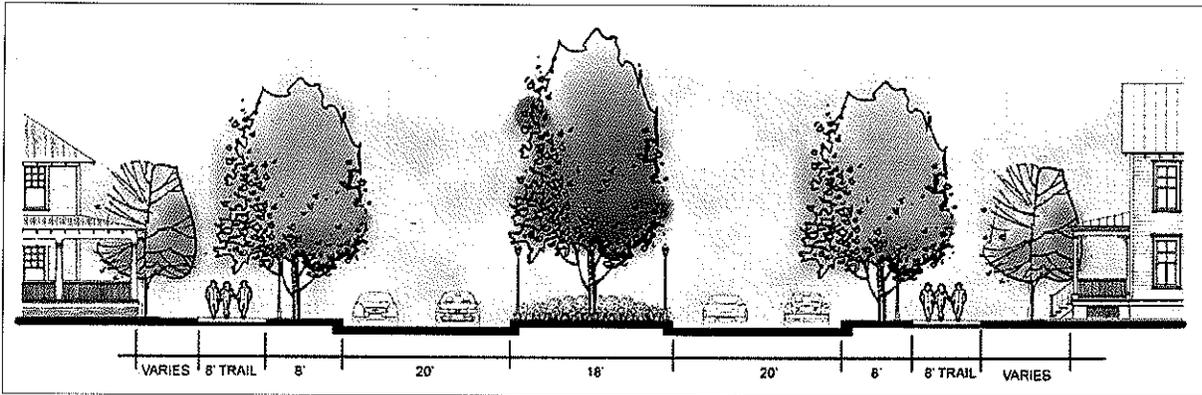
Nodes are proposed at each end of Peach Street. Phase 1A included the node on the south end of Peach Street linking it to the northern edge of the park. This node is important, serving as a gateway to the central park and key element in attracting adjacent individuals into the central open space. The node at the north end of Peach Street will be done with a Phase 2—Washington Avenue.



Proposed North Peach Street Trail Improvements



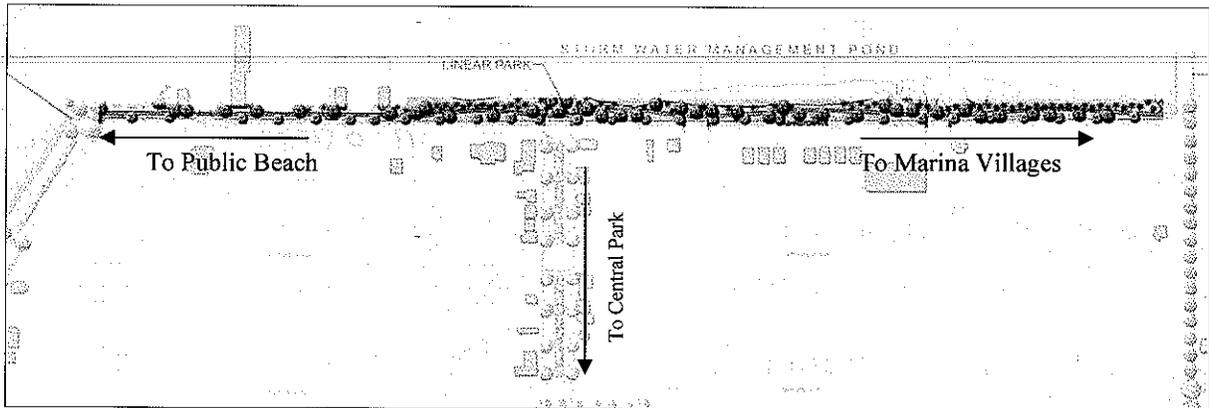
Conditions at the intersection of Peach Street and the parks northern node prior to improvements in the Park (Phase 1A). A trail connection now exists linking to the park. See the top image on page 3.



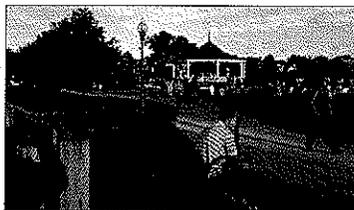
Proposed typical section along Peach Street

Partially Funded: Phase 2– Washington Avenue

Washington Avenue forms the northern boundary of the original town grid. This phase will link residents in the northern portion of town to the central park, the public beachfront, and the northern marina village.



Public Beach



Central Park



Marina Village

Existing Character

A large open area has been left to the north of the roadway that spans much of the roadway except at its western most end. Residential homes dominate much of the land to the south of the roadway. There currently are no pedestrian accommodations on either side of Washington Avenue. This is a popular route for northern residents to reach the public beachfront and central park. On many occasions individuals have been seen walking, running, and pushing strollers within the roadway.



Existing open space along Washington Avenue looking west from the North Peach Street Intersection.

Trail Alignment

The 10 foot wide trail along Washington Avenue is proposed on its northern side to take advantage of existing open space and preserve the historical integrity of the streetscape pattern on its southern side. One node is proposed along Washington Avenue at its intersection with Peach Street, the wide north-south street radiating from the central park. Decorative crosswalks signify the importance of this intersection and highlight the trails presence along Peach Street to the town's central park.



Existing open space along Washington Avenue looking east from the North Peach Street Intersection.



Washington Avenue and Peach Street intersection looking south down Peach Street toward the central park.

8. Prior Enhancement Awards by Year

Include Federal Enhancement funds only; do not include applicant match or other non-federal participation. Identify how the award was applied to a prior developmental phase or construction phase of a multi-phased project.

Year	Award	Applied Toward/Phase / Activity
Ex. 1992	Ex. \$200,000	Ex. Used for design of Phase I
1993		
1994		
1995		
1996		
1997		
1998		
1999		
2000		
2001		
2002		
2003	\$89,000	Development of Trail Master Plan, Env Docs, Design for Phase 1A
2004		
2005		
2006	\$200,000	Partial Construction of Phase 1A
2007	\$466,300	Completion of Phase 1A Construction - Base bid items
2008	\$354,000	Completion Phase 1A Bid Alts, Design/Partial Const of Phase 1B
2009	\$364,000	Const Phase 1B and Partial Design Const of Phase 2
2010		
Total	\$ 0	