



TOWN COUNCIL

Regular Meeting

January 16, 2014

St. Charles Parish Hall

6:00 PM

1. Call to Order
 - A. Roll Call
 - B. Establish quorum
2. Invocation and Pledge of Allegiance
3. Recognition of Visitors / Presentations
 - A. George Proto, President of the Cape Charles Business Association
4. Public Comments (3 minutes per speaker)
5. Consent Agenda
 - A. Approval of Agenda Format
 - B. Approval of Minutes
6. Department Reports
 - *A. Treasurer's Report
 - B. Planning Commission and Boards
 - C. Other Department Reports
7. Old Business
 - A. Public Service Authority/Regional Wastewater Update
 - B. Arts Walk Update
 - C. Former Library Building Renovations Update
 - *D. Cape Charles Harbor Conceptual Master Plan Update
 - *E. Harbor Area Review Board – Virginia Waterman's Memorial Recommendation
 - *F. Harbor Area Review Board – Shanty Recommendation
 - *G. Police Car Replacement
8. New Business
 - A. Northampton County Ad-Hoc Emergency Care Committee Update – Mr. Spencer Murray
 - B. Utility Easement – 200 block of Mason Ave
 - *C. Virginia Port Authority Aid to Local Ports Grant Request
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
 - January 17, 2014 – Town Offices Closed in Observance of Lee-Jackson Day
 - January 20, 2014 – Town Offices Closed in Observance of Martin Luther King Jr. Day
 - February 6, 2014 – VML Local Government Day in Richmond
 - February 13, 2014 – Town Council Work Session, 6PM, Town Hall
 - February 17, 2014 – Town Offices Closed in Observance of Presidents' Day
 - February 20, 2014 – Town Council Regular Meeting, 6PM, St. Charles Parish Hall
11. Adjourn at 8:00 P.M.



DRAFT
TOWN COUNCIL

Executive Session
Town Hall
December 16, 2013
5:00 p.m.

At 5:05 p.m. Mayor Dora Sullivan, having established a quorum, called to order the Executive Session of the Town Council. In addition to Mayor Sullivan, present were Vice Mayor Bannon, Councilmen Bennett, Sullivan and Wendell and Councilwoman Natali. Councilman Godwin arrived at 5:40 p.m. Town Manager Heather Arcos was also in attendance.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, and unanimously approved to go into Closed Session in accordance with Section 2.2-3711-A of the Code of Virginia of 1950, as amended for the purpose of:

Paragraph 1: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

Specifically: Interviews for Chief of Police

Motion made by Councilman Bennett, seconded by Vice Mayor Bannon, to return to Open Session. The motion was approved by unanimous consent.

Motion to certify to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Roll call vote: Bannon, yes; Bennett, yes; Natali, yes; Sullivan, yes; Wendell, yes.

Motion made by Councilman Sullivan, seconded by Councilman Wendell, to appoint Jim Pruitt to the position of Chief of Police with caveats discussed in closed session and a follow-up meeting on Wednesday, December 17, 2013, and to be publicly announced at the Regular Meeting on Thursday, December 19, 2013. The motion was approved by majority vote with Councilwoman Natali opposed. Roll call vote: Bannon, yes; Bennett, yes; Godwin, yes; Natali, no; Sullivan, yes; Wendell, yes.

Motion made by Councilman Sullivan, seconded by Councilman Bennett, to adjourn the Town Council Executive Session. The motion was approved by unanimous consent.

Mayor Sullivan

Town Clerk



DRAFT
TOWN COUNCIL
Public Hearing
St. Charles Parish Hall
December 19, 2013
6:00 p.m.

At 6:00 p.m. Mayor Dora Sullivan, having established a quorum, called to order the Public Hearing of the Town Council. In addition to Mayor Sullivan, present were Vice Mayor Bannon, Councilmen Bennett, Sullivan and Wendell, and Councilwoman Natali. Councilman Godwin was not in attendance. Also in attendance were Town Manager Heather Arcos, Town Planner Rob Testerman, Harbor Master Smitty Dize, and Town Clerk Libby Hume along with other members of the Town staff. There were 13 members of the public in attendance.

Mayor Sullivan announced that the evening's Public Hearing was to hear public comment regarding the proposed ordinance granting an easement on a portion of tax parcel 83A3-10 for the construction of a Virginia Waterman's Memorial.

PUBLIC COMMENTS:

There were no public comments to be heard nor any written comments submitted prior to the hearing.

Motion made by Councilman Sullivan, seconded by Councilman Bennett, to adjourn the Town Council Public Hearing. The motion was approved by unanimous consent.

Mayor Dora Sullivan

Town Clerk



DRAFT
TOWN COUNCIL
Regular Meeting
St. Charles Parish Hall
December 19, 2013
Immediately Following Public Hearing

At 6:04 p.m. Mayor Dora Sullivan, having established a quorum, called to order the Regular Meeting of the Town Council. In addition to Mayor Sullivan, present were Vice Mayor Bannon, Councilmen Bennett, Sullivan and Wendell, and Councilwoman Natali. Councilman Godwin was not in attendance. Also in attendance were Town Manager Heather Arcos, Town Planner Rob Testerman, and Town Clerk Libby Hume as well as the Department Heads and approximately 15 members of the public.

Mayor Sullivan gave the invocation which was followed by the recitation of the Pledge of Allegiance.

RECOGNITION OF VISITORS / PRESENTATIONS

Mayor Sullivan stated that Mr. Spencer Murray was not able to attend this evening and would be making his presentation to the Town Council at the January meeting.

LTC J. Michael Hobson (Retired), Northampton High School Army Junior Reserve Officers Training Corps (JROTC)

LTC Hobson addressed the Council regarding the JROTC program at Northampton High School. The program was started last year with 40 cadets. This year, the program had 50 cadets, both male and female, from grades 9 – 12. (Please see attached.)

Councilman Bennett asked the amount of the shortfall. LTC Hobson stated that the shortfall was approximately \$5K for this year.

Councilman Wendell asked whether the Northampton County Board of Supervisors had been approached. LTC Hobson stated that he would be speaking to the Board of Supervisor at a future meeting.

PUBLIC COMMENTS:

David Gay, 506 Monroe Avenue

Mr. Gay expressed his support for enacting a Town ordinance in favor of permitting backyard chickens. (Please see attached.)

Stefanie Hadden, 109 Monroe Avenue

Ms. Hadden addressed Council regarding her backyard chickens and submitted a petition with 84 signatures from residents of Cape Charles, Cheriton, Eastville, Machipongo, Exmore, Willis Wharf, Birdsnest and other areas of Northampton County. [50 of the signatures were identified as Cape Charles Town residents. The actual number of Cape Charles Town residents could not be determined since many of the individuals signing the petition did not include their street addresses.] (Please see attached.)

Town Clerk Libby Hume read a letter from Wayne Creed, 548 Monroe Avenue. (Please see attached.)

There were no other public comments to be heard nor any additional written comments submitted prior to the meeting.

CONSENT AGENDA – APPROVAL OF AGENDA FORMAT:

Mayor Sullivan stated that Mr. Spencer Murray was unable to attend this evening's meeting but would be on the agenda for the January meeting. Mayor Sullivan added that New Business items 8A – Cape Charles Multi-Use Trail-Phase 2 Project Update and 8B – ANPDC Comprehensive Plan Proposal would be reversed in order.

Motion made by Councilwoman Natali, seconded by Vice Mayor Bannon, to approve the agenda format as amended. The motion was approved by unanimous consent.

CONSENT AGENDA – APPROVAL OF MINUTES:

The Town Council reviewed the minutes of the November 21, 2013 Regular Meeting, the December 3, 2013 Work Session, the December 5, 2013 Public Hearing & Special Meeting and the December 10, 2013 Joint Public Hearing with the Planning Commission.

Motion made by Councilman Bennett, seconded by Vice Mayor Bannon, to approve the minutes from the November 21, 2013 Regular Meeting, the December 3, 2013 Work Session, the December 5, 2013 Public Hearing & Special Meeting and the December 10, 2013 Joint Public Hearing with the Planning Commission as presented. The motion was approved by unanimous consent.

DEPARTMENT REPORTS:

A. Treasurer's Report:

Treasurer Kim Coates reviewed the Treasurer's report dated November 30, 2013 which showed \$230,433 in the Shore Bank checking account, \$95,216 in the Shore Bank checking account for reserved facility fees, \$68,498 in the Local Government Investment Pool (LGIP) account for the New Library and \$440,579 in the Local Government Investment & Restricted Funds with the Total Cash on Hand at \$834,726. Kim Coates stated that the funds for reserved facility fees were separated out per a request made last month. The total cash held in reserve was \$356,105. Kim Coates went on to review the Tax Collection Comparison for Fiscal Years (FY) 2013 and 2014, the revenues vs. expenditures, the capital improvement projects, the 2013 real estate tax collections, and the 2014 personal property tax and 2014 license tax collections. Kim Coates continued to report the following: i) A \$20K contribution from Northampton County for the library was deposited today; ii) \$12,470 was received today from Landmark Holdings which had an outstanding tax balance of \$46,325. \$33,855 was their remaining balance which included a portion from 2010, and 2011, 2012 and 2013 taxes; iii) 2014 Business License applications would be posted online by year end and mailed to existing business license holders; iv) On December 18, the Town closed on the refinance bond and new financing bond for a combined total of \$2,220,000 at 2.65% to refinance the 1992 water bond and 2003 sewer bond and adding \$1M in new money available for capital projects; and v) The former utility clerk resigned effective December 2, 2013 and Kathy Fraas was hired. Ms. Fraas had two days of training with the former staff member and had been working with the Finance Department staff for continued training. Kim Coates concluded by recognizing and thanking Ms. Libby Luettinger for all of the extra time put in during the tax season to keep things up to date. This was Ms. Luettinger's first year working with the Town on the taxes and she did an incredible job.

Motion made by Councilman Sullivan, seconded by Councilman Bennett, to accept the Treasurer's Report as submitted. The motion was approved by unanimous consent.

B. *Planning Commission and Boards:*

Town Planner Rob Testerman reported the following: i) The Historic District Review Board (HDRB) did not meet in December as no new applications were received for their review; ii) The Wetlands Board met on December 18 and heard comments regarding an application for a revetment and beach nourishment project in The Colony, directly behind the home at 157 Sunset Blvd. The application was approved; iii) An application was received from Mr. Jon Dempster, owner/operator of The Shanty, which required approval by the Harbor Area Review Board (HARB). The HARB meeting had been scheduled for January 2, 2014. If the Virginia Waterman's Memorial easement was approved by Council tonight, it would also be reviewed by the HARB at their January meeting.

C. *Other Departmental Reports:*

Harbor:

Harbor Master Smitty Dize stated that the Cape Charles Women's Club voted the Harbor for Third Place in the commercial category for Best Christmas Decorations.

Councilman Bennett stated that he would email his questions to Public Works/Public Utilities Director Dave Fauber since he was not in attendance.

NEW BUSINESS

A. *Bayshore Concrete Technology Zone Application*

Rob Testerman stated that Bayshore Concrete Products had applied for the Cape Charles Technology Zone Incentive Program. The Technology Zone was created to foster the town's development, maintenance and expansion of commercial, tourist and industrial business engaged in the development and implantation of technology. According to the ordinance, a qualified technology manufacturing business was a new or existing business that met the applicable qualifications set forth in § 23-5 and that was engaged in technology driven production of advanced materials or products for high-technology sectors or fields, including, but not limited to robotics, computer hardware and software, sensors, marine technology, aerospace, or any other similar activity which was deemed appropriate for a technology zone as defined in another jurisdiction of the commonwealth. The qualifications listed in § 23-5 were i) the creation and maintenance of a minimum of 5 new full-time jobs which were each compensated at 1.5 times the currently defined federal minimum wage; and ii) a new verified capital investment of no less than 250K in a building, building improvements, and/or machinery and tools. A capital investment did not include the cost to acquire real property. The expansion of the plant, and additional improvements, would allow for approximately 135 total new employees, including at least 5 employees compensated at 1.5 times the currently federal minimum wage. The total capital investment of the improvements would be approximately \$4M. Bedford County, Virginia included the manufacturing of advance materials; architecture and engineering; and transportation as qualified business types for their technology zone. As the town's definition stated, it was also deemed a qualifying business activity in Cape Charles. Bayshore Concrete Products was applying for the incentive that would result in "a grant equal to 25% of the new or increased machinery and tools tax paid to the Town with a verified capital investment of \$250K that shall increase proportionately up to 100% with a capital investment of \$1M or more." Bayshore Concrete would initially pay the machinery and tool tax. The Town would review the application and completed work and refund the appropriate percentage. With approximately \$1.4M in added machinery and tools, Bayshore Concrete would qualify for a grant for 100% of the increased machinery and tools tax.

Town Manager Heather Arcos stated that several representatives from Bayshore Concrete were in attendance this evening to answer any questions.

Councilwoman Natali asked when the work on the project would begin. Mr. John Chandler responded that the work began last month and 30 people were hired in the last 45 days. The laid off staff were brought back. 135 more employees would be hired in the next 6 months and the plant would be back to full production.

Mayor Sullivan asked Rob Testerman for his recommendation. Rob Testerman stated that Bayshore Concrete and its proposed improvements met the requirements set forth by the Technology Zone Ordinance so therefore, his recommendation was for Council to approve the request for a grant of 100% of the increased machinery and tools tax paid to the Town as per § 23-6(a)1 of the Town Code. The Technology Zone application would be valid for a maximum of 5 years. Staff would review the project and if in any given year, Bayshore Concrete no longer met the criteria, the grant would stop and all future years would be forfeited. The grant would vary by year, from 25% to 100%, based on the amount spent.

Councilman Bennett asked if, after 5 years, Bayshore Concrete added more capital improvements and employees, if they could reapply. Heather Arcos stated that as long as the project met the criteria, they would be able to reapply.

Councilman Wendell stated that this would be the Cape Charles taxpayers' money that would be given to Bayshore Concrete. Councilwoman Natali stated that it would be money collected from Bayshore Concrete and given back to them if they met the criteria.

Motion made by Councilman Bennett, seconded by Councilman Sullivan, to approve Bayshore Concrete Products' request for a grant for 100% of the increased machinery and tools tax paid to the Town, as per § 23-6(a)1 of the Town Code. The motion was unanimously approved.

B. *Chicken Ordinance:*

Rob Testerman stated that across the state and country, there was a growing movement of towns and cities allowing residents to keep and raise backyard chickens in residential districts. Currently, the Town's zoning ordinance did not allow the keeping of chickens in a residential district as it fell under the definition of "Agriculture," which was not an allowed use in the residential districts. Rob Testerman went on to state that tonight, he was asking for direction from the Town Council on whether staff and the Planning Commission should develop a draft of such an ordinance. There were many things that would be accounted for and some items of consideration would include the number of chickens per lot, roosters or no roosters, minimum lot size to allow chickens, pros and cons of allowing chickens in a residential district, etc. The overall pros and cons would be evaluated as well. Directing staff to do the research would provide an opportunity to address any concerns that the Council, Planning Commission, and/or citizens of Cape Charles would have. Recently, Chesapeake, VA and Snow Hill, MD approved chicken ordinances. Rob Testerman added that he had spoken to representatives from other localities and had received copies of some of the ordinances which could be used as models for the Town's ordinance. If so directed, after conducting necessary research, staff would prepare a draft ordinance to present to the Planning Commission for their review to make a recommendation to the Town Council. This evening, several public comments were heard in support of backyard chickens.

There was some discussion regarding what would happen if the chickens were to get out of their coop, whether approving backyard chickens would lead to raising pigs or goats, etc. Rob Testerman stated that the issue this evening was to get Council's direction on whether to move forward with research or not.

Motion made by Councilman Sullivan, seconded by Councilwoman Natali, to direct the Planner and Planning Commission to research and develop a draft chicken ordinance, or an

amendment to existing ordinances, to bring to public hearing and Council for consideration. The motion was unanimously approved.

C. South Port Investors Waiver Request:

Heather Arcos stated that the Town currently leased 5 parcels (Parcels 12, 14, 17, 19 and 20) to South Port Investors, LLC (SPI). The leases were for a term of 40 years with acquisition rights. SPI had received a conditional use permit and were committed to constructing a mega-yacht haul-out facility at the Cape Charles Harbor which would benefit the economic development for the Town and County. Site work was being done on Parcel 17 and construction was underway for the boating facility on Parcel 12. A request had been received from SPI asking for Council consideration regarding a waiver of a portion of utility connection fees and charges for one connection per parcel. Parcels 12 and 17 had existing connections so the request encompassed Parcels 14, 19 and 20.

Councilman Sullivan stated that more information and discussion was necessary before a decision could be made.

Motion made by Vice Mayor Bannon, seconded by Councilman Sullivan, to schedule a work session for further discussion regarding the request from South Port Investors. The motion was unanimously approved.

Heather Arcos stated that the next scheduled work session was on January 9, 2014.

OLD BUSINESS:

B. ANPDC Comprehensive Plan Proposal

Heather Arcos stated that the Accomack-Northampton Planning District Commission (ANPDC) agreed to assist the Town with the Comprehensive Plan update and introduced Ms. Elaine Meil, Executive Director of the ANPDC.

Ms. Meil stated that her proposal showed a completion date of September 30, 2014 and their fee would not exceed the contract amount of \$8,615. The ANPDC would only charge for their actual time spent. The ANPDC recently assisted the Town with the Broadband grant and helped with a housing project over 10 years ago. Three grants would be used for the Comprehensive Plan update: i) Virginia Department of Transportation; ii) Economic Development Administration Technical Assistance Grant; and iii) Virginia Coastal Zone Management Program Grant.

Heather Arcos stated that the Town has budgeted \$30K for the update but the cost for the ANPDC was \$8,615. The Planning Commission was working to review the sections of the Comprehensive Plan to identify the areas that needed to be updated. Heather Arcos went on to state that she felt that the ANPDC would be a great asset to work with the Planning Commission and staff for this review. Recently, the current Town Comprehensive Plan was used as reference as part of the Certified Planning Commissioner program and it was recognized as being professionally written.

Councilman Wendell stated that he was glad to see the Town taking this approach. During the budget process, the cost estimate started at \$50K and was reduced to \$30K. It was great that it would be reduced now to \$8,615.

Motion made by Councilman Bennett, seconded by Councilman Sullivan, to authorize the Town Manager to execute the agreement with the ANPDC for their assistance with the Comprehensive Plan update. The motion was unanimously approved.

A. Cape Charles Multi-Use Trail – Phase 2 Project Update:

Heather Arcos stated that the Town's consulting firm, Land Studio, PC, submitted the 90% design documentation to VDOT for review on December 2, 2013. This submittal incorporated

the utility test hold data and the extension of the rock revetment over the storm drain outfall to correct the beach erosion problem. The overall layout was as previously presented and would be constructed entirely within the public right-of-way. The project cost estimate was \$1.57M, including design, engineering, construction, administration and inspection. The Federal share was \$1.26M and the Town share would be \$0.31M which was within the funding budgeted in FY 2013-2014 and planned for FY 2014-2015. Information with “before” and “after” drawings of the planned improvements was mailed to the property owners on North Peach Street. Temporary construction and drainage easements would be obtained from several property owners on Washington Avenue. Depending on the VDOT review, staff was hopeful to have the construction contract out to bid and start construction in the spring.

Councilman Bennett asked whether VDOT was aware of the beach erosion issue prior to submittal of the 90% design documentation. Heather Arcos responded that VDOT’s project manager felt that the work was within their scope prior to submittal and the review typically took approximately 30 days, but could be longer due to the holidays.

C. *Modifications to Zoning Ordinance § 4.1 – Sign Regulations:*

Rob Testerman stated that the Planning Commission had been working for quite some time to complete a draft revision of the Sign Regulations, § 4.1 of the Zoning Ordinance. The proposed modifications were essentially a rewrite of the entire section and were based off the model sign regulation ordinance in the International Zoning Code, 2012. Following the Joint Public Hearing on December, 2013, the Planning Commission discussed the matter and, by a unanimous vote, recommended approval of the proposed sign regulations as presented to Council. Rob Testerman reviewed the item specifics as follows: i) The definitions were expanded and were much more specific than those in the existing regulations. Having the definitions more specific would aid in enforcement of the regulations as it left less up for interpretation while under review; ii) The proposed regulations included a visual aid that represented different types of signs and showed areas to be included when calculating the signage area. This aid would be a helpful reference for the zoning administrator as well as an application preparing to install a sign; iii) The proposed regulations had a section of General Provisions for signs in rights-of-way, projections over public ways, traffic visibility, computation of frontage, maintenance, etc.; iv) Sizes and types of signs allowed, including temporary signs, in each district was more specific in the proposed regulations; v) The proposed regulations included specifications for signage in development complexes over 8 acres in size which would require a master sign plan; and vi) A major change dealt with enforcement. Currently, if a sign was found to be in violation, the zoning administrator was authorized to issue a violation letter. If not corrected, the person in violation would then be guilty of a Class IV misdemeanor and subject to a fine of \$10-\$250 per day until the violation was corrected. That type of enforcement was extreme and required legal filings. Under the proposed regulations, if a sign was in violation, the zoning administrator would issue a violation notice and if the violation was not corrected within 10 days, the zoning administrator was authorized to remove the sign at the expense of the owner. Rob Testerman emphasized that the proposed regulations did not attempt to regulate the content or messages that could be placed on the sign, which was a matter of free speech. The regulations and subsequent violations were based on size, location and type of sign.

Councilman Wendell asked whether the regulations had been provided to legal counsel for their review. Rob Testerman responded that legal counsel had two small comments which were incorporated into the regulations prior to the public hearing.

Councilman Wendell questioned the language stating that the owner of the sign was “guilty of a Class IV misdemeanor...” Rob Testerman stated that this was the current language in § 2.4.3 of the Zoning Ordinance and he had plans to review the remainder of the current zoning ordinance to identify sections which need to be updated.

Councilman Wendell asked whether the zoning administrator would be entering private property to remove signage. Councilwoman Natali stated that she didn't believe the issue was signage on private property but rather those in the public right-of-way.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to adopt the modifications to § 4.1 – Sign Regulations of the Cape Charles Zoning Ordinance as presented. The motion was approved by majority vote with Councilman Wendell opposed.

D. *Virginia Waterman's Memorial Easement:*

Heather Arcos stated that the bid deadline was earlier today and one proposal was received. Heather Arcos went on to introduce Mr. Ed Lewis, president of the Friends of the Virginia Waterman's Memorial on the Eastern Shore.

Mr. Lewis informed the Council that the monument had been approved by the state and was originally to be located in Oyster. Cape Charles was a better location. The drawings included in the bid proposal were hand drawn but he now had the drawings from the engineer if Council wanted to review them. There were no questions for Mr. Lewis from Council.

Heather Arcos stated that the action this evening was to accept the bid proposal and grant an easement for the memorial. The draft easement was included in the Council packet and was currently being reviewed by legal counsel.

Councilwoman Natali asked for assurance that the monument would not affect parking at The Shanty. Harbor Master Smitty Dize stated that the location would not hinder parking for The Shanty.

Motion made by Councilman Sullivan, seconded by Councilman Wendell, to accept the bid and adopt Ordinance #20131219 Granting an Easement for the Virginia Waterman's Memorial on a portion of Tax Parcel 83A3-A-10 at the Cape Charles Town Harbor. Mayor Sullivan moved to adopt Ordinance #20131219 as noticed and forewent reading the Ordinance and called for a roll call vote. The motion was unanimously approved. Roll call vote: Bannon, yes; Bennett, yes; Natali, yes; Sullivan, yes; Wendell, yes.

MAYOR AND COUNCIL COMMENTS

Mayor Sullivan wished a very hearty farewell to Chief of Police Charles "Sambo" Brown and thanked him for everything he had done during his tenure.

Councilwoman Natali stated that she attended the Wetlands Board meeting on December 18. The start of the meeting was almost 10 minutes late due to the lack of a quorum. Councilwoman Natali suggested that the number of members on the various boards be reviewed and adjusted, if necessary, to help with a quorum. Several years ago, the Planning Commission membership was increased from 5 members to 7 members. Heather Arcos stated that alternates were permitted for all the boards and added that the issue would be researched.

Councilman Wendell commented as follows: i) He asked how much the Town received from speeding tickets. Chief Brown responded that the Town received 80% of the fines but no court costs. The amount averaged between \$12K to \$18K per year; ii) He was pleased to see the Virginia Waterman's Memorial get approved as it would be a great addition to the Harbor and it was a great cause. It was a shame that the Town didn't get the Eastern Shore Waterman's Museum which was going into the old school at Onancock; and iii) He wished all a happy holiday season and was glad that staff got the time to spend with family and loved ones. Mayor Sullivan added that thanks to Councilman Wendell, staff was getting a long holiday weekend to spend with their families.

Vice Mayor Bannon stated that with the activities during the summer and the 12 days of Christmas, there was so much going on in Town this year. The organizations, volunteers and staff organized a spectacular Christmas season filled with activities and events. The Epiphany Party was scheduled for January 11 with proceeds going to Arts Enter Cape Charles. Attendees should bring their least favorite Christmas present and a dessert or snack. Chili would be provided. Mayor Sullivan added that it would be in the Cape Charles Fire Hall and was always well attended. Vice Mayor Bannon stated that there were about 150 attendees last year.

ANNOUNCEMENTS

- December 20, 2013 – Town Employee Christmas Luncheon. The Town offices will be closed for a couple of hours during the day.
- December 23-25, 2013 – Town Offices closed for Christmas holiday
- January 1, 2014 – Town Offices closed for New Year’s holiday
- January 9, 2014 – Town Council Work Session, 6:00 PM, Town Hall
- January 11, 2014 – Epiphany Party, 6:30 PM, Cape Charles Fire Hall
- January 16, 2014 – Town Council Regular Meeting, 6:00 PM, St. Charles Parish Hall

Motion made by Vice Mayor Bannon, seconded by Councilman Wendell, to adjourn the Town Council Regular Meeting. The motion was approved by unanimous consent.

Mayor Sullivan

Town Clerk

Public Comments Provided in Writing
December 19, 2013



NORTHAMPTON HIGH SCHOOL
ARMY JUNIOR RESERVE OFFICERS TRAINING CORPS
16041 Courthouse Road
Eastville, Virginia 23347



The Northampton High School Army JROTC program is one of the most recent and most prestigious cadet corps on the Eastern Shore.

Due to the wars in various countries, JROTC units across the United States have had budget cuts. Our budget cuts this school year have come to the point that we have a shortage of funds for our activities. This is where we need your help. On behalf of our organization, I would like to request a donation of any amount from your company for a series of events we will be attending over the next several months. These events include the military ball; the annual awards night, and drill competitions. Our organization is a non-profit organization that seeks to empower the youth as a leading force in moving our country forward. We believe that the youth is the key to national development and we want to harness and enrich their skills and knowledge.

For more information concerning donations, you can contact Master Sergeant Hightower or Lieutenant Colonel Hobson at 757-678-5151 x4315 or x4305. To send donations by mail, please send it to: Northampton High School, AJROTC, 16401 Courthouse Road, Eastville, Virginia 23347.

Thank you for your time and consideration.

Sincerely,

LTC J. Michael Hobson (Retired)
Senior Army Instructor

David Gay, 506 Monroe Avenue

Madame Mayor and Members of the Town Council, I want to publicly support the proposal to enact a town ordinance to permit backyard chickens within the town limits. There are several reasons why I support this effort:

1. By allowing backyard chickens we show that we are a progressive community that supports sustainable living. We can use this opportunity to differentiate our community to those potential home buyers who are looking for a home where they can raise their chickens. In fact, some realtors have indicated that communities that allow backyard chickens can command higher home prices.
2. Backyard chickens provide some level of pest control. Chickens eat pests like ticks, flies, fleas and mosquitoes. They could lessen the amount of pesticides used by the town to control the swamp ponds in the park. Thus saving the town money and creating a healthier atmosphere for us to breathe.
3. Backyard chickens enrich the environment by creating fertilizer and tilling the soil naturally without the use of commercial chemicals that pollute the seafood in the bay. They are just like the seabirds that we see on the beach every day.
4. They eat table scraps that can be diverted from our landfill and save the town from collection and dumping fees.
5. Many studies have shown that free range chickens produce better eggs. They are hormone free, have 1/3 less cholesterol, 1/4 less saturated fat, 2/3 more vitamin A, 2 times more Omega 3 fatty acids, 3 times more vitamin E, and 7 times more beta-carotene.
6. Raising backyard chickens can be an educational and fun activity for our children. We might even want to consider a coop at the New Roots Garden Center.
7. Many enlightened cities and towns in Virginia already allow backyard chickens:
 - a. Richmond
 - b. Norfolk
 - c. Chesapeake
 - d. Charlottesville
 - e. Virginia Beach
 - f. Petersburg
 - g. Fredericksburg
 - h. Roanoke
 - i. Warrenton
 - j. Lynchburg
 - k. Oakton
 - l. Ashburn
 - m. Reston
 - n. Herndon
 - o. Falls Church
 - p. Alexandria
 - q. Blacksburg to name a few.

Shouldn't we lead the way on the Eastern Shore? Thank you for your time and attention.

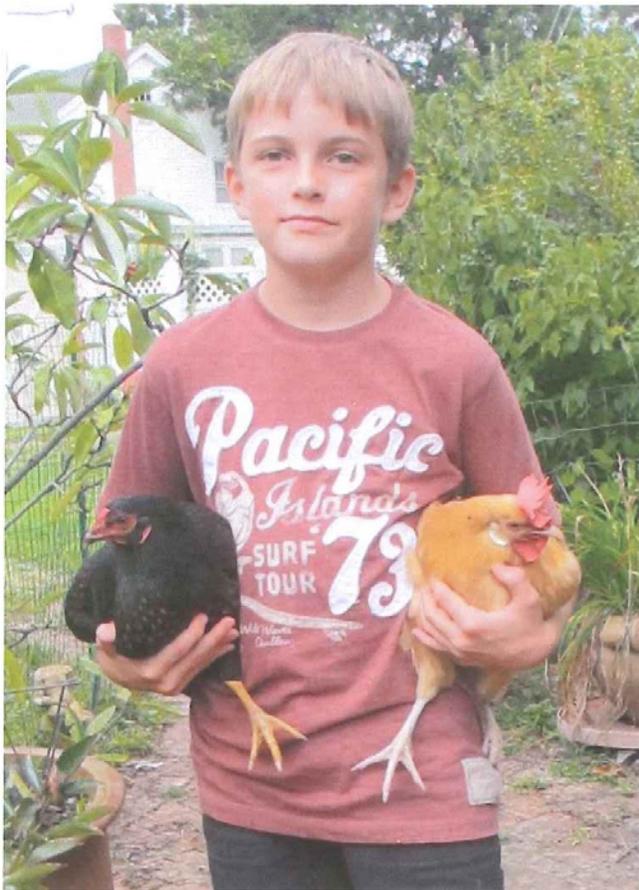
Backyard Chicken-keeping in Cape Charles

Hi Friends and Neighbors! Backyard chicken-keeping is a rewarding and educational activity. It is also harmless. Keeping a small number of hens on one's private property, properly secured and cared for, is a forward-thinking win-win for the community. It is a perfect example of sustainable living, and an important counterpoint to inhumane industrial- scale poultry production. Hens are friendly, curious and productive! They're quiet, clean, entertaining birds and make wonderful outdoor pets. They produce nutritious hormone and antibiotic-free eggs (\$4.29 per doz. at the grocery!), keep yards free of ticks and other insect pests, and provide excellent garden fertilizer in the form of their composted droppings. Did you know the average dog produces **12 oz.** of waste per day, where a hen produces a mere **1.5 oz.**?

Residents of the R1 historic district should be allowed the freedom to engage in this fruitful and fun hobby, as long as it is done on a small-scale and in a well-managed way. Cities and towns large and small across the country have been joining the progressive wave of allowing backyard chicken-keeping, with more municipalities approving it every day. They understand that promoting sustainable, "green" living by allowing residents to have hens is the right thing to do, and it's good for the health and image of the town.

Common Chicken Myths and Misconceptions...

- They're **noisy!** Roosters and barking dogs are noisy. Hens are pretty **quiet**, making little sound except after egg laying, when some cluck excitedly for a few minutes. The decibel level of this sound at its



loudest is about 60 decibels, the same as two adults talking, and it's not continuous, only short bursts.

- They're vectors for **disease!** According to the CDC, cats can transmit 16 diseases, dogs, 17, and chickens, 3. Salmonella is often mentioned, but careful handwashing is a very effective control as well as maintaining a tidy, sanitary coop and run.

- They'll lower my **property value!** In **2012**, Forbes magazine listed the top ten healthiest real estate markets, and all but one allows backyard chickens. If anything, a progressive attitude towards chickens is an **attractive** quality in a town or city.

- They attract **rodents!** Rodents are attracted to birdseed and food scraps, but they do not eat chicken waste. Compost piles and backyard birdfeeders will both attract pests if not kept well.

- The **smell!** Pine shavings in the coop and run absorb odors very effectively, as does composting! Properly kept, a small group of hens is un-smellable, even on the hottest summer day.

Thanks for your support!



I Support Allowing Backyard Chicken-keeping in Cape Charles

Marijana Cvijetic - Nottingham - 518 Tazewell Ave, Cape Charles

Liz Jones - 6 Tazewell

Margaret Van Clijf - 215B Tazewell Ave Cape Charles

Aimee Fuoy - 2560 Indian Town Rd Eastville VA

SANDY McFALL 518 TAZEWELL CC

W/B Edward S. Brinkley 124 Beach St. Cape 23310

Jenny Palfrey 515 Tazewell Ave CC 23310

George Southern 104 Monroe

Doris C South 104 Monroe

Wendy Eder 5335 Ramshorn Rd Cape Charles

Christina Murray 3494 Justin Lane Cape Charles

Becky Hilary 6093 Riverside Farm Ln, Cape Charles

Jennifer Brady 5137 Hallett Circle Cape Charles VA

Miriam Utton 548 Madison Ave CA VA 23310

Gail Drebes 504 Monroe Ave C.C. VA 23310

Jim Drebes 504 Monroe Ave C.C. VA 23310

x Ingrid Watson 6038 Willow Oak Rd, Eastville, VA 23347

Deanna 711 Tazewell Ave CC 23310

Jennifer Dobo 209 Monroe

Jeff Dobo 209 Monroe

84 so far
12-19-13

I Support Allowing Backyard Chicken-keeping in Cape Charles

- Elizabeth Sutphen 108 Monroe Ave, Cape Charles, VA 23310 434 987-0696
- Jim Sutphen 108 Monroe Ave Cape Charles VA 23310 434 987-0696
- Victor Abraham 213 Monroe Ave C.C. 23310
- Margie Gordon Abraham 213 Monroe Ave C.C. 23310
- Candace Price 215 Monroe Ave Cape Charles VA 23310
- David Smith 215 Monroe Ave Cape Charles VA 23310
- Pete Baumann 239 Monroe Ave Cape Charles VA 23310
- John C. Miller 221 Monroe Ave Cape Charles, VA 23310
- Marilyn Y. Miller 221 Monroe Ave Cape Charles VA 23310
- Robert E. Spren 224 MONROE AVE CAPE CHARLES VA 23310
- Melissa Steen 212 Strawberry St Cape Charles, VA 23310
- David Milburn 206 Monroe Cape Charles 23310
- Nancy Whitburn 206 Monroe Cape Charles 23310
- Rachel Parker 421 Tazewell Ave. Cape Charles 23310
- John Kelly 614 Tazewell Ave Cape Charles
- Becky Reed 548 Monroe Ave Cape Charles
- Walter Reed 548 Monroe Ave Cape Charles
- George Watkins 520 MONROE AVE Cape Charles VA
- Beverly Walker 22116 Seaside Rd. Cape Charles, VA 23310
- Thomas C. O'Leary 22116 Seaside Rd Cape Charles, VA 23310
- Rebecca S. Currell 201 Monroe Ave Cape Charles, VA 23310

I Support Allowing Backyard Chicken-keeping in Cape Charles

<u>Kathleen J. ...</u>	<u>Cheverton</u>
<u>Mike ...</u>	<u>Cheverton</u>
<u>Michael Killebrew</u>	<u>Cheverton</u>
<u>Cathleen C. Buzyn</u>	<u>Eastville</u>
<u>Grandy Buzyn</u>	<u>Eastville</u>
<u>James ...</u>	<u>Eastville</u>
<u>Ed ...</u>	<u>Marsh ...</u>
<u>Nancy Sidney</u>	<u>Cape Charles</u>
<u>William J. ...</u>	<u>Cape Charles</u>
<u>Leslie Holt</u>	<u>Exmore</u>
<u>Kathleen F. Rouse</u>	<u>Cape Charles</u>
<u>DONNA BOYD III MONROE</u>	<u>CAPE CHARLES</u>
<u>KENNY BOYD III MONROE</u>	<u>CAPE CHARLES</u>
<u>Brian Harman 104 Madison</u>	<u>cape Charles</u>
<u>Lisa Harman</u>	<u>" "</u>
<u>...</u>	<u>" "</u>
<u>Betty Ferguson</u>	<u>" "</u>
<u>George R. Ferguson</u>	<u>" "</u>
<u>Fred ...</u>	<u>" "</u>
<u>...</u>	<u>" "</u>
<u>Kevin ... 104 MONROE</u>	<u>YES CHICKENS!</u>

I Support Allowing Backyard Chicken-keeping in Cape Charles

Andria Philpot	Andruy Philpot	Cape Charles
Sarah Drummond		Cape Charles
Kathleen Reid		Cape Charles
Maria Ballou		Eastville
Kate Taylor		Cheriton
Penny Rolley		Cheriton
Bill Wolfson		Cheriton
Andrew Philpot		Cape Charles
Sharon Silvey		Cape Charles
Greg Silver		Cape Charles
W		Cheriton
Heather Travis		Cape Charles
NATHAN TRAVIS		CC
Ethan Watkins		Exmore
Amy Watkins		Exmore
Chris Stodghill		Exmore
Kenny M... ..		Willis Wharf
Christina		Birdsnest
Katie Smith		Birdsnest
Lyne Allison		Machining
Christy Smith		Cape Charles

Wayne Creed, 548 Monroe Avenue
Dear Madam Mayor and Town Council,

I am writing this letter to support the effort by the Town Planner to create new Cape Charles chicken ordinance.

My family in Alabama has been in the chicken and egg business for over 120 years, and I can attest to the fundamental joy of raising these birds.

Still, growing chickens in a town is different from traditional farming, and comes with its own problems and concerns that we should take into account when drafting this ordinance.

First, only chickens meant for egg laying should be permitted. That means, no roosters (Frank Wendell provides enough crowing for all of Cape Charles anyhow). Egg laying hens are relatively quiet, yet roosters, during the early morning squawking period have been measured up to 78 decibels. Let's keep this to just a few egg laying hens.

Another concern should be odor, yet this can be addressed by limiting the number of chickens, and require a coop standard (to be inspected periodically) that is 4 square feet inside the coop per chicken (2 square feet per bantam) and at least 10 square feet of outdoor space (8 square feet per bantam). In most cases, a small backyard coop is no worse than having a dog.

Limiting the attraction of predators such as raccoons, foxes, as well as rodents and flies are other considerations when designing the coop standards.

A study into how this will affect property values would also be prudent.

If managed properly, the benefits of urban chicken farming tend to outweigh the detriments. They produce eggs, great natural fertilizer, and are an excellent pest control as they love to eat bugs and worms. Besides, they're just kind of fun to have around. Let's do our due diligence, but I think chickens would be a great addition to our town.

Thank you for your time and Merry Christmas!

Wayne Creed
538 Monroe Avenue



DRAFT
TOWN COUNCIL
Work Session

Town Hall
January 16, 2014
6:00 p.m.

At 6:00 p.m., Mayor Dora Sullivan, having established a quorum, called to order the Town Council Work Session. In addition to Mayor Sullivan, present were Vice Mayor Bannon, Councilmen Godwin, Sullivan and Wendell, and Councilwoman Natali. Councilman Bennett was not in attendance. Also present were Town Manager Heather Arcos, Assistant Town Manager Bob Panek, and Town Clerk Libby Hume. There were 4 members of the public in attendance.

Mayor Sullivan announced that the order of business for this evening would be discussion of i) Police Vehicle Financing Options; ii) Request from South Port Investors; and iii) Review of Upcoming Work Session Topics.

A. *Police Vehicle Financing Options*

Town Manager Heather Arcos stated that the 2008 Ford Crown Victoria was scheduled to be replaced. It was taken out of service in November 2013 when it was deemed a total loss after an accident with a deer. The Town received \$5,387 from the insurance company which would be applied to the cost of the new vehicle. In the past, the Town financed the police vehicles for four years with annual payments. The Town had 2 options for consideration: i) A USDA loan for 4 years at a fixed rate of 4.625% with annual payments of \$5,520.92, the first payment being due a year after purchase; ii) Purchase the vehicle outright using estimated savings of personnel costs in the Police Department and savings from the Comprehensive Plan update. The Town budgeted \$30K for the Comprehensive Plan update but last month approved working with the Accomack-Northampton Planning District Commission for a cost of approximately \$8,600.

Councilman Godwin stated that he preferred to purchase the vehicle outright and added that in the future, he would prefer the Town to put money aside each year so the vehicles could be purchased outright vs. being financed. Councilman Godwin asked whether the cars, once taken out of service, could be offered to employees for purchase for a reasonable price. Heather Arcos stated that the Town was required to advertise for bids on the vehicles and staff could purchase them if they were the highest bidder.

Vice Mayor Bannon stated that he recollected that some years ago, he attended a class that recommended that at least \$125 per citizen be put aside for a rainy day fund but the Town never had any money to do so.

Councilwoman Natali asked whether at the end of a fiscal year, if there were any unspent funds, the funds could be put into a reserve account for emergencies or a rainy day fund. Heather Arcos responded in the affirmative and also mentioned the Fund Balance, as shown on the annual audits, which possibly could be used as a rainy day fund if needed. The auditors would be in the office next week for the FY 2012-2013 audit and she would check with them. Heather Arcos went on to state that a rainy day fund had been discussed during the budget process over the last several years but the Town did not have any available funds at the time.

Councilman Wendell asked about the Interceptor. Heather Arcos stated that it was an all-wheel drive vehicle similar to the one currently being driven by Chief Pruitt. It did not have as big of an engine as the Dodge Charger but would be beneficial during storms. Currently, the officers drive their personal vehicles during storms.

Councilman Wendell suggested the following: i) The Town have only four vehicles and the two newest officers share a vehicle and possibly work with a rotation schedule to replace a vehicle every two years vs. each year; and ii) If there were any unspent funds at the end of the year, put 50% into a rainy day fund and use the other 50% to reduce the debt.

Councilman Sullivan stated that if vehicles were replaced every 2 years, the oldest car in service would be 10 years old and in bad condition with mounting maintenance and repair costs. A 10-year cycle was too long.

Mayor Sullivan stated that she agreed with officers sharing vehicles and also agreed that 10 years was too long a cycle.

After much discussion regarding the sharing of vehicles and the work shifts of the officers, Heather Arcos asked for a consensus regarding financing the vehicle through USDA or to purchase the vehicle outright. Vice Mayor Bannon, Councilman Godwin and Councilwoman Natali stated their preference to purchase the vehicle outright. Councilmen Sullivan and Wendell agreed that, if a vehicle needed to be purchased, their preference was to purchase the vehicle outright vs. financing. Heather Arcos stated that the item would be placed on the January 16 regular meeting agenda.

B. *Request from South Port Investors*

Heather Arcos stated that a request was received from South Port Investors (SPI) asking for consideration regarding a waiver of utility connection fees and charges, 1 connection per parcel. Parcels 12 and 17 have existing connections so this request encompassed parcels 14, 19 and 20.

Heather Arcos continued to state that in January 2013, SPI requested a waiver of accrued minimum water and wastewater charges on parcel 12 in the amount of \$5,516.64. This amount reflected charges which had accrued since December 2007 when the service was discontinued on parcel 12 to demolish the old fish building in preparation for development. On January 24, 2013, Town Council agreed to allow the service to resume without payment of the outstanding charges. SPI had continued to pay the minimum monthly utility charges since that point, but the outstanding balance still needed to be resolved. Heather Arcos stated that currently there were 6 vacant residential lots where the property owners were paying the monthly minimum charges per Town Code § 72-9(c).

Heather Arcos went on to state that SPI continued to promote economic development in and around Cape Charles and were working to establish a mega yacht facility and was a driving force behind the development of the Harbor Access Road. Phase 1 was underway on Parcels 12 and 17 and conditional use permits were granted on those parcels. Plans for Parcels 14, 19 and 20 had not yet been submitted. Currently, the Town had 2 tenants operating on leased parcels – SPI and The Hungry Crab, LLC dba The Shanty. The Shanty's lease was for 10 years with 3 consecutive renewal options and did not contain acquisition rights. SPI had existing long term leases with specific provisions which were extensively negotiated. The lease included \$1 rental payment per year and 1% of the gross revenue. In 1996, the Town originally leased wharf

parcels to the STIP for 40 years for the development and operation of the Technology Park. In December 2007, SPI purchased the STIP properties from the County and the lease was amended with SPI. The lease for Parcel 12 was also executed at that time. In February 2013, the fifth amendment of the lease was executed. 22 years remain on the lease. SPI has until February 27, 2018 to exercise their right to purchase the property or forfeit that right. The leases currently require SPI to pay the connection charges. The options were available: i) Council could propose to grant a waiver in its entirety or a portion of the charges. This would require a lease amendment with public notice and approval by ordinance; ii) SPI could apply for Technology Zone Incentives which were detailed in the Town Code and based on the investment and number of jobs created; and iii) Council could defer the payment of connection charges for a period of time.

There was much debate and discussion regarding the following: i) Comparison between The Shanty lease to SPI's leases. The Shanty and SPI were offered different economic considerations based on their business models; ii) SPI's development plans on the parcels and the uses involved; iii) The value of the connection charges and the need to see the plans before the water usage and Equivalent Residential Connections (ERCs) could be evaluated. A 58-seat bistro and retail store were planned for Parcel 19. Assistant Town Manager Bob Panek stated that a café or restaurant would equate to the monetary equivalent of 3-4 ERCs; iv) The calculation for commercial connection charges needed to be evaluated and adjusted in the Town Code as the connection charges for commercial seem excessive. Heather Arcos stated that staff was currently reviewing calculations from other localities. Bob Panek stated that the formula had been in place for many years and was excessive for small businesses with very low usage but could be beneficial for high usage businesses such as restaurants; v) Deferral of one connection charge for Parcels 14, 19 and 20 as long as the parcels were leased. If SPI exercised the right to purchase, the charges would be payable in addition to the fair market value of the land. All additional connection charges would be paid; vi) The Shanty currently paid the Town \$500 per month as well as a percentage of sales, business license taxes, etc. The cumulative amount paid by The Shanty in rental payments and taxes over the years would more than pay for their connection charge. Heather Arcos stated that SPI's investment, as well as the projected revenue, would be substantially more than that for The Shanty.

Councilwoman Natali stated that she would be willing to grant a deferral on the payment of the connection charges until SPI exercised the right to purchase the property. Councilman Wendell stated that the Town would be setting a precedent and other independent businesses would ask for connection fee waivers stating that they were bringing in jobs and putting in an investment in the Town, and connection charges would become obsolete.

Councilman Wendell asked Mayor Sullivan if Ms. Cela Burge could comment as a representative of SPI. Mayor Sullivan also invited Mr. Dan Brown, another representative of SPI, to speak.

Mr. Brown stated that SPI was asking for the same considerations and treatment as that given to The Shanty. The Bistro would provide taxes also as well as the other businesses being built on the property. Construction would be starting within 6 months. \$300K was spent on a travel lift, which should be constructed within 2 months, and \$250K on the travel lift bridge which started today. A number of businesses wanted to come to Cape Charles but the \$40K connection charge was a deterrent.

Ms. Burge stated that SPI's plans had changed considerably since the beginning but added that Bay Creek's plans had changed as well with the recent economy, but things could be worked out. From an economic development stand point, they had an entity with available funds that was interested in the Cape Charles Harbor. How could the Town incent more businesses to come here? One incentive was to put in infrastructure. Bob Panek noted that the connection charges were not related to infrastructure for a specific parcel but to put money in the reserve for future plant expansion.

Councilman Wendell stated that the Town had already provided an incentive with the lease packages at \$1 per year and added that the Town Council would have fewer reservations if they could see something happening on the property and see some plans.

Councilman Sullivan stated that the Town had to borrow money for the new wastewater treatment plant because it did not put money in reserve to replace the plant and had to borrow \$5M. If the Town constantly waived fees, it would not have the money in reserve for expansion.

After much more discussion, Council opted to add this topic to the upcoming Town Council Retreat on a date to be determined in early February.

C. *Review of Upcoming Work Session Topics*

Heather Arcos distributed the Town Council Meeting & FY 2014-2015 Budget Timeline and went on to review proposed topics for the upcoming Retreat as follows: i) strategic planning – where we've been and where we are now. This would be a time to review what had been accomplished since the last Comprehensive Plan was adopted. Councilwoman Natali stated that the Planning Commission would be preparing their Annual Report, which was required by the State, at their February meeting to present to Council and suggested waiting until that was complete before discussing this issue.

Heather Arcos went on to review the Town Council Meeting & FY 2014-2015 Budget Timeline noting that two meetings were scheduled from 3:00 PM – 7:00 PM. Mayor Sullivan suggested holding the long meetings on Saturdays.

Heather Arcos stated that her goal was to bring balanced budgets to the Council for review. Staff would also try to reduce the utility rates and/or increase capacity to the users. This year's budget should not be as difficult as last year since there was no reassessment involved.

Motion made by Vice Mayor Bannon, seconded by Councilwoman Natali, to adjourn the Town Council Work Session. The motion was approved by unanimous consent.

Mayor Sullivan

Town Clerk

Planning Commission Report for Town Council

From: Rob Testerman
To: Town Council
Date: January 8, 2014
Subject: Report for Planning Department

1. I have presented to the Planning Commission a revised zoning map based off of comments received prior. A couple of small edits will be made to this version, at which point the updated zoning map will be complete.
2. Some time back, the Town began working with Eastern Shore Healthy Communities, whose mission is to “create a healthier Eastern Shore.” Specifically, the Town was contacted by their Town Walking Trail group regarding demarcating a walking trail around town. Over a year ago, Cape Charles, along with three other Eastern Shore towns, was selected by ESHC to receive six signs to demarcate the walking trail (signs and installation paid for by ESHC). These signs have now been placed in town.
3. With the new website up, I am resuming work to update planning application forms (Zoning Clearance, CUP, Rezoning, etc.) and informational sheets to inform property owners of what each of these processes are, what they involve, and when/why they may need to apply for any of them. Once completed, the forms will be available online.
4. Later this month, Town Manager Arcos and I will be speaking with Elaine Meil of the Accomack-Northampton Planning District Commission to begin to plan out timetables and processes for the Comprehensive Plan update.

Planning Commission Meeting – January 7

1. The Planning Commission held its regular meeting on January 7, 2014
 - a. The Commission reviewed sections 3.5 through 3.B.6 of the Comprehensive Plan. At this time, we are not editing content of the plan; we are currently identifying items in need of updating. The content of the plan will be revised following public meetings, charettes and work with the Accomack-Northampton Planning District Commission.
 - b. The Planning Commission continued discussion of the Town Entrance Corridor Overlay District, discussing possible use restrictions in the proposed corridor overlay.
 - c. The Planning Commission discussed the process in which we will be handling the issue of researching and discussing a chicken ordinance. More detailed discussions including specific pros and cons will begin at the February meeting.

Historic District Review Board Meeting – December

1. The Historic District Review Board did not meet in December
2. The HDRB will hold its regular meeting on January 21 to hear and review two applications that have been received.

Wetlands Board Meeting – December 18

1. The Cape Charles Wetlands Board met and held a public hearing on December 18 to review an application for a revetment project and beach nourishment in The Colony, directly behind the home at 157 Sunset Blvd. The proposal was approved unanimously by those in attendance.

Harbor Area Review Board – January 2

1. The Harbor Area Review Board met January 2 to review applications from The Shanty and for the proposed Waterman’s Memorial. Both applications were recommended for approval unanimously by those in attendance, and will be discussed at greater length later in the meeting.

Code Enforcement

Month of December FY 2014

Building Permits Issued/Permit Fees Collected:

Permits this month: 17	
Permits this year: 108	Total permits last year: 257
Total construction this month: \$ 1,304,054	
Total construction this year: \$2,749,108	Total construction last fiscal year: \$7,411,540
Permit fees this month: \$22,308.46	
Total permit fees this fiscal year: \$51,991.22	Total permit fees last fiscal year: \$177,559.27
Bay Creek Water/Sewer Tap fees: \$0	
The Colony/Sewer Water Tap fees: \$0	
Marina Village/Marina Village East Sewer/Water Tap fees: \$0	
Bayside Village Sewer/Water Tap fees: \$24,700	
Old-Town Water/Sewer Tap fees: \$0	
Total Tap fees this year: \$24,700	Total Tap fees last fiscal year: \$105,756
Fire Dept. levy this month: \$451.17	
Total Fire Dept. levies this year: \$1,829.11	Total Fire Dept. levies last fiscal year: \$3,195.93
State levy this month: \$160.92	
Total state levies this year: \$436.51	Total state levies last fiscal year: \$638.20
Miscellaneous Revenue: \$10 for Sewer Screen	

Existing Structures Code Enforcement Cases:

Total Cases: 27	
New this month: 0	
Closed this month: 0	
Rental Inspections: 0	
Rental C.O's Issued: 0	
Rental Inspection fees collected: \$0	
Grass cutting enforcement: 13	
Grass cutting: 7	
Enforcement fees charged this month: \$0	
Enforcement fees charged this year: \$2,750	Fees charged last fiscal year: \$10,050
Enforcement fees collected: \$1,272.70	
Enforcement fees collected this year: \$1,272.70	Fees collected last fiscal year: \$1,129.36

Annual Fire Inspections (updated) (Completed)

Total Cases: 92
Inspections conducted: 0
Closed this month: 0
Closed altogether: 92
Cases unresolved: 0

Annual Fire Reports (updated) (Completed)

Total Cases: 59
Received this month: 0
Closed: 59
Unresolved: 0

Month of December FY14

Other items of note:

1. Completed **54** inspections
2. Conducted **0** zoning clearances
3. Completed **2** courtesy residential inspections
4. Conducted **3** courtesy commercial inspection
5. Conducted **28** E & S control inspections
6. Conducted **0** commercial plan reviews for Erosion and Sedimentation Control.
7. Completed **0** residential plan reviews
8. Issued **0** Public Utilities Shallow Well permits
9. Working with new owner of old Reliable property on Stone Road to change use of the building for new business.
10. A stop work order was posted on a Mason Avenue project due to unapproved building practices found when special inspections were performed. The engineer has provided details that must be followed prior to commencing any more work. Update: The engineer is working with owner to provide solutions to issues found.
11. Plans are currently under review for the Cape Charles Lofts Project.

01/07/14

Permit/Construction Fee Report

Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Value
	PT130006	UST/AST	12/02/2013	1 Beach Club Way	1000 Gallon UST	\$84.00	\$2,300
	PF130006	Fire Suppresio	12/05/2013	1 Beach Club Way	Monitored Fire Alarm for Beach Club	\$113.12	\$5,100
	PM130040	Mechanical	12/05/2013	605 Carousel Place	New Mechanical for S/F Res	\$230.16	\$26,100
	PP130030	Plumbing	12/11/2013	605 Carousel Place	New Plumbing for S/F Res	\$151.20	\$12,000
	PG130015	Gas	12/17/2013	605 Carousel Place	Gas Piping for 3 Outlets	\$56.00	\$1,400
	PB130104	Building	12/06/2013	634 Carousel Place	New S/F Res	\$16,655.34	\$689,965
	PP130029	Plumbing	12/05/2013	621 Jefferson Avenue	New Plumbing for Interior Alteration	\$57.68	\$2,800
083A3-0100-61	PE130059	Electrical	12/11/2013	321 Mason Avenue	200 Amp Temp Pole	\$84.00	\$1,600
	PG130014	Gas	12/16/2013	522 Monroe Avenue	New Tankless Gas Water Heater	\$56.00	\$2,000
083A3-0100-26	PB130110	Building	12/19/2013	525 Monroe Avenue	Residential Alteration per Application	\$588.00	\$90,000
083A3-0100-48	PB130109	Building	12/11/2013	114 Peach Street	Renovate Bathroom/Laundry & Add new 2n	\$280.00	\$35,000
083A3-0100-63	PE130062	Electrical	12/31/2013	214 Randolph Avenue	Replacing SE Cable	\$56.00	\$2,500
	PE130060	Electrical	12/30/2013	307 Randolph Avenue	2 - 200 Amp Services for Duplex	\$159.60	\$13,500
083A3-0100-60	PB130108	Building	12/02/2013	328 Randolph Avenue	Interior Demo	\$56.00	\$2,500
	PB130111	Building	12/20/2013	138 Sunset Blvd	New S/F Res	\$3,544.16	\$407,789
	PE130061	Electrical	12/31/2013	209 Tazewell Avenue	Electrical permit per application	\$58.80	\$3,000
083A3-0100-37	PM130041	Mechanical	12/17/2013	501 Tazewell Avenue	1 New Mini-Split	\$78.40	\$6,500
Total Permits:						\$22,308.46	\$1,304,054

PerDateIssued Range from 12/01/2013 to
12/31/2013



Town Harbor Town Council Report December, 2013

January 1, 2014

Maintenance:

1. Replaced the breakers and outlets on a pedestal on A-Dock.
2. Trimmed all knock out rose bushes, took brush to public works.
3. Winterized HM Office, Floating Docks, and Inner Harbor.
4. Replaced wax seals in two female toilets
5. Replaced toilet seat in unisex restrooms
6. Replaced faulty diesel nozzle on pump #5

Upcoming Items that needs to be completed by spring:

1. Replace leaky water valves.
2. Repair Main Back flow preventer on the floating docks.
3. Minor drywall maintenance and painting in the bath house.
4. Replace waterline on Coastguard dock.
5. Finish painting the fuel tank.
6. Relocate fire & electric pedestals on T-Heads
7. Replace existing water hose with a quick connect water hose under the East Gangway.
8. Repair wire way under West Gangway.
9. Re-tighten all cleats on floating docks
10. Continue re-screwing boardwalk at the inner harbor
11. Replace all broken pile caps
12. Re-nail all rubber bumpers
13. Clean all electrical pedestal bus bars in the inner harbor.
14. Paint the boat ramp parking stripes

Capital Projects: No updates from Last Month.

Other Items:

1. Follow us on Face Book (**Cape Charles Town Harbor**)
2. Harbor staff did a great job taking part in the lighted boat parade (As they assisted Santa as Elfs) and the Pearl Harbor Remembrance Ceremony. I would also like to mention the appreciation for American Legion Post 56, Captain Dave Steward and his father for their participation.

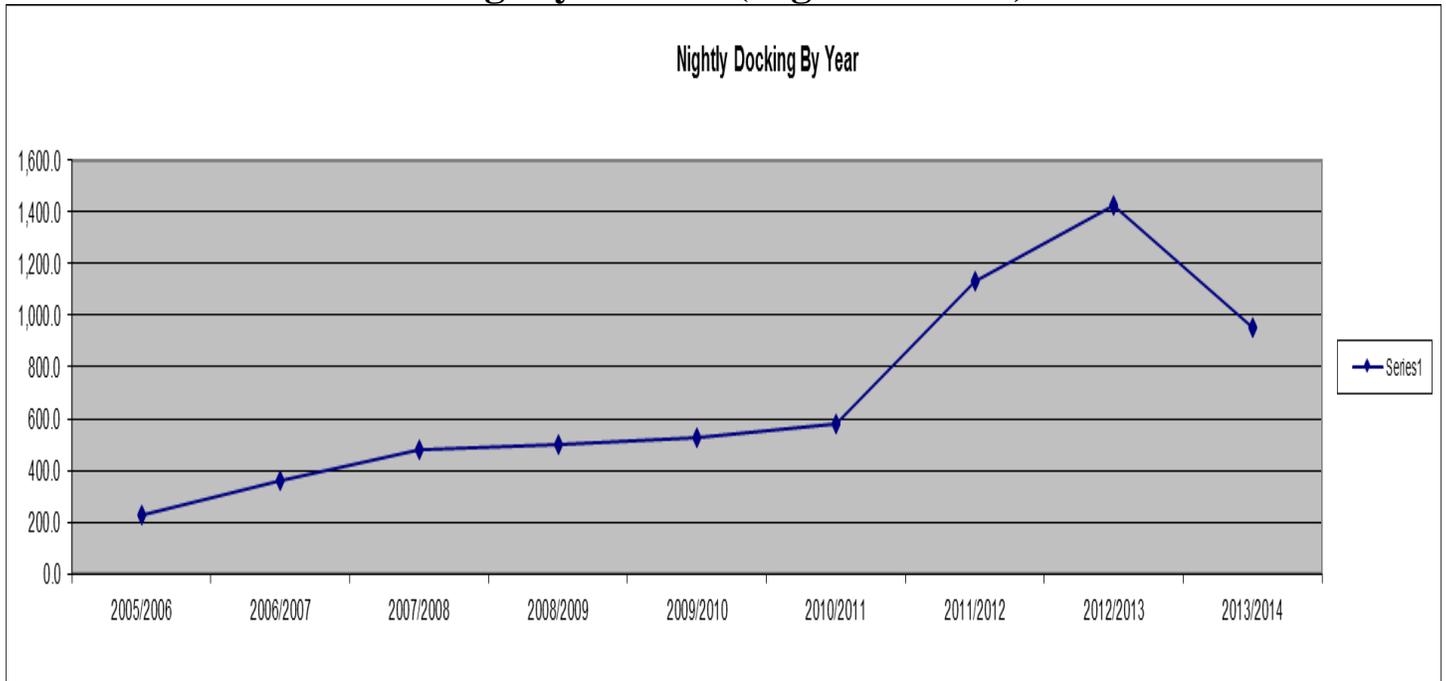
Important Dates:

1. **January 1st 2014** – Harbor Office 8 am to 4:30 pm Mon.-Fri. closed weekends and holidays.
2. **March 15th 2014** – Harbor Office open 7 days a week
3. **March 17th 2014** – Crabbing season opens
4. **April 26th & 27th 2014** - 7th Annual Blessing of the Fleet
5. **May 1st 2014** - Summer Office hours begin
6. **June 13th – 15th 2014** – Tall Ships at Cape Charles
7. **August 1st – 3rd 2014** – Clam Slam 2014
8. **October 25th 2014** – Haunted Harbor

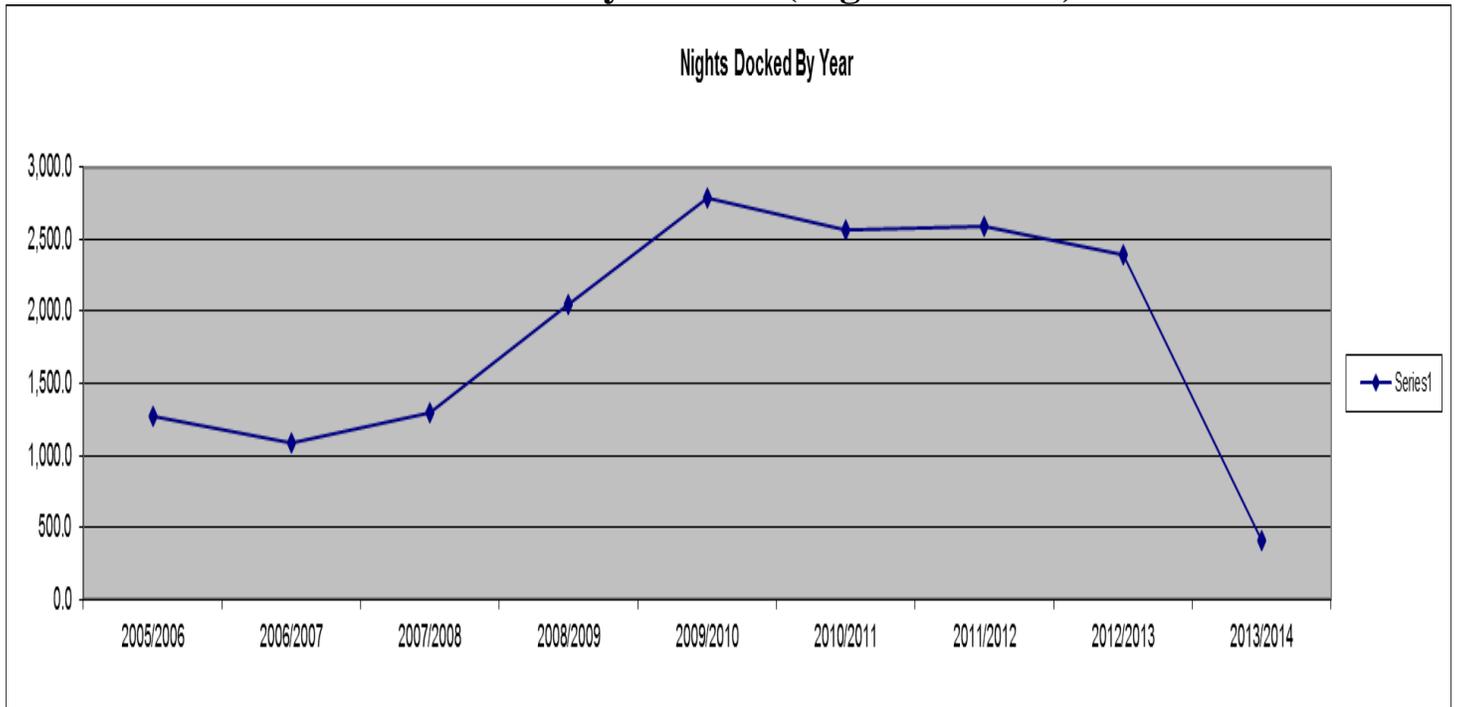


Town Harbor Town Council Report December, 2013

Nightly Rentals (Nights Docked)



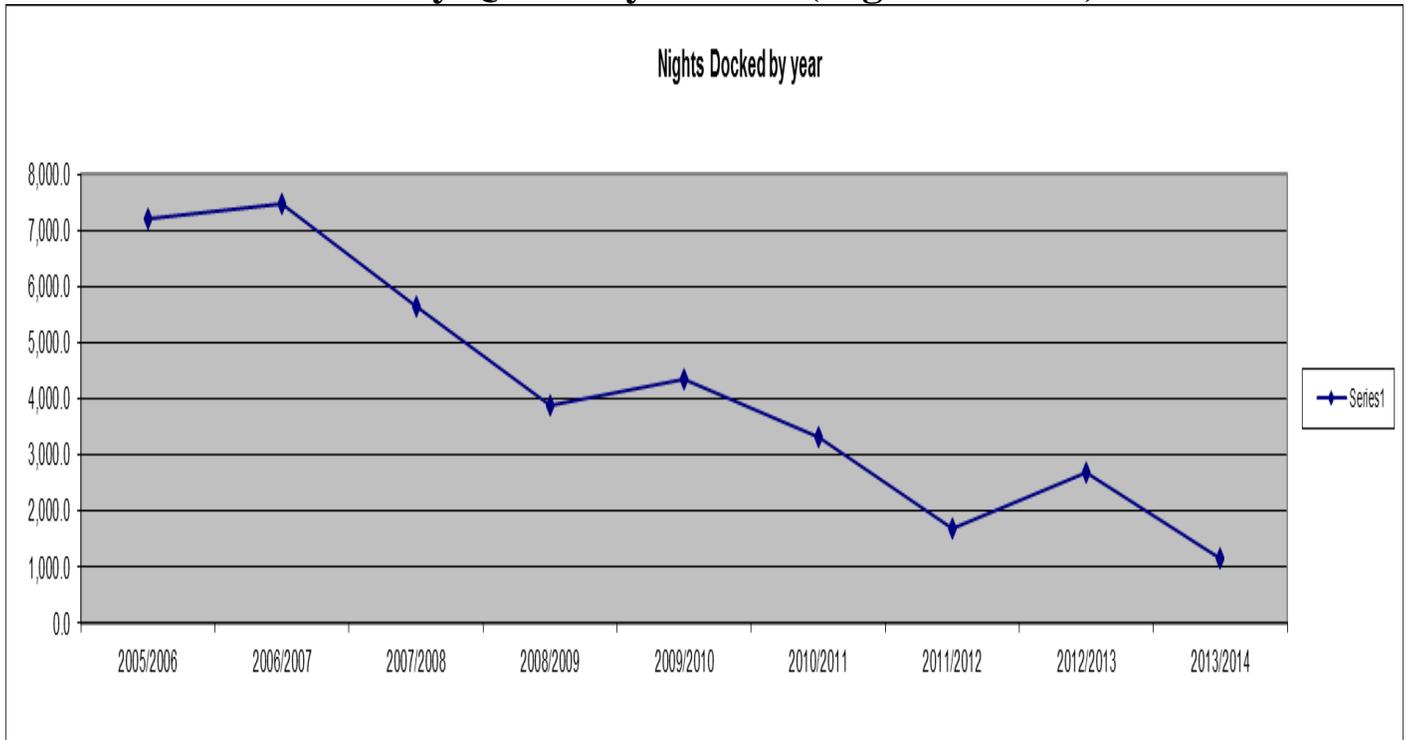
Weekly Rentals (Nights Docked)



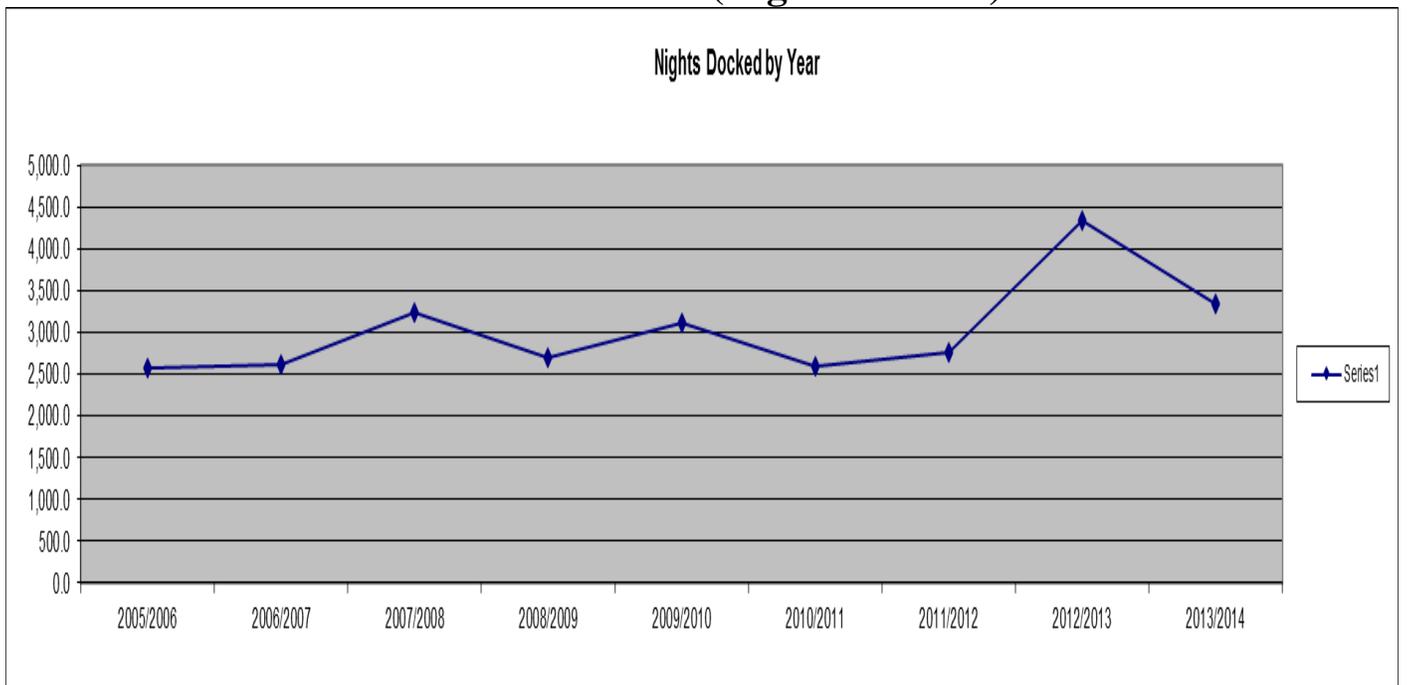


Town Harbor Town Council Report December, 2013

Monthly/Quarterly Rentals (Nights Docked)



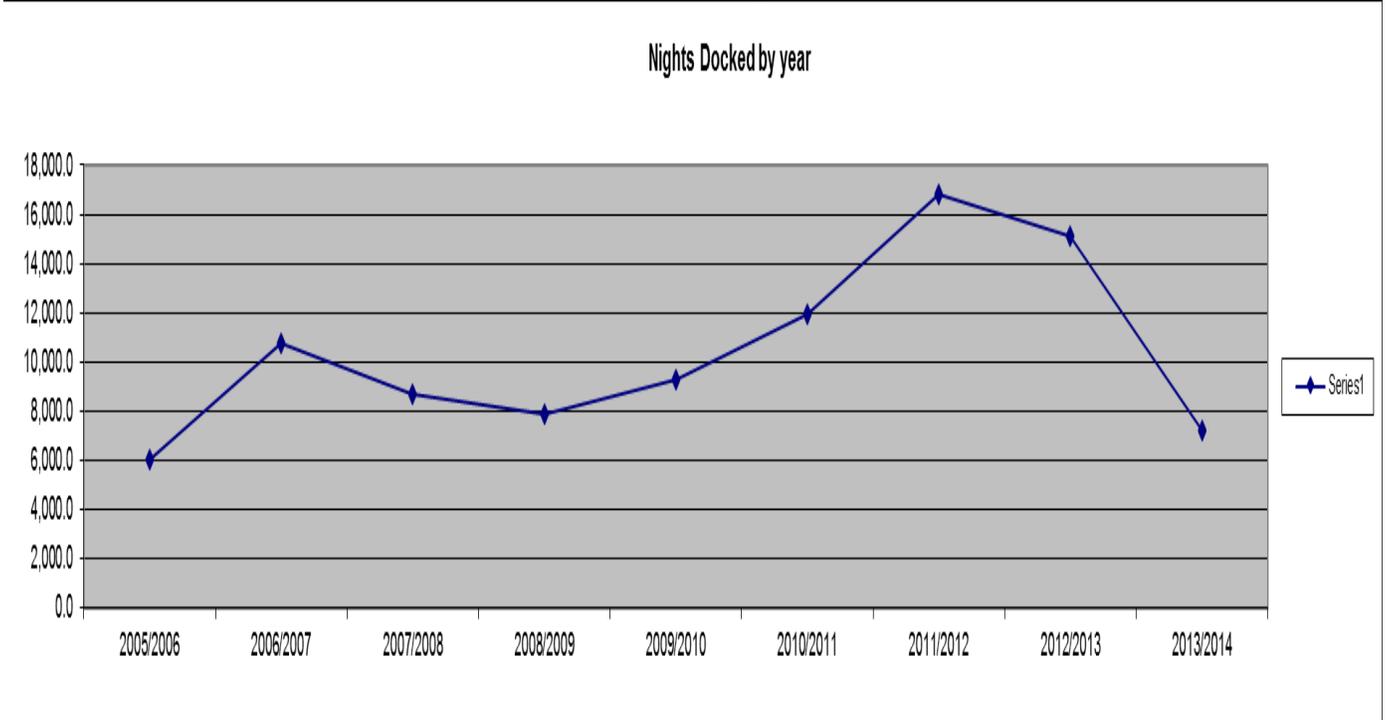
Seasonal Rentals (Nights Docked)



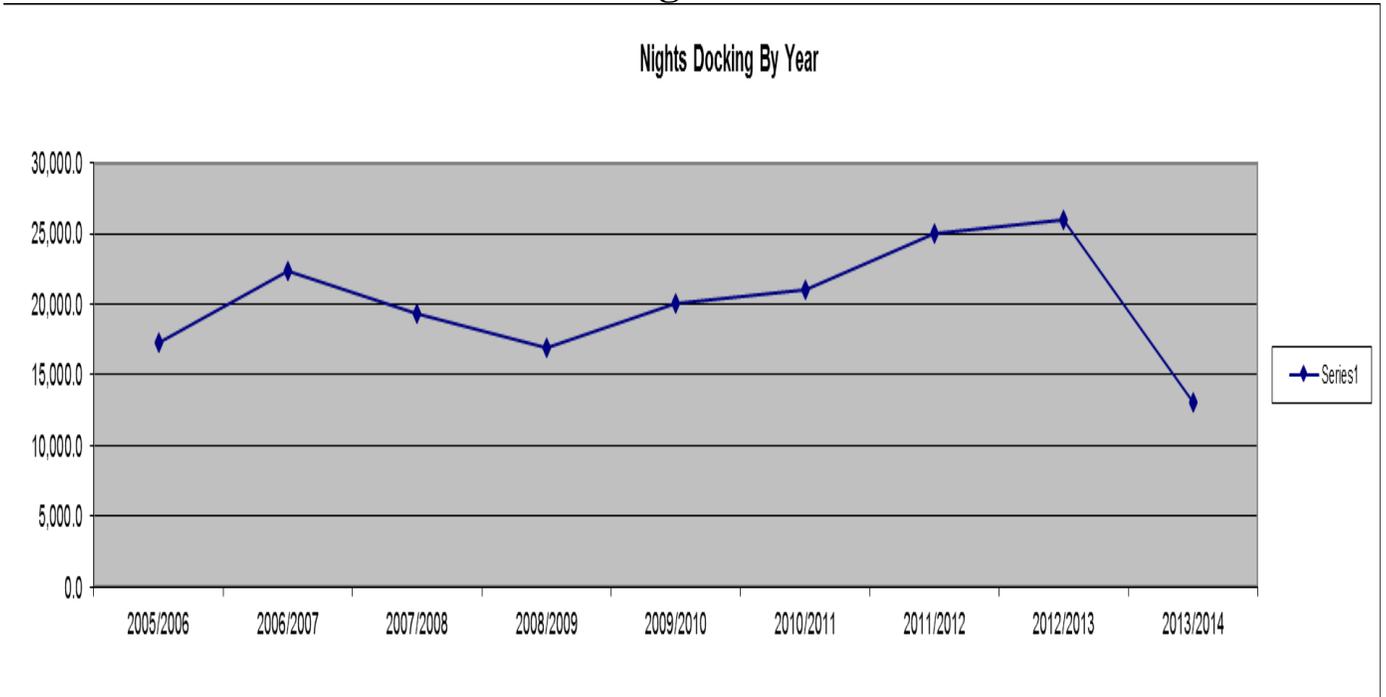


Town Harbor Town Council Report December, 2013

Annual Rentals (Nights Docked)



Total Nights Docked





Town Harbor Town Council Report December, 2013

Total Nights Docked

	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
July	539.0	900.0	870.0	1090.0	1771.6	1991.9	2535.0	2256.0	2657.5
August	871.0	654.0	471.0	1300.0	1759.0	1757.1	2216.4	2356.2	2331.0
September	539.0	2578.0	2431.0	1123.0	1753.0	1647.9	1845.0	2217.1	1955.0
October	409.0	945.0	767.0	1311.0	1890.1	1752.9	2073.0	2257.5	2230.2
November	508.0	731.0	601.0	887.0	1333.7	1790.2	1808.8	2159.9	2048.0
December	900.0	2513.0	2322.0	1103.0	1587.2	1431.2	1395.9	1783.0	1887.1
January	972.0	1168.0	1021.0	776.0	1195.0	1287.8	1366.7	1436.0	0.0
February	736.0	387.0	564.0	748.0	1008.0	1130.0	1372.5	1264.0	0.0
March	5722.0	6278.0	4685.0	2021.0	871.0	1342.1	2662.0	1451.1	0.0
April	2052.0	2410.0	2832.0	2827.0	3142.8	2645.6	2290.0	3285.0	0.0
May	671.0	798.0	1364.0	1718.0	2141.1	2089.8	2785.9	2531.1	0.0
June	3409.0	2960.0	1401.0	2069.0	1610.1	2124.9	2647.0	2985.6	0.0
Total	17,328.0	22,322.0	19,329.0	16,973.0	20,062.6	20,991.4	24,998.2	25,982.4	13,108.8
Avg. in Harbor	47.5	61.2	53.0	46.5	55.0	57.5	68.5	71.2	71.2
% of Capacity	69.81%	89.94%	77.88%	68.38%	80.83%	84.57%	55.68%	57.87%	57.92%

Cape Charles Memorial Library December 2013

1. Our attendance for December was 919, with 214 more customers than last year.
2. Monthly attendance for programs held during December 2013:

Children's Programs:

Wednesday	10:30 Crafts	30 attended
Thursday	3:30 Chess	19 attended
Thursday	10:30 Storytime	40 attended

Special programs

December 6 – Holiday Tour	400 attended
December 14 – Cookie Trail	75 attended
<u>December 11 – Andrew Barber</u>	<u>11 attended</u>

Programming Total **575**

3. On December 6 the Cape Charles Memorial Library participated in the **Holiday Progressive Dinner Tour**. We were the final stop on the tour and served dessert from Brown Dog Ice Cream. Riverside Hospital was our sponsor and representative Melissa Glennon provided information about Riverside Hospital and handed out treats.
4. On December 11 Andrew Barber read his children's book *The Hog Island Sheep in a Twisted Christmas Tale*. This is the 2nd year Andrew has visited the library and we hope to make it an annual tradition.
5. The 3rd **Annual B & B Holiday Cookie Trail** was held on December 15. The library was visited by 75 people who enjoyed the delicious treats of Cape Charles Confectionary, provided by owner Jean Wilson. We received \$25.00 in donations, 5 DVD's and 7 LEGO sets. With the community spirit of the B & B's and generosity of the visitors we are hopeful to begin our new LEGO Club in mid-January, 2014.
6. During the month of December the Library collected canned goods and canned pet food to benefit the **Cape Charles Food Bank and the SPCA**. For each can of food donated, \$1.00 of overdue fines was waived. We gave three boxes of food to the Food Bank.
7. As of today our Facebook page has 336 likes (10 new likes this month) and our postings reached 494 people in the past week. For additional information about library programs and library related information check out our **Facebook** page!

CAPE CHARLES MEMORIAL LIBRARY 2013

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
INCOME:													
Copier/Prt	\$63.05	\$54.30	\$80.90	\$43.10	\$53.60	\$84.42	\$144.75	\$99.00	\$87.70	\$76.20	\$56.78	\$37.60	\$881.40
Faxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.00	\$36.50	\$12.00	\$26.00	\$26.40	\$113.90
TOTAL	\$63.05	\$54.30	\$80.90	\$43.10	\$53.60	\$84.42	\$144.75	\$112.00	\$124.20	\$88.20	\$82.78	\$64.00	\$995.30
Deposit													
BOOK CIRC-ADLT													
Fiction	513	0	0	350	340	480	561	513	457	461	365	415	4455
Non-fiction	182	0	0	87	112	114	229	203	173	162	107	139	1508
DVDs	149	0	0	139	86	183	224	304	211	181	178	157	1812
TOTAL 2013	844	0	0	576	538	777	1014	1020	841	804	650	711	7775
Books Circ. 2012	578	579	468	561	610	642	1166	944	765	698	605	585	8201
BOOKS CIRC-JUV													
Fiction	343	0	0	216	287	605	726	609	488	488	439	367	4568
Non-Fiction	121	0	0	60	49	76	84	63	118	169	74	73	887
DVDs	77	0	0	60	64	127	168	150	129	105	84	109	1073
TOTAL 2013	541	0	0	336	400	808	978	822	735	762	597	549	6528
Books Circ 2012	377	461	508	454	325	691	900	795	511	544	465	286	6317
TOTAL 2013	1385	0	0	912	938	1585	1992	1842	1576	1566	1247	1260	14303
Total Circ. 2012	955	1040	976	1015	935	1333	2066	1739	1276	1242	1070	871	14518
ATTENDANCE 2013	656	575	675	718	756	1418	2160	1586	1131	1180	936	919	12710
Attendance 2012	843	810	802	878	847	1223	1618	1256	734	1135	979	705	11830
PROGRAMS 2013	8	6	9	10	8	14	20	13	13	14	12	14	141
Programs 2012	11	15	13	10	10	12	15	12	10	9	11	8	136
PROG. ATTEND 2013	65	74	95	112	67	21	582	199	134	149	199	575	2272
Prog. Attend 2012	104	164	111	129	76	236	487	320	100	127	124	78	2056
Computer Classes	0	0	0	0	1	0	0	0	0	0	2	1	4
Class Attendance	0	0	0	0	1	0	0	0	0	0	2	1	4
INTERNET USE 2013	200	162	207	201	172	333	510	414	335	306	221	252	3313
Internet use 2012	368	314	373	300	309	499	549	511	267	277	314	225	4306
LIBRARY CARDS 2013	6	9	8	7	7	26	52	32	24	14	15	22	222
Library cards 2012	20	11	7	22	14	25	22	22	8	7	15	12	185
Voulnteer Hours	0.00	0.00	0.00	6.50	0.00	9.00	5.50	9.00	4.00	38.25	71.00	65.00	208.25

 TOWN OF CAPE CHARLES	AGENDA TITLE: Cape Charles Police Department		AGENDA DATE January 16,2014
	SUBJECT/PROPOSAL/REQUEST: Monthly Law Enforcement Statistic December 2013		ITEM NUMBER
	ATTACHMENTS: None		FOR COUNCIL: Action () Information (X)
	STAFF CONTACT (s): Jim Pruitt Chief of Police	REVIEWED BY: Heather Arcos Town Manager	

The following information is the monthly statistics regarding law enforcement activities for the Cape Charles Police Department.

Calls for Service in Cape Charles: 27

Calls for Service Outside of Cape Charles: 11

10-13 Calls

(A) By Dispatch: 25

(B) By Phone via Officer/Trooper: 7

(C) In Person 6

Felony Arrests: 0

Misdemeanor Arrests: 0

DUI Arrests: 0

Traffic Summons Issued: 06

Traffic Warnings Issued: 17

Parking Tickets Issued: 02

Assisted Northampton County Sheriff's Office: 11

Assisted Virginia State Police: 00

Assisted Other Local Police: 00

Assisted Other Federal Agencies 00

Assisted Fire & Rescue:04

Assisted VDOT: 00

Public Utilities

Monthly Report December 2013



Production Summary

- Miss Utility Tickets: 9
- Emergency Call Outs After Hours and Weekends:
 - Number of times called out: 2
 - Total Man Hours: 6
- Sludge: 5 tons
- Water: Total Production: 2,947,209 gallons
 - High: 148,900 on December 31st
 - Low: 52,500 on December 17th

Average	Raw Water	Finished Water
Hardness	412.8	155.2
Iron	7.88	.02
Manganese	0.495	.011

All Data in PPM

- Waste Water:
 - Average Flow 100,000
 - Maximum 140,700
 - Total for Month 3.10 Million Gallons

Personnel

- Water
 - Ron Bailey Operator Class 3 water
 - Scottie Neville Operator in Training
 - Gerald Elliott Maintenance
- Waste Water
 - Patrick Christman Operator in Charge, Class 2
 - Has received State Certification as a Class 3 Water Plant Operator.
 - Freddie Meditz Operator Class 3, Lab Manager
 - Dan Dabinett Operator Class 3, Maintenance
 - Billy Powell Maintenance Supervisor

Completed Projects

- We submitted the Aquifer Test Report for the Keck Wells to the DEQ for review. We have received comments and will respond.
- Installation of sewer lateral connecting the new Central Park Bathrooms to our sanitary sewer.

Public Utilities

In Progress

- Replacement of aging water meters.
- Plans have been drawn for the expansion on the backwash vault. Estimated cost is \$28k. Council has approved moving \$30k from engineering on pump stations to cover cost. DEQ has approved our plan and we are moving forward with expansion of the vault.
- Bids are in for the new Water Plant backup generator. Tabor Electric was the low responsible, responsive bidder at \$42,217.00 base bid with extras of \$787.00 for an aluminum enclosure and \$2,117.00 for pouring a new concrete slab.

Upcoming Projects

- An automatic flush valve will be installed in Heron Point.

Capital Projects

- Water:
 - Emergency Generator for Water Plant \$45k
 - Bids are in.
 - Contract Award in January
 - Install; February
 - Engineering for Keck Wells \$60k
 - Continuing to work with GHD in the design phase
 - Backwash Vault Expansion
 - Bids received. Lowest responsive bidder was Roza Construction.
 - The proposal is for labor only with the Town providing the materials.
 - Total project is \$28K including labor and materials.
- Waste Water
 - Engineering for pump station improvements \$30k.
 - This will be reviewed during discussion of the pump station project.



PUBLIC WORKS December 2013

Dump Fees

- Oyster Landfill: 6 Trips, 1.83 Tons @ cost of \$118.95

Personnel

- N/A

Routine Monthly Responsibilities

- Water meter reading - Assist the Utilities Department Staff
- Maintenance of town vehicles and equipment.
- Maintenance, cleaning, and landscaping for outdoor public areas, including public beach, Central Park, Fishing Pier, Harbor and downtown commercial district. (Slowing Down)
- Maintenance, cleaning, and landscaping of all public facilities, including the town hall, library, water and wastewater, public works, and old library.
- Maintain streets and alleys in the historic district; including debris pickups/work orders.
- Assistance with preparation for events being held in town.
- Maintenance and mowing of Town properties outside of Old Town area. (Slowing Down)

Completed Projects

- Working hard on sand removal from streets, sidewalks, fishing pier and pathways.
- Installed photo cell switches on lights for Beach Gazebo and fishing pier replacing timer type switches.
- Winterized and closed Beach Bathrooms.
- Added to beach fencing.
- Replaced loose bricks on Central Park Gazebo.
- Painted Interior of Plum Street Pump Station and Mason Avenue Pump Station.

In Progress

- Town wide curb to street grass & weed edging.
- Sand fence maintenance along beach front.

Upcoming Projects

- Remove decorations from Christmas Holidays

Man Hours per Project/Task

Vehicle Maint.	Equipment Maint.	Building Maint.	Public Debris Areas	Street Cleaning	Beach Maint.	Public Sanitation	Public facilities cleaning	Admin. training	Property maint. & repair	Events	Meter Reads
30.5	33	38	37.5	89	38.5	33	39	31.5	78	18.5	11

Capital Projects

- Central Park Restrooms, 90% Complete
- Multi-Use Trail
- Sidewalk-Connection to Heritage Acres along Randolph Avenue. We have VDOT permit. Work to be completed in January weather permitting.
- Former Library Building - Plans complete for former library building. Structural engineer's report received. Advertising for contractors January 17.

Miscellaneous

- We have free mulch available to Town residents. Please contact Pete Leontieff for details.

Recreation Department
January 2014 Council Report

Programs and Events:

1. The 12 days of Christmas continued until December 17.
 - a. On December 12 children made Christmas ornaments.
 - b. On December 14 children made edible Christmas trees.
 - c. On December 15 children made glass ornaments.
 - d. On December 16 children made ornaments.
 - e. On December 17 about a dozen brave and festive people joined Jen and Jeb in singing Christmas carols throughout the Town. We hit every street and spread cheer in all of Cape Charles. The fun ended at Trinity Methodist Church with hot cocoa and cookies.

2. The Christmas Mega Bingo was held at Heritage Acres on December 17. There were many smiles when Jen left at the end of Bingo.

3. Jen was on vacation December 17 until the New Year and has returned refreshed and ready to plan a fun and eventful 2014!

4. Please remember to recycle all your old ink cartridges and cell phones with Jen. These items are sent to funding factory and the Town receives points for each item. To date the Town has earned points to equal \$496.36. The Town has the option to cash out the points or purchase merchandise through funding factory. Jen has used points to buy tennis rackets and tennis balls for camp. The current balance for the Town is \$222.36.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Public Service Authority (PSA) & Regional Wastewater System.		AGENDA DATE: January 16, 2014
	SUBJECT/PROPOSAL/REQUEST: Provide an update on the PSA and potential regional wastewater system.		ITEM NUMBER: 7A
	ATTACHMENTS: PSA input to BOS on Southern Node Commercial Service Area		FOR COUNCIL: Action () Information (X)
	STAFF CONTACT (s): Bob Panek	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

On June 28, 2010, the four participating Towns and the County adopted ordinances approving the joinder of the Towns to the existing, but dormant, Eastern Shore of Virginia PSA. The State Corporation Commission approved the revised charter, new Board Members were sworn in, and the PSA has been meeting monthly. The PSA has assumed responsibility for the Northern and Southern Node projects initiated by the Towns and County Utilities Project Management Team.

The Northern Node (Exmore and the Nassawadox medical community) would cost about \$11.3 million. This project is on hold until Riverside determines the disposition of the Nassawadox medical campus and the existing wastewater treatment plant.

DISCUSSION:

The PSA has been exploring a limited Southern Node service area focused on the commercial properties around the US 13/SR 184 intersection. The PSA has been working with the Northampton County Board of Supervisors (BOS) to develop financial options for implementing the system, as well as estimates for extension to the Webster property (\$0.8M to \$1.0M) and Cheriton (\$6.7M).

At the April 16, 2013 meeting, the PSA approved a recommendation to the BOS to construct a system to service 68 commercial properties, to be funded 75% through a Special Tax District and 25% through General Real Property Tax. Tax rates would be set to generate sufficient revenues to fund the debt service for bonds issued to build the system. The County budget includes \$130K for engineering of the system and a debt service reserve. The operations cost for the new system would include treatment at the Cape Charles wastewater treatment plant, collection system maintenance, meter reading and billing. These costs would be included in service rates charged to customers.

On September 16, 2013, the PSA held a Public Information Session on the proposed Special Tax district. The BOS held a Public Hearing on September 23, 2013. The BOS tabled action on creation of the District and requested that the PSA provide additional alternatives for consideration.

The PSA finalized their input to the BOS at their December 17, 2013 meeting, copy attached, and is reviewing the operational cost estimates provided by Cape Charles.

Hurt & Proffitt has completed the Topographic Survey phase and has confirmed that the previous project estimate of about \$1.8M is still reasonable.

RECOMMENDATION:

Provided for information only.



Board of Supervisors of Northampton County
P.O. Box 66 • Fuzville, Virginia 23347

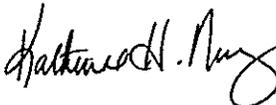
Katherine H. Nunez
County Administrator

PHONE: 757-678-0440
FAX: 757-678-0483

BOARD OF SUPERVISORS
Willie C. Randall, Chairman
Laurence J. Trala, Vice Chairman
Oliver H. Bennett
Richard L. Hubbard
Larry LeMond

MEMORANDUM:

TO: Board of Supervisors

FROM: Katherine H. Nunez, Executive Director
Eastern Shore of Va. Public Service Authority 

DATE: December 17, 2013

RE: Recommendations Concerning Proposed Special Tax District

As a result of the public hearing that was held on September 23, 2013 to consider the creation of a tax district for a Southern Node Wastewater Commercial service area, comments were received that spoke against being included in the district. Additionally, requests were received to include several additional parcels in the district. To that end, the PSA has examined all requests and is supportive of the following:

Parcels to be Excluded:

84-A-144A	Richardson
84-A144	Morgan
84-10-1	Steelman
84-A-77	Brown
84-A-80	Brown
84G-A-3	Campbell
84-A-85	Morris
91-A-17	Downing
91-A-13	Wendell
84-A-103A	ANEC
84-A-103	ANEC
84-A-100	Seckers

Parcels to be Included:

84-2-B	Cape Charles Chocolates
84-2-B1	Cape Charles Chocolates
91-A-14	Crisler
91-A-12	Crisler

Page Two
December 17, 2013

The above potential modifications to the parcels to be included should not significantly change the wastewater collection system layout, nor the cost estimate. It should be noted, however, that the base valuation of the district will be reduced as parcels are excluded. This, in turn, will result in a higher burden on the remaining parcels to amortize the fixed costs of the collection system; i.e. force mains and pump station.

In our re-review of the proposed service area, we noted two parcels (84-A-144B - Northampton Mini Storage) and (84-A-92B - Bay Storage, Inc.) which are fully developed rental storage unit businesses. While we have not heard from the property owners relative to their position(s) on this project, the Board may wish to consider removing these two parcels since they have nominal wastewater usage today and are fully developed in their respective business capacity.

We are sharing the tracking chart that the PSA has been using relative to parcels being considered for inclusion or exclusion from the service area for your use.

The PSA has completed a revised financial analysis assuming that all parcels requesting exclusion will be excluded, and all parcels requesting inclusion will be included, and we have revised the base valuation of the district, what the service district's tax rate would be, and how that looks, assuming a 75% - 25% funding split as well as a 50% - 50% funding split. The PSA is supportive of either funding ratio that the Board may wish to employ.

We have enclosed the generic financial analysis as well as the parcel-specific cost impact to help you in your consideration.

Lastly, we are still awaiting receipt of information requested from the Town of Cape Charles and will forward that information to the Board as soon as it is received. After review by the PSA, we will also forward our recommendations to the Board.

Enclosures

PROPOSED PROPERTIES IN SOUTHERN NODE COMMERCIAL DISTRICT
as of 11-18-2013

MAP_PIN	Owner	TotVal	CURRENT GENERAL TAX RATE OF \$.6728	ACTUAL SPECIAL TAX DISTRICT AT 100% - RATE OF \$.76	ACTUAL SPECIAL TAX DISTRICT AT 75% - RATE OF \$.57	ACTUAL SPECIAL TAX DISTRICT AT 50% - RATE OF \$.38
84-10-1	STEELMAN, MICHAEL E & DAWN M	\$158,000	\$1,063.02	\$1,200.80	\$900.60	\$600.40
84-10-2	INDUSTRIAL SITES LLC	\$39,900	\$268.45	\$303.24	\$227.43	\$151.62
84-13-1	NORTHAMPTON COUNTY BOARD OF SUPERVISORS	\$85,000	\$571.88	\$646.00	\$484.50	\$323.00
84-13-2	ADSON, ANTHONY JR	\$108,800	\$732.01	\$826.88	\$620.16	\$413.44
84-24-1A	SHORE FINANCIAL CORPORATION	\$980,600	\$6,597.48	\$7,452.56	\$5,589.42	\$3,726.28
84-24-2	SOLE LLC	\$633,600	\$4,262.86	\$4,815.36	\$3,611.52	\$2,407.68
84-24-2A	SOLE LLC	\$10,000	\$67.28	\$76.00	\$57.00	\$38.00
84-25-A	WEBSTER INVESTORS LLC	\$182,800	\$1,229.88	\$1,389.28	\$1,041.96	\$694.64
84-25-B	MADONIA, BATISTA J SR & EVELYN M	\$1,377,400	\$9,267.15	\$10,468.24	\$7,851.18	\$5,234.12
84-2-A	BODDIE-NOELL ENTERPRISES INC	\$622,300	\$4,186.83	\$4,729.48	\$3,547.11	\$2,364.74
84-2-B2	FARLOW, D WAYNE SR & VIRGIE R	\$142,800	\$960.76	\$1,085.28	\$813.96	\$542.64
84-3-A2	KUZZENS INC	\$99,000	\$666.07	\$752.40	\$564.30	\$376.20
84-4-A	DGC PROPERTIES, LLC	\$616,600	\$4,148.48	\$4,686.16	\$3,514.62	\$2,343.08
84-4-B	ARCHLAND PROPERTY I LLC	\$670,300	\$4,509.78	\$5,094.28	\$3,820.71	\$2,547.14
84-4-C1	WOODLEE TERRACE DEVELOPMENT COMPANY LP &	\$2,560,200	\$17,225.03	\$19,457.52	\$14,593.14	\$9,728.76
84-4-D	WOODLEE TERRACE DEVELOPMENT COMPANY LP &	\$203,500	\$1,369.15	\$1,546.60	\$1,159.95	\$773.30
84-A-100	SECKERS, ROBERT GENE II	\$74,400	\$500.56	\$565.44	\$424.08	\$282.72
84-A-103	A & N ELECTRIC COOP		\$0.00	\$0.00	\$0.00	\$0.00
84-A-103A	EASTERN SHORE PUBLIC SERVICE CORP (aka A&N ELECTRIC)		\$0.00	\$0.00	\$0.00	\$0.00
84-A-144	MORGAN, GENEVIEVE W & GRAHAM, WENDELL W	\$85,600	\$575.92	\$650.56	\$487.92	\$325.28
84-A-144A	RICHARDSON, PHILLIP M & JUNE M	\$57,400	\$386.19	\$436.24	\$327.18	\$218.12
84-A-144B	NORTHAMPTON MINI-STORAGE LLC	\$167,200	\$1,124.92	\$1,270.72	\$953.04	\$635.36
84-A-145	KANG, JONATHAN S	\$46,600	\$313.52	\$354.16	\$265.62	\$177.08
84-A-146	FLOYD TERMINALS AND EQUIPMENT INC	\$66,400	\$379.46	\$428.64	\$321.48	\$214.32
84-A-147A	THE FAB MAN LLC	\$17,000	\$114.38	\$129.20	\$96.90	\$64.60
84-A-148	THE FAB MAN LLC	\$78,700	\$529.49	\$598.12	\$448.59	\$299.06
84-A-46	GALE, JUANITA V	\$91,600	\$616.28	\$696.16	\$522.12	\$348.08
84-A-51	SCOTT, ROBERT A SR	\$1,034,300	\$6,958.77	\$7,860.68	\$5,895.51	\$3,930.34
84-A-59A	KING'S CREEK PROPERTIES LLC	\$632,500	\$4,591.86	\$5,187.00	\$3,890.25	\$2,593.50
84-A-62	KELLAM INSURANCE COMPANY	\$499,200	\$3,358.62	\$3,793.92	\$2,845.44	\$1,896.96

PROPOSED PROPERTIES IN SOUTHERN NODE COMMERCIAL DISTRICT
as of 11-18-2013

MAP_PIN	Owner	TotVal	CURRENT GENERAL TAX RATE OF \$.6728	ACTUAL SPECIAL TAX DISTRICT AT 100% - RATE OF \$.76	ACTUAL SPECIAL TAX DISTRICT AT 75% - RATE OF \$.57	ACTUAL SPECIAL TAX DISTRICT AT 50% - RATE OF \$.38
84-A-77	BROWN, GARRISON M & ELIZABETH A	\$58,100	\$390.90	\$441.56	\$331.17	\$220.78
84-A-79	HARMON, CHRISTOPHER M SR & ROSAMOND R KING	\$190,600	\$1,282.36	\$1,448.56	\$1,086.42	\$724.28
84-A-80	BROWN, GARRISON M & ELIZABETH A	\$45,000	\$302.76	\$342.00	\$256.50	\$171.00
84-A-80A	BAGWELL OIL CO INC	\$4,000	\$26.91	\$30.40	\$22.80	\$15.20
84-A-80D	TAVI HOLDINGS LLC	\$8,000	\$33.82	\$60.80	\$45.60	\$30.40
84-A-81	NORTHAMPTON OIL COMPANY	\$93,600	\$629.74	\$711.36	\$533.52	\$355.68
84-A-85	MORRIS, PHILIP J & IRENE G	\$232,900	\$1,566.95	\$1,770.04	\$1,327.53	\$885.02
84-A-87	TAVI HOLDINGS LLC	\$176,000	\$1,184.13	\$1,337.60	\$1,003.20	\$668.80
84-A-88	BAYMARK CONSTRUCTION CORPORATION	\$446,000	\$3,000.69	\$3,389.60	\$2,542.20	\$1,694.80
84-A-92B	BAY STORAGE INC	\$890,100	\$5,988.59	\$6,764.76	\$5,073.57	\$3,382.38
84-A-B	PARR, WILLIAM C	\$224,200	\$1,508.42	\$1,703.92	\$1,277.94	\$851.96
84C3-3A3	DC BUILDING INC	\$7,000	\$47.10	\$53.20	\$39.90	\$26.60
84C3-A-18	WILLIAMS, SHELDON LEE & KATHLEEN GAIL	\$131,700	\$886.08	\$1,000.92	\$750.69	\$500.46
84F-1-A	SHORE FERTILIZER CORPORATION	\$19,100	\$128.50	\$145.16	\$108.87	\$72.58
84F-1-B	NORTHAMPTON GROWERS PRODUCE SALES, INC	\$61,600	\$414.44	\$468.16	\$351.12	\$234.08
84F-1-D	NORTHAMPTON GROWERS PRODUCE SALES, INC	\$61,600	\$414.44	\$468.16	\$351.12	\$234.08
84F-2-B1	NORTHAMPTON GROWERS PRODUCE SALES, INC	\$216,300	\$1,455.27	\$1,643.88	\$1,232.91	\$821.94
84F-2-B3	NORTHAMPTON GROWERS PRODUCE SALES, INC	\$216,300	\$1,455.27	\$1,643.88	\$1,232.91	\$821.94
84F-2-B4	NORTHAMPTON GROWERS PRODUCE SALES, INC	\$237,400	\$1,597.23	\$1,804.24	\$1,353.18	\$902.12
84G-1-2	CALVARY ASSEMBLY OF GOD	\$209,100	\$1,406.82	\$1,589.16	\$1,191.87	\$794.58
84G-1-4	VIRGINIA COUNCIL OF CHURCHES	\$648,900	\$4,365.80	\$4,931.64	\$3,698.73	\$2,465.82
84G-1-5	EASTERN SHORE RURAL HEALTH SYSTEM INC	\$536,400	\$3,608.90	\$4,076.64	\$3,057.48	\$2,038.32
84G-1-6	THE MARITAL TRUST U/T WILL OF WILLIAM O GOFFIGON &	\$108,000	\$726.62	\$820.80	\$615.60	\$410.40
84G-1-A2	FISHERMAN'S VILLAGE LLC	\$388,900	\$2,481.96	\$2,803.64	\$2,102.73	\$1,401.82
84G-1-C2	READI LLC	\$60,000	\$403.68	\$456.00	\$342.00	\$228.00
84G-1-D2	CALVARY ASSEMBLY OF GOD	\$209,100	\$1,406.82	\$1,589.16	\$1,191.87	\$794.58
84G-1-D3	VIRGINIA COUNCIL OF CHURCHES	\$648,900	\$4,365.80	\$4,931.64	\$3,698.73	\$2,465.82
84G-1-D4	EASTERN SHORE RURAL HEALTH SYSTEM INC	\$536,400	\$3,608.90	\$4,076.64	\$3,057.48	\$2,038.32
84G-1-D6	CALVARY ASSEMBLY OF GOD	\$209,100	\$1,406.82	\$1,589.16	\$1,191.87	\$794.58
84G-1-E1	TAVI, N KIRSTAIN	\$10,000	\$67.28	\$76.00	\$57.00	\$38.00

PROPOSED PROPERTIES IN SOUTHERN NODE COMMERCIAL DISTRICT
as of 11-18-2013

MAP_PIN	Owner	TotVal	CURRENT GENERAL TAX RATE OF \$.6728	ACTUAL SPECIAL TAX DISTRICT AT 100% - RATE OF \$.76	ACTUAL SPECIAL TAX DISTRICT AT 75% - RATE OF \$.57	ACTUAL SPECIAL TAX DISTRICT AT 50% - RATE OF \$.38
84G-1-F1	THE MARITAL TRUST UT WILL OF WILLIAM O GOFFIGON &	\$43,000	\$289.30	\$326.80	\$245.10	\$163.40
84G-1-F2	DEPT 23 LTD	\$115,600	\$777.76	\$878.56	\$658.92	\$439.28
84G-1-G	CAPE CHARLES RESCUE SERVICE INC	\$602,500	\$4,053.62	\$4,579.00	\$3,434.25	\$2,289.50
84G-A-3	CAMPBELL, JOHN LEE & WILLIAM THOMAS	\$192,400	\$1,294.47	\$1,462.24	\$1,096.68	\$731.12
91-7-A1	TWO FARMS INC	\$375,000	\$2,523.00	\$2,850.00	\$2,137.50	\$1,425.00
91-7-A2	LANDMARK HOLDINGS US LLC	\$396,300	\$2,666.31	\$3,011.88	\$2,258.91	\$1,505.94
91-A-13	WENDELL, FRANCIS EDWARD JR	\$82,300	\$553.71	\$625.48	\$469.11	\$312.74
91-A-14A	CRISLER, CRILE & NOEL W	\$256,300	\$1,724.39	\$1,947.88	\$1,460.91	\$973.94
91-A-16	THE ROBERT M RITTENHOUSE TRUST AGREEMENT	\$941,300	\$2,296.27	\$2,593.88	\$1,945.41	\$1,296.94
91-A-17	DOWNING, V WAYNE	\$120,900	\$813.42	\$918.84	\$689.13	\$459.42
91-A-18	P & E INCORPORATED	\$334,000	\$2,247.15	\$2,538.40	\$1,903.80	\$1,269.20
91-A-19	BAYVIEW DEVELOPMENT CORPORATION	\$652,000	\$4,386.66	\$4,955.20	\$3,716.40	\$2,477.60
91A-2-1B	THE ROBERT M RITTENHOUSE TRUST AGREEMENT	\$20,000	\$134.56	\$152.00	\$114.00	\$76.00
91A-2-4	S H C D CORPORATION	\$291,800	\$1,963.23	\$2,217.68	\$1,663.26	\$1,108.84
91A-2-5	SHC DAVIS TRUST #1, THE	\$30,000	\$201.84	\$228.00	\$171.00	\$114.00
91-A-29A	W W MASS INVESTORS LLC	\$242,000	\$1,628.18	\$1,839.20	\$1,379.40	\$919.60
91B-3-10A			\$0.00	\$0.00	\$0.00	\$0.00
91B-3-12	FENDERSON, EARNEST JR & CHERYL D	\$68,800	\$462.89	\$522.88	\$392.16	\$261.44
91B-3-7	WALTON, WILLIAM & POWELL, LINDA J &	\$89,800	\$604.17	\$682.48	\$511.86	\$341.24
91B-3-8	GILLIS, PHYLLIS L	\$55,600	\$374.08	\$422.56	\$316.92	\$211.28
91B-3-9	GILLIS, PHYLLIS L	\$55,600	\$374.08	\$422.56	\$316.92	\$211.28
91B-7-3	ANDREWS, SEAN & GALE, LENA	\$116,300	\$782.47	\$883.88	\$662.91	\$441.94
91B-7-4	KELLY, ROSA &	\$19,000	\$127.83	\$144.40	\$108.30	\$72.20
91B-8-3	GREEN, JOHN D	\$44,000	\$296.03	\$334.40	\$250.80	\$167.20
91B-A-32	SPENCER, EDWARD ALLEN &	\$15,000	\$100.92	\$114.00	\$85.50	\$57.00
91B-A-50	BAILEY, JOHN	\$63,800	\$429.25	\$484.88	\$363.66	\$242.44
91B-A-51	MT SINAI GOSPEL TABERNACLE CHURCH	\$301,600	\$2,029.16	\$2,292.16	\$1,719.12	\$1,146.08
91B-A-54	SMAW, ARTHUR LEE JR	\$5,000	\$33.64	\$38.00	\$28.50	\$19.00
91B-A-55	SMAW, KATE T (DEC'D) & CHURCH	\$10,000	\$67.28	\$76.00	\$57.00	\$38.00
91B-A-56	THOMAS, KATE (DEC'D) & OTHERS	\$15,000	\$100.92	\$114.00	\$85.50	\$57.00

BASE - SOUTHERN COMMERCIAL WASTEWATER DISTRICT - OPTION B (Eliminate Fairview Mobile Home Park and Include US 13 as well as Business Rte. 13)	
Loan principal amount	\$1,817,726.00
Annual interest rate	3.250%
Loan period in years	20
Case year of loan	2014

Yearly Schedule of Balances and Payments

Year	Beginning Balance	Payment	Principal	Interest	Cumulative Principal	Cumulative Interest	Ending Balance
2014	\$1,722,944	\$123,721	\$65,616	\$58,104	\$65,616	\$58,104	\$1,657,328
2015	\$1,752,110	\$123,721	\$67,782	\$55,959	\$133,398	\$114,043	\$1,684,328
2016	\$1,684,328	\$123,721	\$70,017	\$53,704	\$203,415	\$167,747	\$1,614,311
2017	\$1,614,311	\$123,721	\$72,327	\$51,394	\$275,742	\$219,141	\$1,541,984
2018	\$1,541,984	\$123,721	\$74,713	\$49,008	\$350,454	\$268,149	\$1,467,272
2019	\$1,467,272	\$123,721	\$77,177	\$46,543	\$427,632	\$314,693	\$1,390,094
2020	\$1,390,094	\$123,721	\$79,723	\$43,997	\$507,355	\$358,690	\$1,310,371
2021	\$1,310,371	\$123,721	\$82,353	\$41,368	\$589,708	\$400,058	\$1,228,018
2022	\$1,228,018	\$123,721	\$85,070	\$38,651	\$674,778	\$438,709	\$1,142,948
2023	\$1,142,948	\$123,721	\$87,876	\$35,844	\$762,654	\$474,553	\$1,055,072
2024	\$1,055,072	\$123,721	\$90,775	\$32,946	\$853,429	\$507,499	\$964,297
2025	\$964,297	\$123,721	\$93,770	\$29,951	\$947,199	\$537,450	\$870,527
2026	\$870,527	\$123,721	\$96,863	\$26,858	\$1,044,062	\$564,307	\$773,664
2027	\$773,664	\$123,721	\$100,058	\$23,662	\$1,144,120	\$587,970	\$673,606
2028	\$673,606	\$123,721	\$103,359	\$20,362	\$1,247,479	\$608,331	\$570,247
2029	\$570,247	\$123,721	\$106,775	\$16,952	\$1,354,248	\$625,283	\$463,478
2030	\$463,478	\$123,721	\$110,291	\$13,430	\$1,464,539	\$638,713	\$353,187
2031	\$353,187	\$123,721	\$113,929	\$9,791	\$1,578,468	\$648,505	\$239,258
2032	\$239,258	\$123,721	\$117,688	\$6,033	\$1,696,156	\$654,538	\$121,570
2033	\$121,570	\$123,721	\$121,570	\$2,151	\$1,817,726	\$656,688	\$0

ANNUAL PAYMENT OF:	\$123,721	SPECIAL TAX DISTRICT RATE:	0.76	GENERATES TAXES OF:	\$123,721
ASSESSED VALUATION OF BASE DISTRICT:	\$16,382,100				
1 PENNY ON GENERAL REAL ESTATE TAX GENERATES (based on adopted FY2014 County budget):					
	\$214,558				

ASSESSED VALUATION	OPTION A: 100% SPECIAL TAX DISTRICT	OPTION B: 75% SPECIAL TAX DISTRICT			OPTION C: 50% SPECIAL TAX DISTRICT		
	SPECIAL TAX DISTRICT	GENERAL TAX INCREASE	SPECIAL TAX DISTRICT	TOTAL COST	GENERAL TAX INCREASE	SPECIAL TAX DISTRICT	TOTAL COST
	\$0.76	\$0.0014	\$0.57		\$0.0029	\$0.38	
25,000	\$188.81	\$0.36	\$141.60	\$141.96	\$0.72	\$94.40	\$95.12
50,000	\$377.61	\$0.72	\$283.21	\$283.93	\$1.44	\$188.81	\$190.25
75,000	\$566.42	\$1.08	\$424.81	\$425.89	\$2.16	\$283.21	\$285.37
100,000	\$755.22	\$1.44	\$566.42	\$567.86	\$2.89	\$377.61	\$380.50
125,000	\$944.03	\$1.80	\$708.02	\$709.82	\$3.61	\$472.01	\$475.62
150,000	\$1,132.83	\$2.16	\$849.62	\$851.79	\$4.33	\$566.42	\$570.74
175,000	\$1,321.64	\$2.53	\$991.23	\$993.75	\$5.05	\$660.82	\$665.87
200,000	\$1,510.44	\$2.89	\$1,132.83	\$1,135.72	\$5.77	\$755.22	\$760.99
225,000	\$1,699.25	\$3.25	\$1,274.43	\$1,277.68	\$6.49	\$849.62	\$856.12
250,000	\$1,888.05	\$3.61	\$1,416.04	\$1,419.65	\$7.21	\$944.03	\$951.24
275,000	\$2,076.86	\$3.97	\$1,557.64	\$1,561.61	\$7.94	\$1,038.43	\$1,046.36
300,000	\$2,265.66	\$4.33	\$1,699.25	\$1,703.58	\$8.66	\$1,132.83	\$1,141.49
325,000	\$2,454.47	\$4.69	\$1,840.85	\$1,845.54	\$9.38	\$1,227.23	\$1,236.61
350,000	\$2,643.27	\$5.05	\$1,982.45	\$1,987.50	\$10.10	\$1,321.64	\$1,331.74
375,000	\$2,832.08	\$5.41	\$2,124.06	\$2,129.47	\$10.82	\$1,416.04	\$1,426.86
400,000	\$3,020.88	\$5.77	\$2,265.66	\$2,271.43	\$11.54	\$1,510.44	\$1,521.98
425,000	\$3,209.69	\$6.13	\$2,407.27	\$2,413.40	\$12.26	\$1,604.84	\$1,617.11
450,000	\$3,398.49	\$6.49	\$2,548.87	\$2,555.36	\$12.99	\$1,699.25	\$1,712.23
475,000	\$3,587.30	\$6.85	\$2,690.47	\$2,697.33	\$13.71	\$1,793.65	\$1,807.36
500,000	\$3,776.10	\$7.21	\$2,832.08	\$2,839.29	\$14.43	\$1,888.05	\$1,902.48
525,000	\$3,964.91	\$7.58	\$2,973.68	\$2,981.26	\$15.15	\$1,982.45	\$1,997.60
550,000	\$4,153.71	\$7.94	\$3,115.29	\$3,123.22	\$15.87	\$2,076.86	\$2,092.73
575,000	\$4,342.52	\$8.30	\$3,256.89	\$3,265.19	\$16.59	\$2,171.26	\$2,187.85
600,000	\$4,531.32	\$8.66	\$3,398.49	\$3,407.15	\$17.32	\$2,265.66	\$2,282.98
625,000	\$4,720.13	\$9.02	\$3,540.10	\$3,549.12	\$18.04	\$2,360.06	\$2,378.10
650,000	\$4,908.93	\$9.38	\$3,681.70	\$3,691.03	\$18.76	\$2,454.47	\$2,473.23
675,000	\$5,097.74	\$9.74	\$3,823.30	\$3,833.04	\$19.48	\$2,548.87	\$2,568.35
700,000	\$5,286.54	\$10.10	\$3,964.91	\$3,975.01	\$20.20	\$2,643.27	\$2,663.47
725,000	\$5,475.35	\$10.46	\$4,106.51	\$4,116.97	\$20.92	\$2,737.67	\$2,758.60
750,000	\$5,664.15	\$10.82	\$4,248.12	\$4,258.94	\$21.64	\$2,832.08	\$2,853.72
775,000	\$5,852.96	\$11.18	\$4,389.72	\$4,400.90	\$22.37	\$2,926.48	\$2,948.85
800,000	\$6,041.77	\$11.54	\$4,531.32	\$4,542.87	\$23.09	\$3,020.88	\$3,043.97
825,000	\$6,230.57	\$11.90	\$4,672.93	\$4,684.83	\$23.81	\$3,115.29	\$3,139.09
850,000	\$6,419.38	\$12.26	\$4,814.53	\$4,826.80	\$24.53	\$3,209.69	\$3,234.22
875,000	\$6,608.18	\$12.63	\$4,956.14	\$4,968.76	\$25.25	\$3,304.09	\$3,329.34
900,000	\$6,796.99	\$12.99	\$5,097.74	\$5,110.73	\$25.97	\$3,398.49	\$3,424.47
925,000	\$6,985.79	\$13.35	\$5,239.34	\$5,252.69	\$26.69	\$3,492.90	\$3,519.59
950,000	\$7,174.60	\$13.71	\$5,380.95	\$5,394.65	\$27.42	\$3,587.30	\$3,614.71
975,000	\$7,363.40	\$14.07	\$5,522.55	\$5,536.62	\$28.14	\$3,681.70	\$3,709.84
1,000,000	\$7,552.21	\$14.43	\$5,664.15	\$5,678.58	\$28.86	\$3,776.10	\$3,804.96
1,500,000	\$11,328.31	\$21.64	\$8,496.23	\$8,517.88	\$43.29	\$5,664.15	\$5,707.44
2,000,000	\$15,104.41	\$28.86	\$11,328.31	\$11,357.17	\$57.72	\$7,552.21	\$7,609.92
2,500,000	\$18,880.52	\$36.07	\$14,160.39	\$14,195.46	\$72.15	\$9,440.26	\$9,512.40
3,000,000	\$22,656.62	\$43.29		\$43.29	\$86.58	\$11,328.31	\$11,414.89

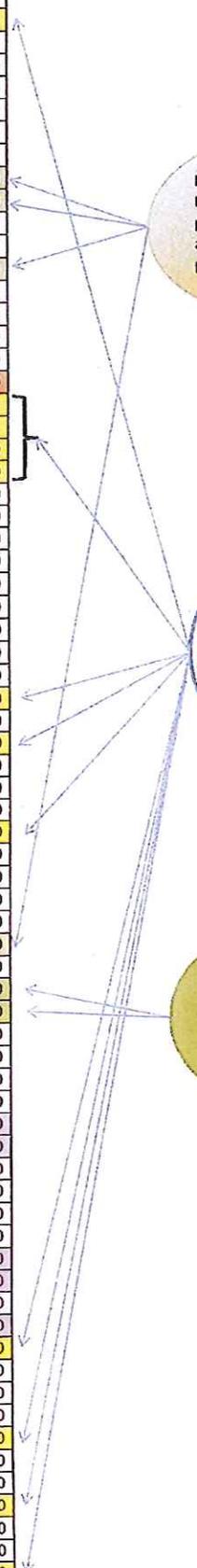
PROPOSED PROPERTIES IN SOUTHERN NODE COMMERCIAL DISTRICT
as of 11-18-2013

MAP_PIN	Owner	TotVal
84-10-1	STEELMAN, MICHAEL E & DAWN M	\$158,000
84-10-2	INDUSTRIAL SITES LLC	\$39,900
84-13-1	NORTHAMPTON COUNTY BOARD OF SUPERVISORS	\$85,000
84-13-2	ADSON, ANTHONY JR	\$108,800
84-24-1A	SHORE FINANCIAL CORPORATION	\$980,600
84-24-2	SOLE LLC	\$633,600
84-24-2A	SOLE LLC	\$10,000
84-25-A	WEBSTER INVESTORS LLC	\$182,800
84-25-B	MADONIA, BATISTA J SR & EVELYN M	\$1,377,400
84-2-A	BODDIE-NOELL ENTERPRISES INC	\$622,300
84-2-B2	FARLOW, D WAYNE SR & VIRGIE R	\$142,800
84-3-A2	KUZZENS INC	\$99,000
84-4-A	DGC PROPERTIES, LLC	\$616,600
84-4-B	ARCHLAND PROPERTY I LLC	\$670,300
84-4-C1	WOODLEE TERRACE DEVELOPMENT COMPANY LP &	\$2,560,200
84-4-D	WOODLEE TERRACE DEVELOPMENT COMPANY LP &	\$203,500
84-A-103	SECKERS, ROBERT GENE II	\$74,400
84-A-103	A & N ELECTRIC COOP	
84-A-103A	EASTERN SHORE PUBLIC SERVICE CORP (aka A&N ELECTRIC)	
84-A-144	MORGAN, GENEVIEVE W & GRAHAM, WENDELL W	\$85,600
84-A-144A	RICHARDSON, PHILLIP M & JUNE M	\$57,400
84-A-144B	NORTHAMPTON MINI-STORAGE LLC	\$167,200
84-A-145	KANG, JONATHAN S	\$46,600
84-A-146	FLOYD TERMINALS AND EQUIPMENT INC	\$56,400
84-A-147A	THE FAB MAN LLC	\$17,000
84-A-148	THE FAB MAN LLC	\$78,700
84-A-46	GALE, JUANITA V	\$91,600
84-A-51	SCOTT, ROBERT A SR	\$1,034,300
84-A-59A	KING'S CREEK PROPERTIES LLC	\$682,500
84-A-62	KELLAM INSURANCE COMPANY	\$499,200
84-A-77	BROWN, GARRISON M & ELIZABETH A	\$58,100
84-A-79	HARMON, CHRISTOPHER M SR & ROSAMOND R KING	\$190,600
84-A-80	BROWN, GARRISON M & ELIZABETH A	\$45,000
84-A-80A	BAGWELL OIL CO INC	\$4,000
84-A-80D	TAVI HOLDINGS LLC	\$8,000
84-A-81	NORTHAMPTON OIL COMPANY	\$83,600
84-A-85	MORRIS, PHILIP J & IRENE G	\$232,900
84-A-87	TAVI HOLDINGS LLC	\$176,000
84-A-88	BAYMARK CONSTRUCTION CORPORATION	\$446,000
84-A-92B	BAY STORAGE INC	\$890,100
84-A-B	PARR, WILLIAM C	\$224,200
84C3-3-A3	DC BUILDING INC	\$7,000
84C3-A-18	WILLIAMS, SHELDON LEE & KATHLEEN GAIL	\$131,700
84F-1-A	SHORE FERTILIZER CORPORATION	\$19,100
84F-1-B	NORTHAMPTON GROWERS PRODUCE SALES, INC	\$61,600
84F-1-D	NORTHAMPTON GROWERS PRODUCE SALES, INC	\$61,600
84F-2-B1	NORTHAMPTON GROWERS PRODUCE SALES, INC	\$216,300
84F-2-B3	NORTHAMPTON GROWERS PRODUCE SALES, INC	\$216,300
84F-2-B4	NORTHAMPTON GROWERS PRODUCE SALES, INC	\$237,400
84G-1-2	CALVARY ASSEMBLY OF GOD	\$209,100
84G-1-4	VIRGINIA COUNCIL OF CHURCHES	\$648,900
84G-1-5	EASTERN SHORE RURAL HEALTH SYSTEM INC	\$536,400
84G-1-6	THE MARITAL TRUST U/T WILL OF WILLIAM O GOFFIGON &	\$108,000
84G-1-A2	FISHERMAN'S VILLAGE LLC	\$368,900
84G-1-C2	READI LLC	\$60,000
84G-1-D2	CALVARY ASSEMBLY OF GOD	\$209,100
84G-1-D3	VIRGINIA COUNCIL OF CHURCHES	\$648,900
84G-1-D4	EASTERN SHORE RURAL HEALTH SYSTEM INC	\$536,400
84G-1-D6	CALVARY ASSEMBLY OF GOD	\$209,100
84G-1-E1	TAVI, N KIRSTAIN	\$10,000
84G-1-F1	THE MARITAL TRUST U/T WILL OF WILLIAM O GOFFIGON &	\$43,000
84G-1-F2	DEPT 23 LTD	\$115,600
84G-1-G	CAPE CHARLES RESCUE SERVICE INC	\$602,500
84G-A-3	CAMPBELL, JOHN LEE & WILLIAM THOMAS	\$192,400
91-7-A1	TWO FARMS INC	\$375,000
91-7-A2	LANDMARK HOLDINGS US LLC	\$396,300
91-A-13	WENDELL, FRANCIS EDWARD JR	\$82,300
91-A-14A	CRISLER, CRILE & NOEL W	\$256,300
91-A-16	THE ROBERT M RITTENHOUSE TRUST AGREEMENT	\$341,300
91-A-17	DOWNING, V WAYNE	\$120,900
91-A-18	P & E INCORPORATED	\$334,000
91-A-19	BAYVIEW DEVELOPMENT CORPORATION	\$652,000
91A-2-1B	THE ROBERT M RITTENHOUSE TRUST AGREEMENT	\$20,000
91A-2-4	S H C D CORPPORATION	\$291,800
91A-2-5	SHC DAVIS TRUST #1, THE	\$30,000

Round #2 - Eliminate Webster properties - treat as an option to the project

Round #4 - Requested to be removed from project at the 9-23-13 BOS meeting

Round #3 - Eliminate two properties - no access to project route



as of 11-18-2013

91-29A	W W MASS INVESTORS LLC	\$242,000
91-3-10A		
91-3-12	FENDERSON, EARNEST JR & CHERYL D	\$88,800
91-3-7	WALTON, WILLIAM & POWELL, LINDA J &	\$89,800
91-3-3	GILLIS, PHYLLIS L	\$55,600
91-3-9	GILLIS, PHYLLIS L	\$55,600
91-7-3	ANDREWS, SEAN & GALE, LENA	\$116,300
91-7-4	KELLY, ROSA &	\$19,000
91-3-3	GREEN, JOHN D	\$44,000
91-A-32	SPENCER, EDWARD ALLEN &	\$15,000
91-A-50	BAILEY, JOHN	\$63,800
91-A-51	MT SINAI GOSPEL TABERNACLE CHURCH	\$301,600
91-A-54	SMAW, ARTHUR LEE JR	\$5,000
91-A-55	SMAW, KATE T (DEC'D) & CHURCH	\$10,000
91-A-56	THOMAS, KATE (DEC'D) & OTHERS	\$15,000
	ORIGINAL GRAND TOTAL OF PROPERTY VALUATIONS	\$23,200,900
	less Round #1 (eliminate Fairview)	(\$1,101,500)
	NEW GRAND TOTAL OF PROPERTY VALUATIONS	\$22,099,400
	less Round #2 (eliminate Webster)	(\$1,688,200)
	NEW GRAND TOTAL OF PROPERTY VALUATIONS	\$20,433,200
	less Round #3 (eliminate 2 properties due to lack of access)	(\$80,700)
	NEW GRAND TOTAL OF PROPERTY VALUATIONS	\$20,352,500
	less Round #4 (properties seeking to be excluded from project area)	(\$1,042,600)
	NEW GRAND TOTAL OF PROPERTY VALUATIONS	\$19,309,900
	less Round #4a (additional parcel removal recommendation from K)	(\$74,400)
	NEW GRAND TOTAL OF PROPERTY VALUATIONS	\$19,235,500
84-2-B	CAPE CHARLES CHOCOLATES, LLC	\$316,500
84-2-B1	CAPE CHARLES CHOCOLATES, LLC	\$144,000
91-A-14A	CRISLER, CRILE & NOEL W	\$256,300
91-A-12	CRISLER, CRILE & NOEL W	\$115,200
	add Round #5 (additions seeking to be in the project area)	\$832,000
	NEW GRAND TOTAL OF PROPERTY VALUATIONS	\$20,067,500
	less all GRAY highlighted rows which are tax-exempt	(\$1,760,300)
	less all PINK highlighted rows (currently tax-exempt but being marketed as commercial)	(\$1,925,100)
	NEW GRAND TOTAL OF PROPERTY VALUATIONS	\$16,382,100

Round #1 - Eliminate Fairview - treat as an option to the project

Round #5 - Requested to be added to project at the 9-23-13 BOS Mtg.



Board of Supervisors of Northampton County
P.O. Box 66 • Fuzsville, Virginia 23347

Katherine H. Nunez
County Administrator

PHONE: 757-678-0440
FAX: 757-678-0483

BOARD OF SUPERVISORS
Willie C. Randall, Chairman
Laurence J. Tyala, Vice Chairman
Oliver H. Bennett
Richard L. Hubbard
Larry LeMond

MEMORANDUM:

TO: Board of Supervisors

FROM: Katherine H. Nunez, Executive Director
Eastern Shore of Va. Public Service Authority *Katherine H. Nunez*

DATE: December 17, 2013

RE: Recommendations Concerning Proposed Special Tax District

As a result of the public hearing that was held on September 23, 2013 to consider the creation of a tax district for a Southern Node Wastewater Commercial service area, comments were received that spoke against being included in the district. Additionally, requests were received to include several additional parcels in the district. To that end, the PSA has examined all requests and is supportive of the following:

Parcels to be Excluded:

84-A-144A	Richardson
84-A144	Morgan
84-10-1	Steelman
84-A-77	Brown
84-A-80	Brown
84G-A-3	Campbell
84-A-85	Morris
91-A-17	Downing
91-A-13	Wendell
84-A-103A	ANEC
84-A-103	ANEC
84-A-100	Seckers

Parcels to be Included:

84-2-B	Cape Charles Chocolates
84-2-B1	Cape Charles Chocolates
91-A-14	Crisler
91-A-12	Crisler

Page Two
December 17, 2013

The above potential modifications to the parcels to be included should not significantly change the wastewater collection system layout, nor the cost estimate. It should be noted, however, that the base valuation of the district will be reduced as parcels are excluded. This, in turn, will result in a higher burden on the remaining parcels to amortize the fixed costs of the collection system; i.e. force mains and pump station.

In our re-review of the proposed service area, we noted two parcels (84-A-144B - Northampton Mini Storage) and (84-A-92B - Bay Storage, Inc.) which are fully developed rental storage unit businesses. While we have not heard from the property owners relative to their position(s) on this project, the Board may wish to consider removing these two parcels since they have nominal wastewater usage today and are fully developed in their respective business capacity.

We are sharing the tracking chart that the PSA has been using relative to parcels being considered for inclusion or exclusion from the service area for your use.

The PSA has completed a revised financial analysis assuming that all parcels requesting exclusion will be excluded, and all parcels requesting inclusion will be included, and we have revised the base valuation of the district, what the service district's tax rate would be, and how that looks, assuming a 75% - 25% funding split as well as a 50% - 50% funding split. The PSA is supportive of either funding ratio that the Board may wish to employ.

We have enclosed the generic financial analysis as well as the parcel-specific cost impact to help you in your consideration.

Lastly, we are still awaiting receipt of information requested from the Town of Cape Charles and will forward that information to the Board as soon as it is received. After review by the PSA, we will also forward our recommendations to the Board.

Enclosures

 TOWN OF CAPE CHARLES	AGENDA TITLE: Arts Walk Update		AGENDA DATE: January 16, 2014
	SUBJECT/PROPOSAL/REQUEST: Further action on Arts Walk component of the Our Town project.		ITEM NUMBER: 7B
	ATTACHMENTS: Arts Walk Presentation		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Bob Panek	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

Arts Enter Cape Charles was awarded a \$50,000 “Our Town” grant from the National Endowment for the Arts (NEA) for an arts-focused creative place-making project that contributes toward the livability of the community. This \$175,000 two year project will plan a network of public spaces, enlivened by the performing and visual arts, to foster citizen engagement, enhance commerce, and build an identity for Cape Charles as an arts and cultural destination, by leveraging the existing plans for Central Park, the Community Trail and the Town Harbor. Arts Enter, the Town of Cape Charles, Citizens for Central Park (CCP) and the Cape Charles Business Association (CCBA) are the major stakeholders. Approximately \$48,000 of in-kind effort by the stakeholders is included in the project. Council has approved a cash match of \$25,000, principally for the planning efforts. Periodic updates have been provided to Council on the three components of the project: Tourism Website and Marketing, Planning, Events. This report focusses on the Arts Walk planning effort.

DISCUSSION:

A contract amendment was executed with Land Studio for the Arts Walk planning effort. A steering committee of residents, business owners and CCBA has worked with the consultants to formulate proposals to link existing performance spaces and create additional spaces. The proposals were reviewed at an October 2, 2013 public meeting (presentation attached). The following priorities have been agreed to by the steering committee:

1. A way finding system with a signature arts piece and Town map at several locations.
2. Improvements at the Town gateway, particularly at the Museum/Welcome Center.
3. Improvements in the business district, particularly a convertible Strawberry Street event plaza and a farmers market space on the south side of Mason Avenue.
4. Art displays around the trail in Central Park; trail along Peach Street to remain the primary connection between the Park and business district.
5. Development of a beach front performance venue.

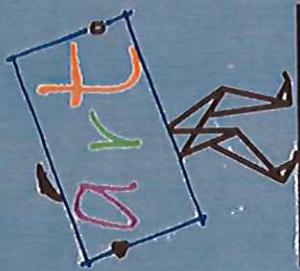
The next steps would be to solicit any additional public input, particularly regarding priorities, and to adopt the Arts Walk Conceptual Master Plan as a component of the Community Trail Master Plan.

If approved by Council, implementation will occur in phases as funding becomes available via grants, Town funding, and contributions from private organizations.

RECOMMENDATION:

Staff recommends discussion and approval to set an additional public input session.

Cape Charles Art Walk



Agenda

- Review of Last Meeting (10 min)
- Art Walk Alignment Concepts (25 min)
 - Key Spaces for Events and Art
- Group Discussions

What is an Art Walk?



An art walk is...

- Free, self guided tour that combines visual and live art, engaging events and more.
- Event hosted regularly with area galleries, museums, cultural venues, restaurants, bars and businesses participating along with area artists displaying their talents.
- Provides an opportunity to savor and support the local creative talent.



Art Walk Vision

- Types of Art / Activities

Workshops

Farmers market

Community gardens

Poets, musicians, artists

Public art on the beach

Wine and cheese

Quick draw painting

Plein air competitions related to the town's cultural elements

Live at the Palace recording sessions

Place to create work and engage others in the artistic process

Palace Theater open mic nights and maritime-themed movies

Poetry reading on a railway car

Puppeteers, music, local wine/beer tasting

Dance, film, and children's entertainment

- Existing Cultural Elements

Sunsets

Sailboats

Beach

Library

Bay

Harbor

Central Park

Palace Theater

Strawberry Street Plaza

Museum

- Elements of a Successful Art

Walk

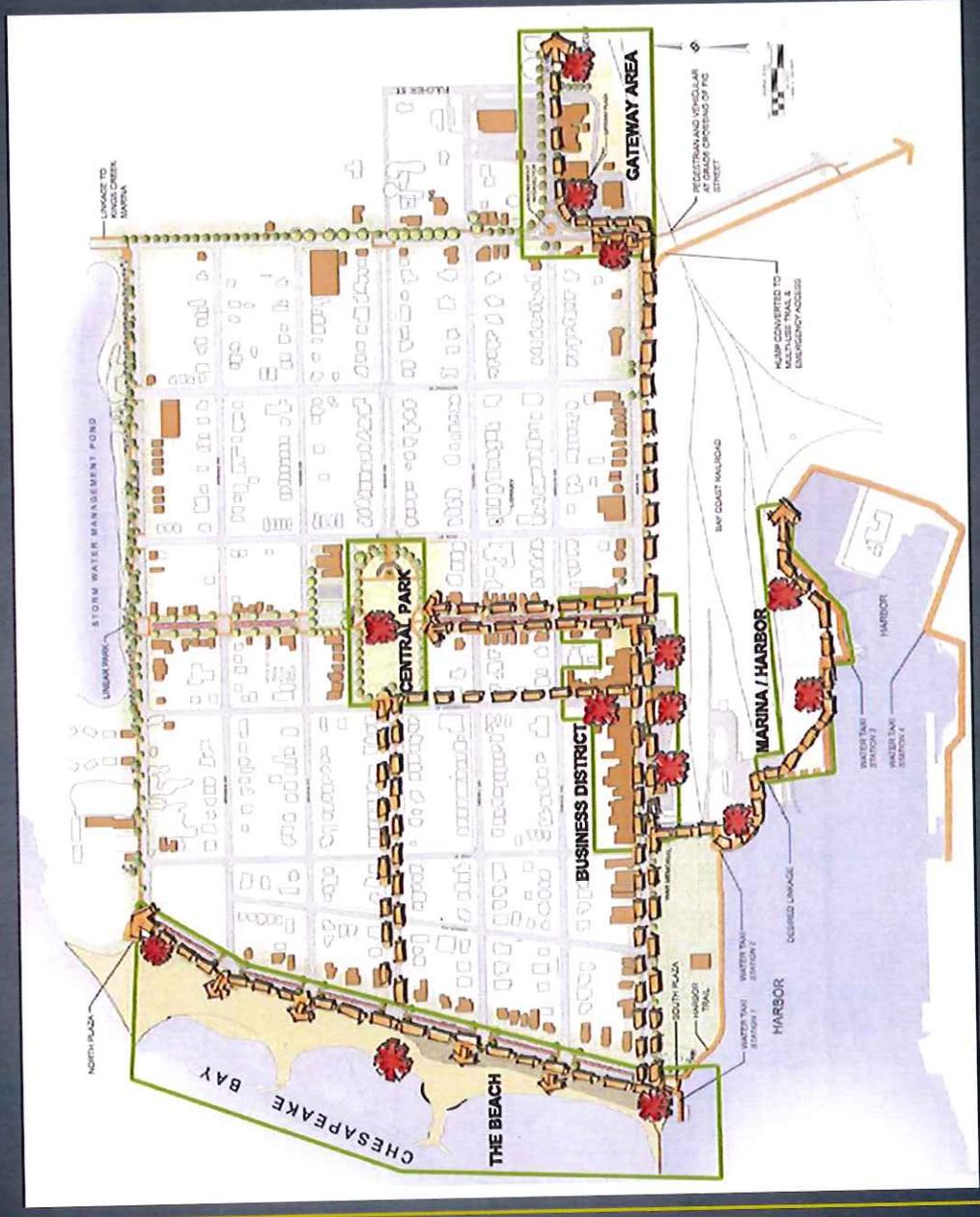
Engaged businesses

Creative wayfinding

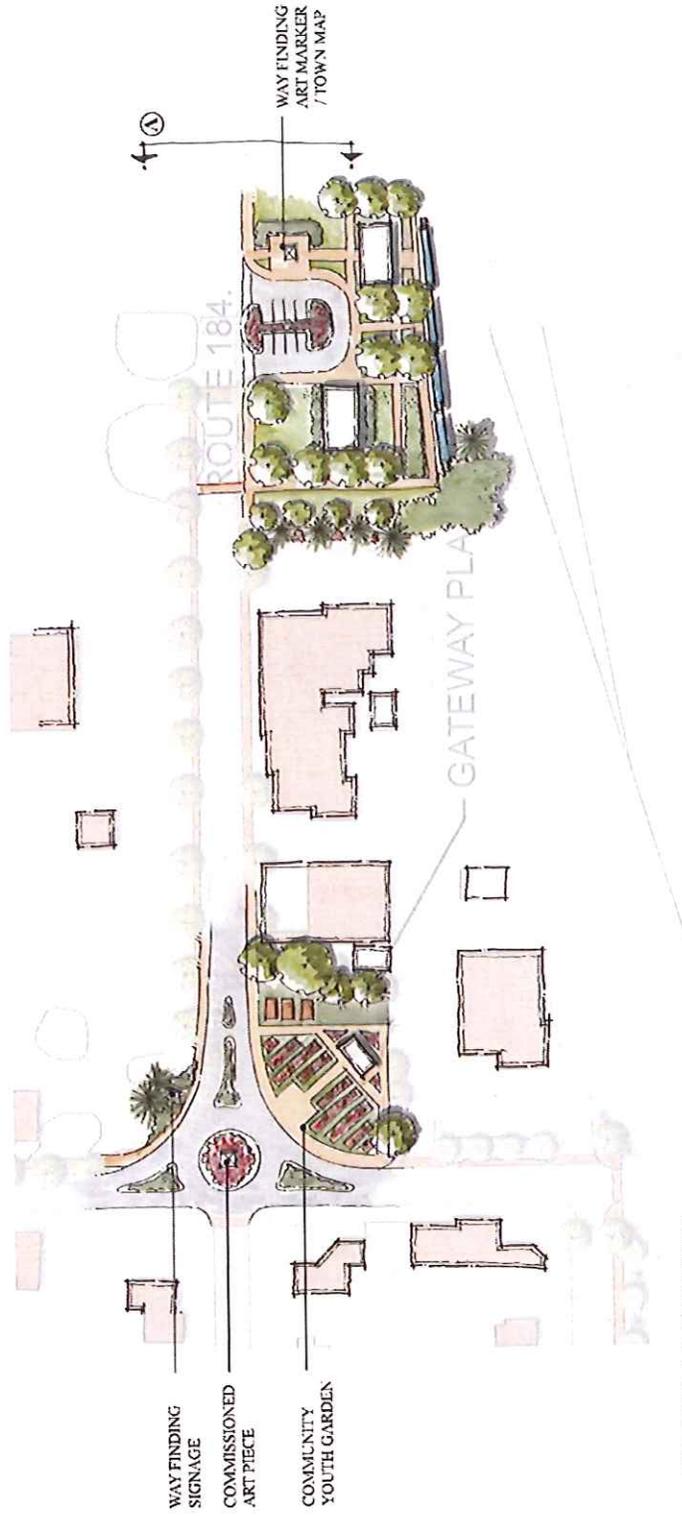
Live/work artists rental opportunities

Exciting venues

Key Areas & Cultural Elements



Vehicular Gateway



VEHICULAR GATEWAY

13002-0

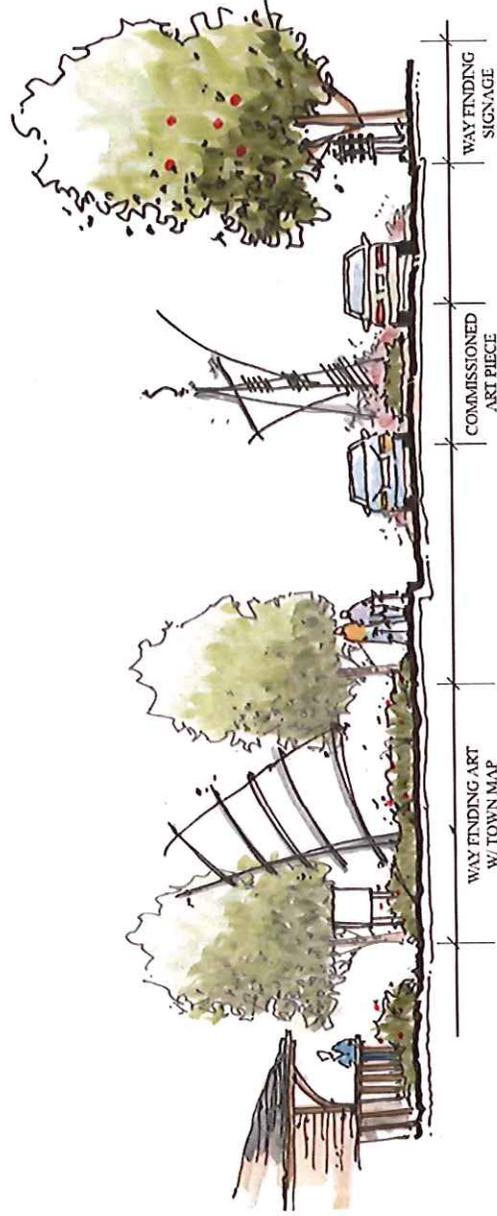
OCTOBER 02, 2013

COMMUNITY ART WALK TOWN OF CAPE CHARLES



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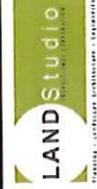
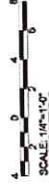
Vehicular Gateway



A VEHICULAR GATEWAY ELEVATION

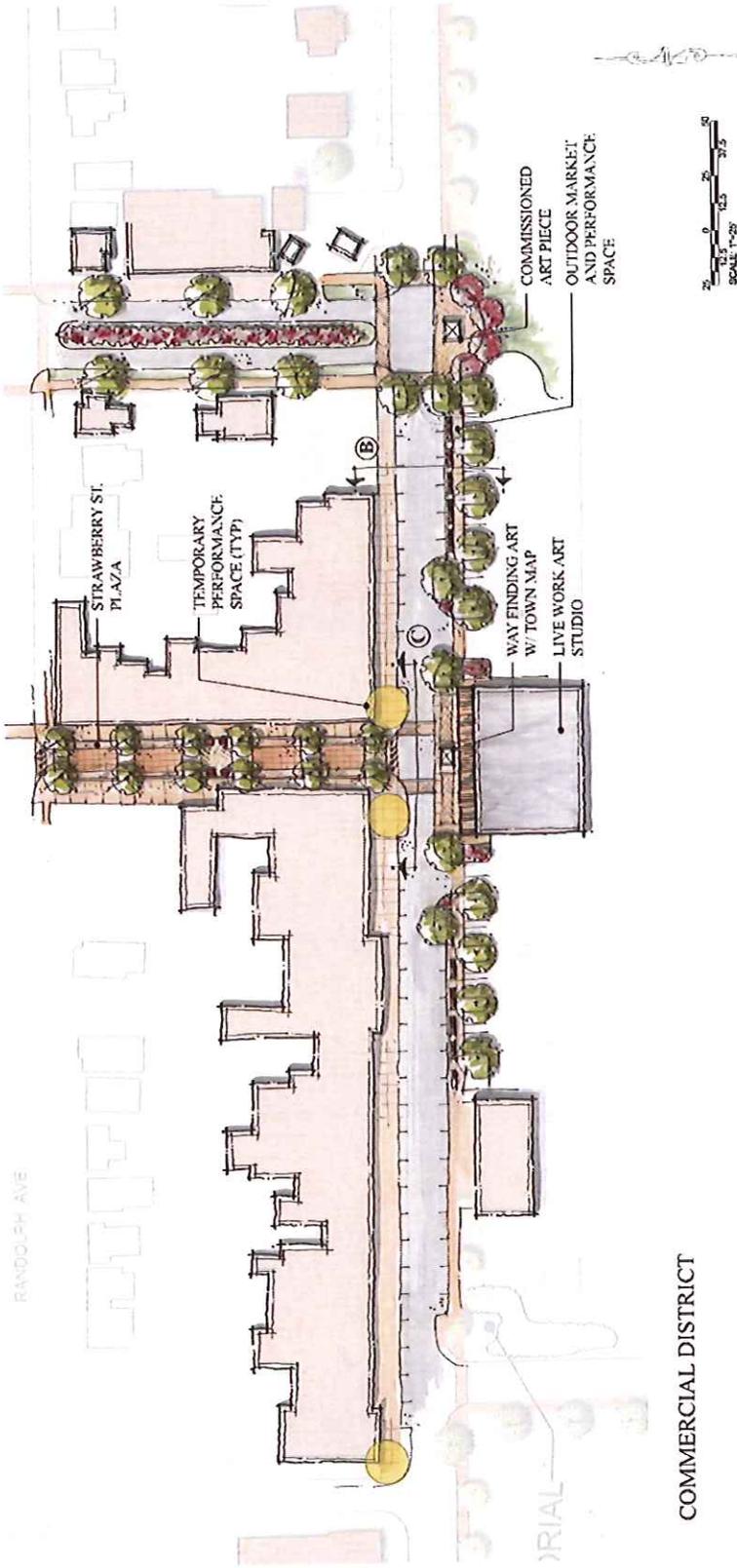
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Commercial District



COMMERCIAL DISTRICT

13002-0

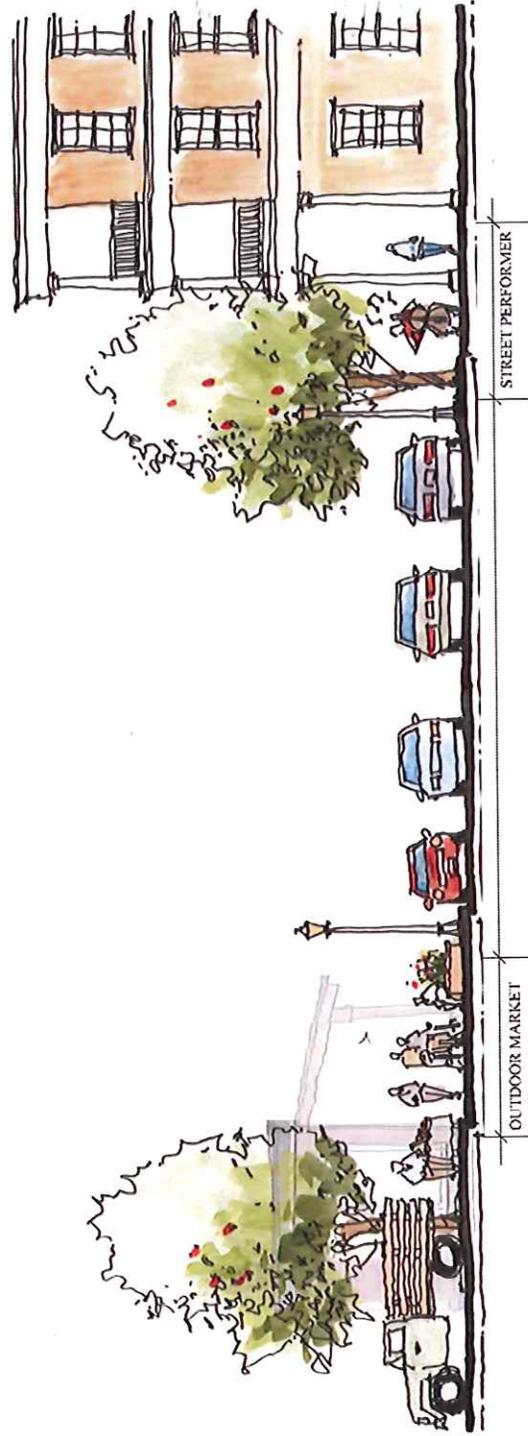
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COMMUNITY ART WALK TOWN OF CAPE CHARLES



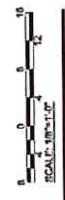
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Commercial District Mason Ave.



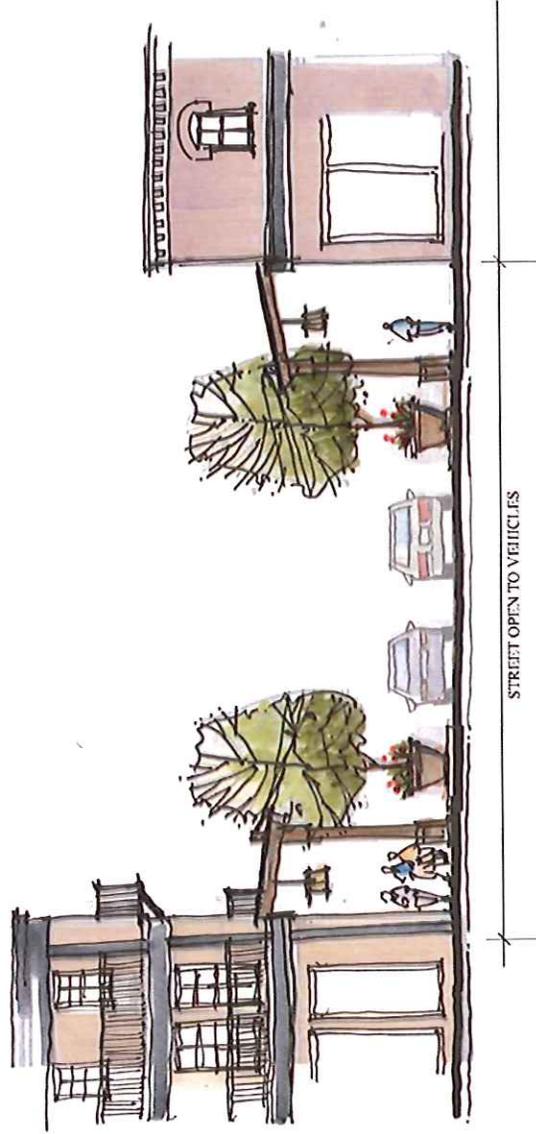
B MASON AVE. ELEVATION

13002-0
OCTOBER 02, 2013



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Commercial District Strawberry St.



C STRAWBERRY ST. ELEVATION

STREET OPEN TO VEHICLES

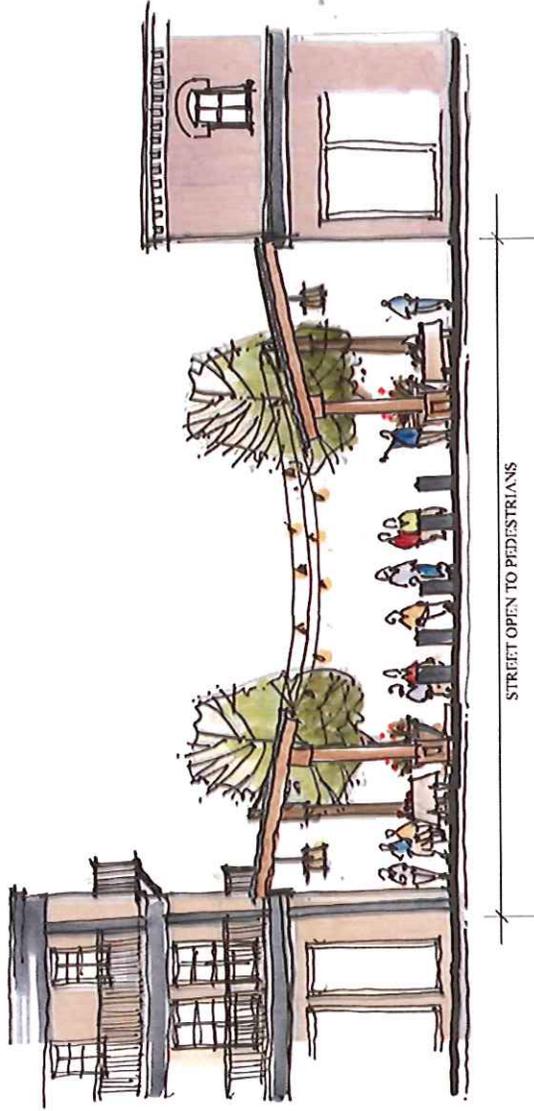
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OCTOBER 02, 2013

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Commercial District Strawberry St.



(C) STRAWBERRY ST. ELEVATION

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OCTOBER 02, 2013

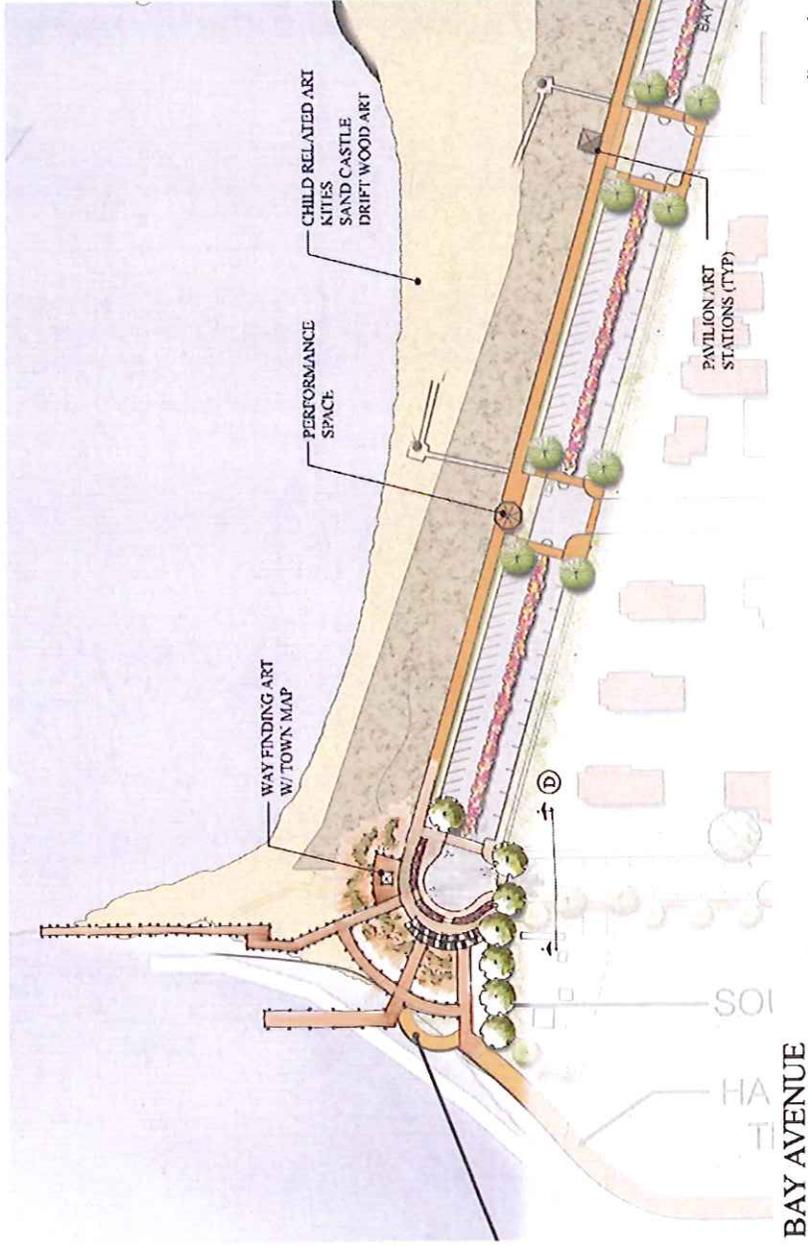
COMMUNITY ART WALK TOWN OF CAPE CHARLES



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Bay Avenue / The Beach



13002-0

OCTOBER 02, 2013

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Bay Avenue / The Beach



WAY FINDING ART
PIECE W/ TOWN MAP

D MASON AVE. ELEVATION

13002-0

OCTOBER 02, 2013

COMMUNITY ART WALK TOWN OF CAPE CHARLES



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Harbor Gateway



13002-0

OCTOBER 02, 2013

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Harbor Gateway



WAY FINDING ART
PIECE W/ TOWN MAP

GATEWAY ELEVATION



13002-0

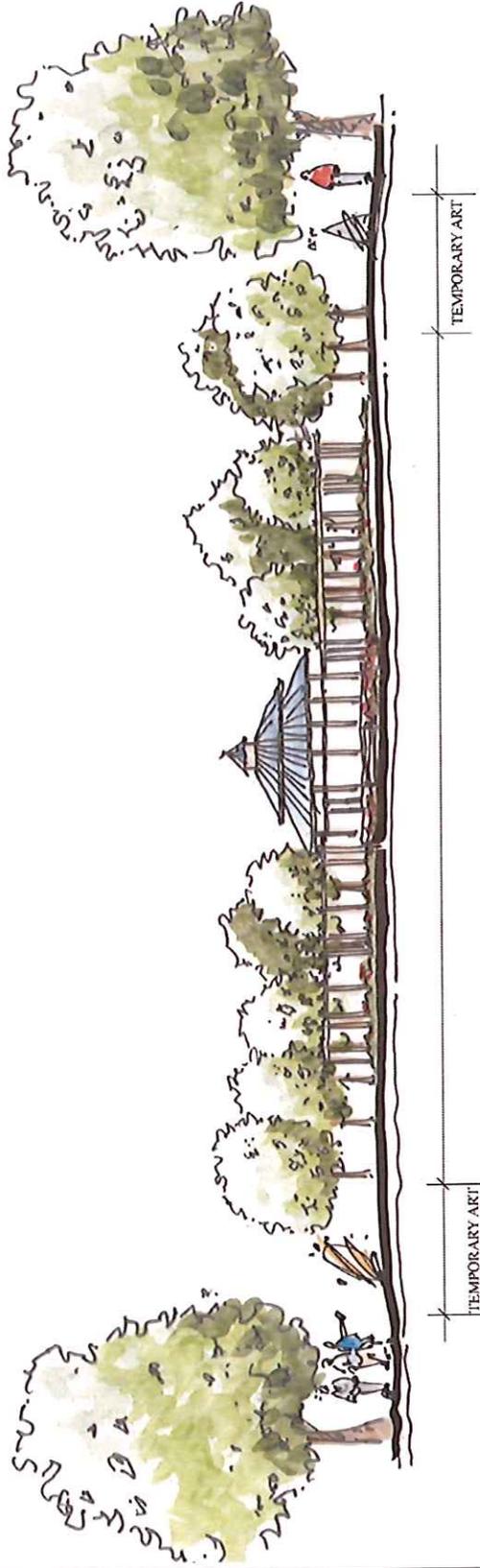
OCTOBER 02, 2013

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Central Park – Events and Temporary Art Display



F SCULPTURE GARDEN ELEVATION

13002-0

OCTOBER 02, 2013

COMMUNITY ART WALK TOWN OF CAPE CHARLES



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Group Discussions

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Old Library Building Update		AGENDA DATE: January 16, 2014
	SUBJECT/PROPOSAL/REQUEST: Progress report on renovations to the former library building		ITEM NUMBER: 7C
	ATTACHMENTS: Plan as submitted by Leon		FOR COUNCIL: Action () Information (X)
	STAFF CONTACT (s): David Fauber	REVIEWED BY: Heather Arcos Town Manager	

BACKGROUND:

The Cape Charles Library was moved last year to the Bank of America Building on Mason Avenue. The vacated building at 500 Tazewell Avenue will be used for Town Hall meetings and other Town related activities. Some minor modifications are required prior to moving into the building. The budget for FY 2014 includes \$40,000 to complete the improvements.

DISCUSSION:

Staff has met with Leon Parham to discuss the new use of the building and what some of the building code and ADA requirements will be and the desired layout and floor plan. The attached plan is Mr. Parham's revised layout and site plan.

We contracted with Shoreline Surveyors to stake the lot boundaries to ensure that the layout as proposed will fit on the property. The handicap ramp on the east side of the building has been modified to fit the property boundaries.

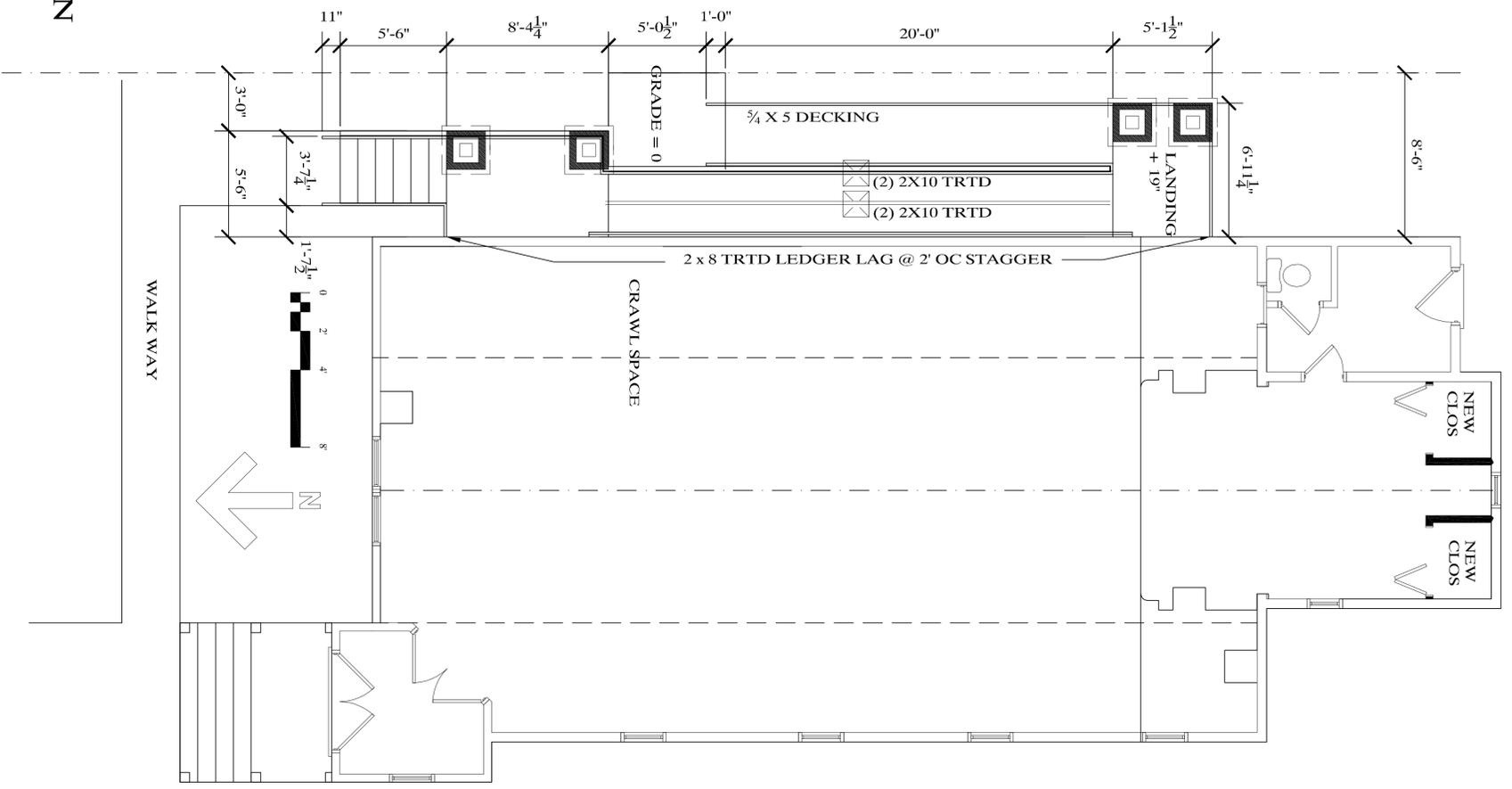
It was Mr. Parham's recommendation that we consult a structural engineer to determine if the building would require some additional reinforcement to accommodate the new use. The structural engineers has submitted his findings and it has been determined that the building, as constructed, can accommodate the use proposed with some capacity limits.

The advertisement for contractors bid proposals runs in the Eastern Shore Post on Friday, January 17, with bids due on the 29th.

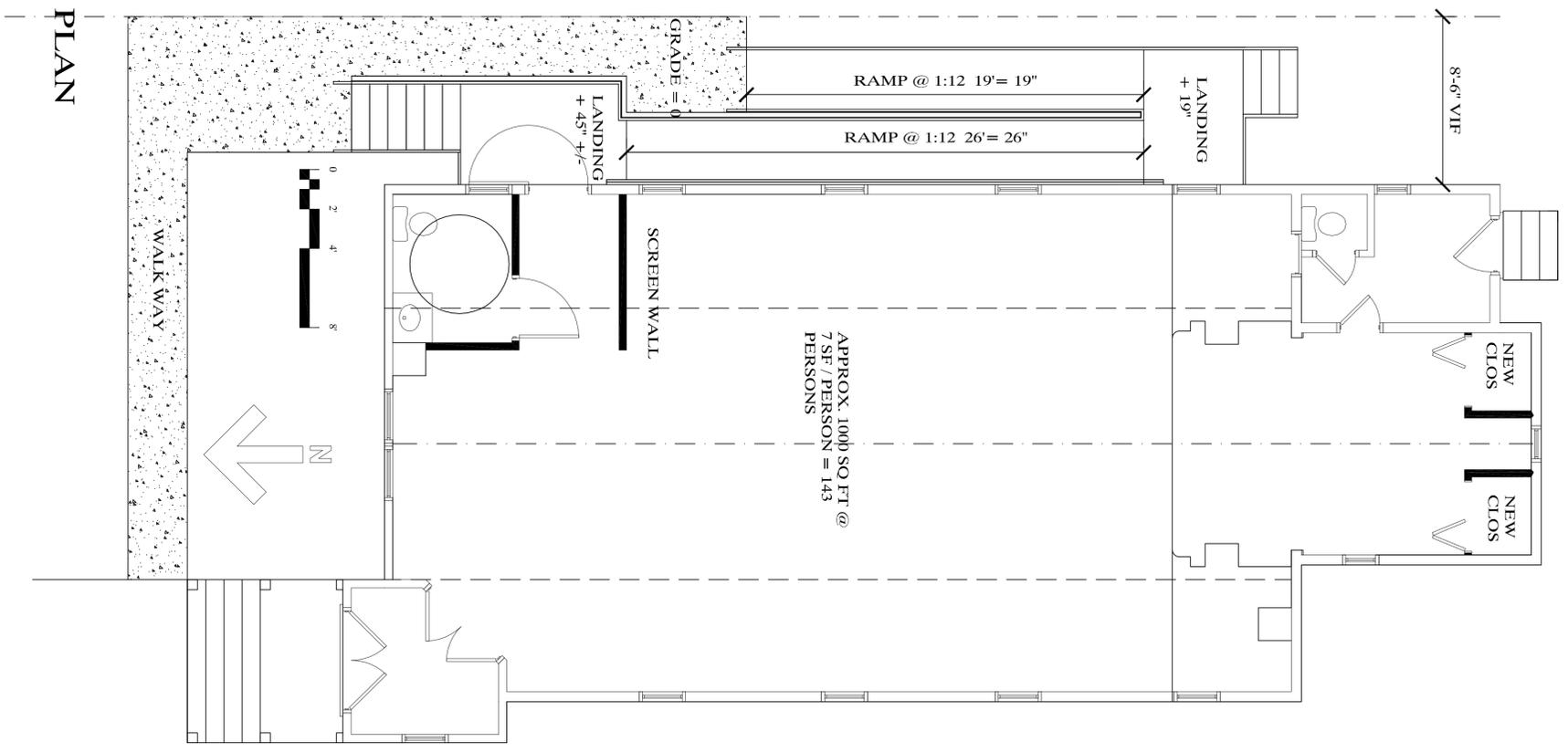
RECOMMENDATION:

This report was provided for informational purposes only.

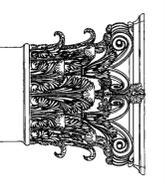
PROVIDE 16" X 16" CMU PIER W/ 4" BRICK VENEER TO MATCH EXISTING AT EXPOSED FACE. GROUT SOLID. PROVIDE STRAP THROUGH FOOTING, AND PIER. FOOTING TO BE 2'-6" X 2'-6" X 1' DP CONC W/ 3-# 5 EA WAY BOT. BEAR ON UNDISTURBED EARTH.



FOUNDATION PLAN



FIRST FLOOR PLAN



PARHAM

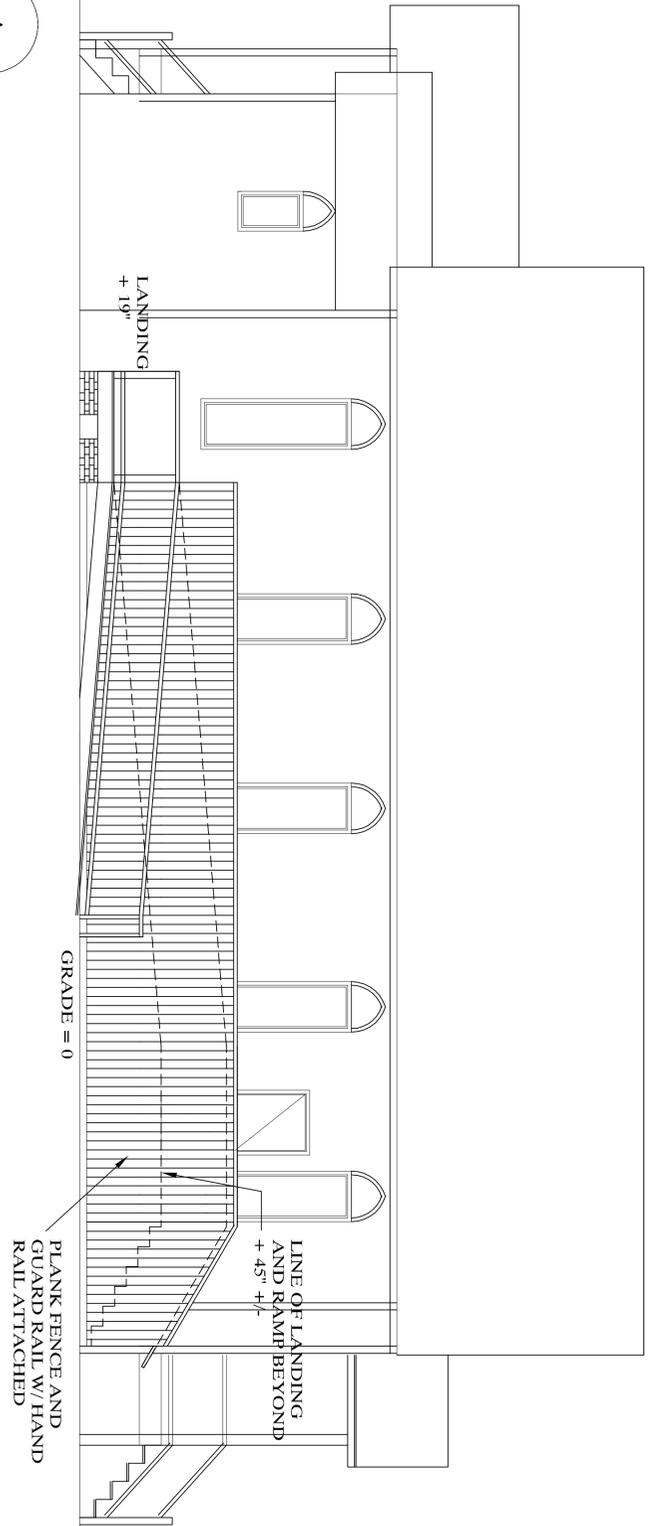
210 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23310-3217
757.331.8133 ... rfeck@parham.net
LEON FULLER PARHAM, ARCHITECT, R. A. NCARB

500 TAZEWELL AVENUE, CAPE CHARLES, VA
RENOVATION

PROPOSED ACCESS RAMP PLANS & DETAILS

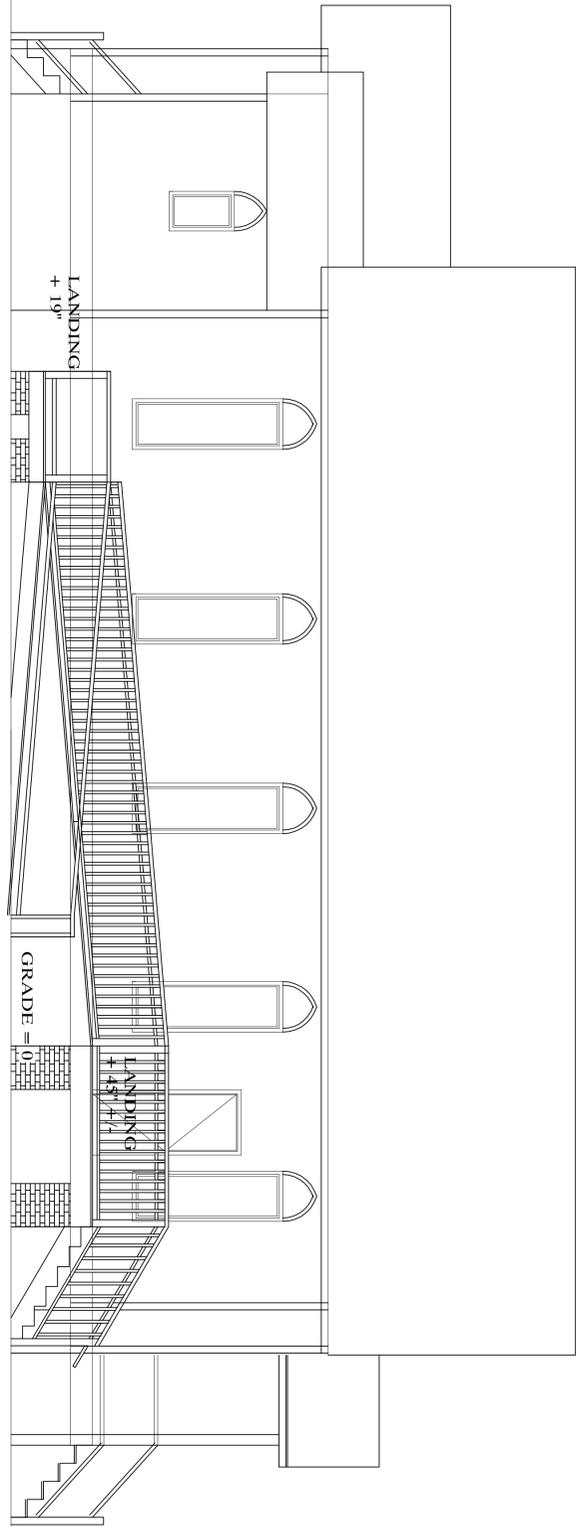
201309

LP	12/9/13	A-1'
	1/4" = 1'	



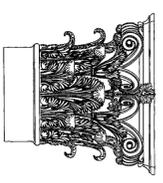
A

PLANK FENCE AND OPEN RAIL



B

OPEN RAIL



PARHAM

210 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23310-3217
 757.331.8133 ... rfeck@verizon.net
 LEON FULLER PARHAM, ARCHITECT, R. A. NCARB

500 TAZEWELL AVENUE, CAPE CHARLES, VA
 RENOVATION

RAMPS ELEVATION ALTERNATES

201309

LP	12/4/13	1/4" = 1'	A-2
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 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Town Harbor Conceptual Master Plan		AGENDA DATE: January 16, 2014
	SUBJECT/PROPOSAL/REQUEST: Review the updated Harbor Conceptual Master Plan and Adopt the plan as presented		ITEM NUMBER: 7D
	ATTACHMENTS: Updated Harbor Conceptual Master Plan		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Smitty Dize, Jr.	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

On October 3, 2013, staff presented a proposed updated Harbor Conceptual Master Plan to Council for review, discussion, and input.

DISCUSSION:

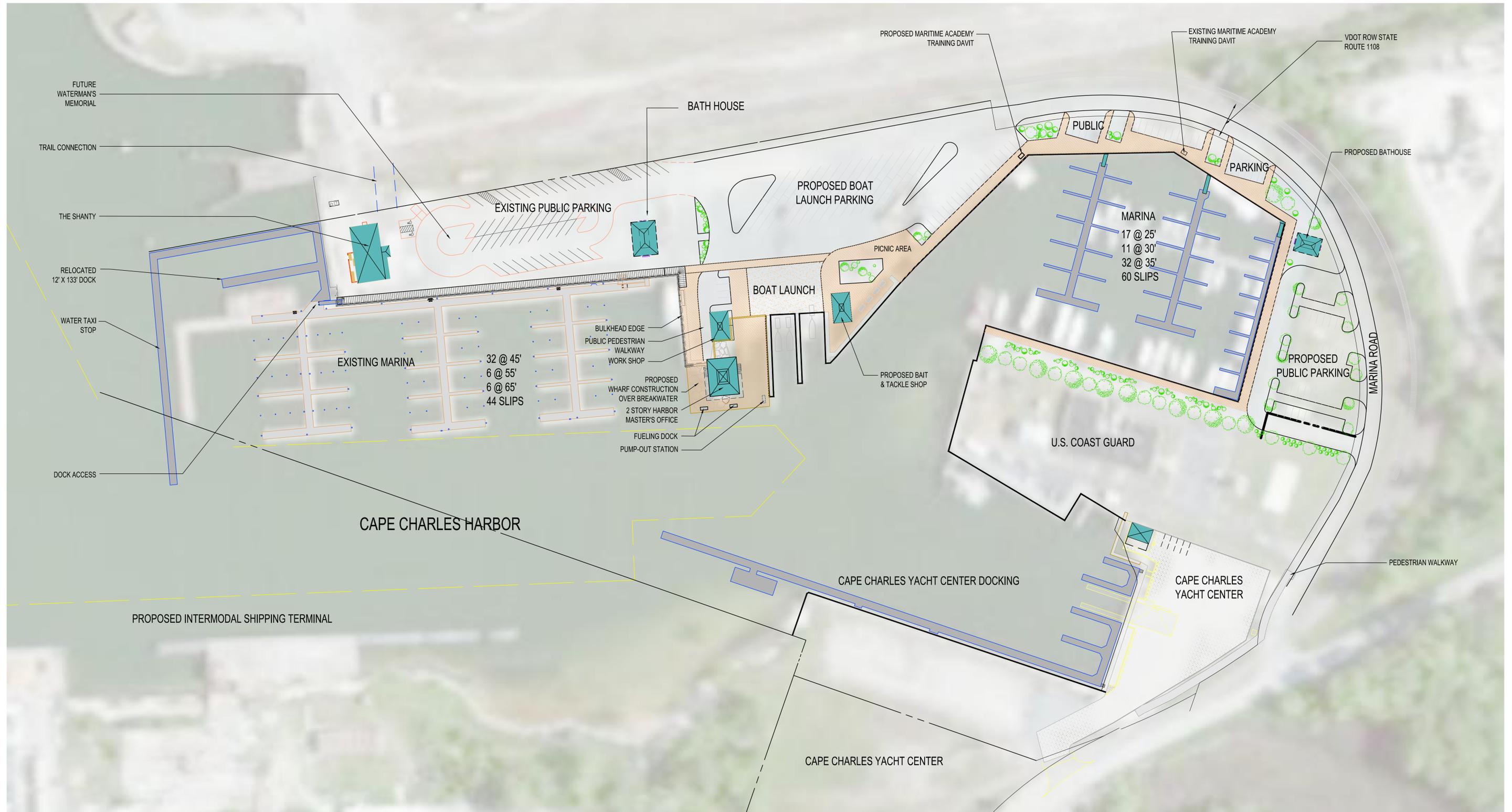
At the special meeting, Council noted several changes/corrections. The updated plan has been received with the following changes:

- The “Peach Street Framework View Corridor” was removed.
- The proposed inner basin bath house was downsized, but still in compliance with Health Department regulations.
- The restaurant was labeled.
- The proposed Virginia Waterman’s Memorial was labeled.
- The proposed bait & tackle shop was added.
- The Maritime Academy Training Davits are shown with one existing and one proposed.

The updated Conceptual Harbor Master Plan is included in the agenda packet for review.

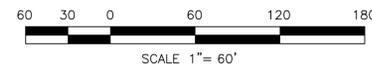
RECOMMENDATION:

Staff recommends Council review and, if deemed appropriate, approval of the proposed Cape Charles Harbor Conceptual Master Plan as presented.



CAPE CHARLES HARBOR

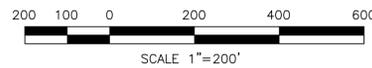
CAPE CHARLES, VIRGINIA



HARBOR MASTER PLAN - CONCEPTUAL



CAPE CHARLES HARBOR
CAPE CHARLES, VIRGINIA



HARBOR MASTER PLAN - CONCEPTUAL



309 Lynnhaven Parkway
 Virginia Beach, VA 23452
 PH: (757) 463-4306 FAX: (757) 463-3563
 I&M PROJECT NUMBER: 2007-012, 11/13/13
 I&M FILE NAME: Master Harbor Exhibit-05

 TOWN OF CAPE CHARLES	AGENDA TITLE: Harbor Area Review Board – Waterman’s Memorial		AGENDA DATE: January 16, 2014
	SUBJECT/PROPOSAL/REQUEST: Review Harbor Area Review Boards Recommendation		ITEM NUMBER: 7E
	ATTACHMENTS: Site plans, photos		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Rob Testerman	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

The Harbor Area Review Board reviewed this application on January 2, 2014.

Mr. Ed Lewis, of the Friends of the Virginia Waterman’s Memorial on the Eastern Shore has proposed siting this Waterman’s Memorial in the circular area in front of The Shanty. After hearing the proposal and after lengthy Board discussion, the Harbor Area Review Board voted unanimously by those members in attendance to recommend approval of a Harbor Development Certificate. Though the Board voted to recommend approval, there were numerous concerns addressed by the Board that they wish to convey to Council, which they included in their motion. As outlined below.

ITEM SPECIFICS:

The proposal is as follows:

- To be constructed within a 38’ diameter circle, already outlined in the parking lot adjacent to The Shanty.
- A bronze statue of a young boy standing by an empty pair of boots. The statue would be located in the southern portion of the memorial area, facing the harbor.
- A 16’ tall replica of the Cape Charles Lighthouse, atop a 3’ concrete pedestal, topped with granite. The pedestal and lighthouse replica would be located in the center of the circle.
- A three section black granite wall to display the name of the memorial, and the names of all the lost watermen from the state of Virginia on the rear. At its highest point, the proposed memorial wall is to be 6’ tall. This is to be located on the northern portion of the circle.

The Board had concerns regarding the following:

- Concern was raised about the wall height of the monument. The concern was that walls over three feet might go against the standards in the guidelines. However, after looking for this standard, it was found that walls over three and one half feet in height are allowed, but must be reviewed by the Board. Therefore, there is no conflict with the guidelines on this issue.
- Pedestrian safety was another concern raised by the board, as the memorial is located in the center of a circle drive adjacent to a restaurant. The Design Standards state that mixed use areas should be connected by sidewalks and pedestrian use should be integrated with parking and businesses. Harbor Master Smitty Dize stated that there is a 4’ wide deck off the boardwalk, and the plan is to tie it into the memorial. An ingress/egress point was also suggested connecting the memorial to the front entrance of

The Shanty, and that both crossings should be marked with pedestrian crossing signs. As safety measures, a 6" VDOT curb will be in place, and a series of steel posts or bollards with a decorative chain around the memorial were discussed.

- The proposed benches were another concern of the Board. The benches are proposed to be black and grey granite, as depicted in the 3D model, which would be bought by donors to be placed in the memorial. The Board discussed these benches and determined that they would be satisfactory, and that if the need should arise, as a temporary measure, the concrete Bayshore Concrete benches would be allowed.
- The lighting of the memorial was also of concern to the Board. The lighthouse replica would use a low voltage continuous burning light. It was discussed that there may be additional downward facing lighting attached to the lighthouse to illuminate the memorial area, lighting incorporating bollards were also discussed.

Some of the concern by the Board dealt with the fact that the conditions recommended by the Board (safety concerns, ingress/egress points, bench type, and lighting) do not have accompanying plans at this stage.

RECOMMENDATION:

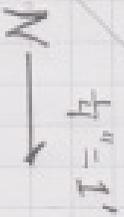
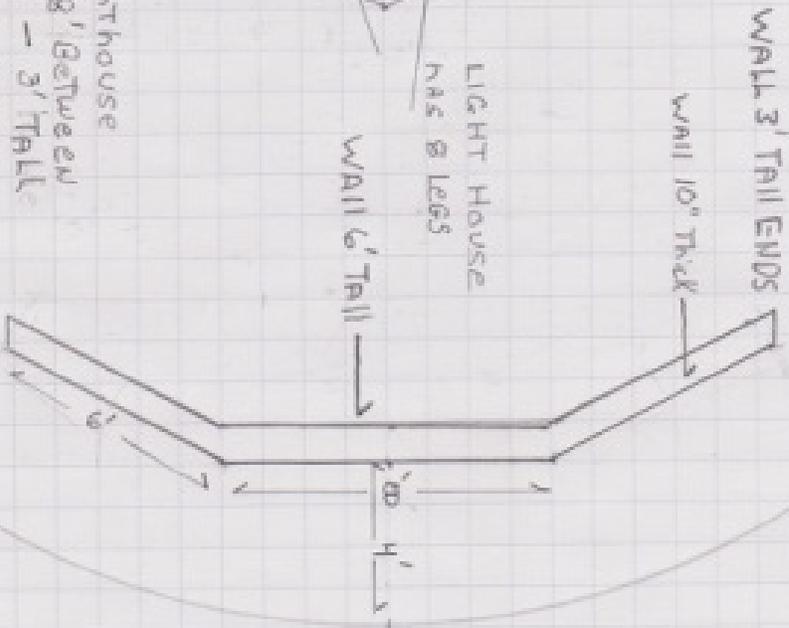
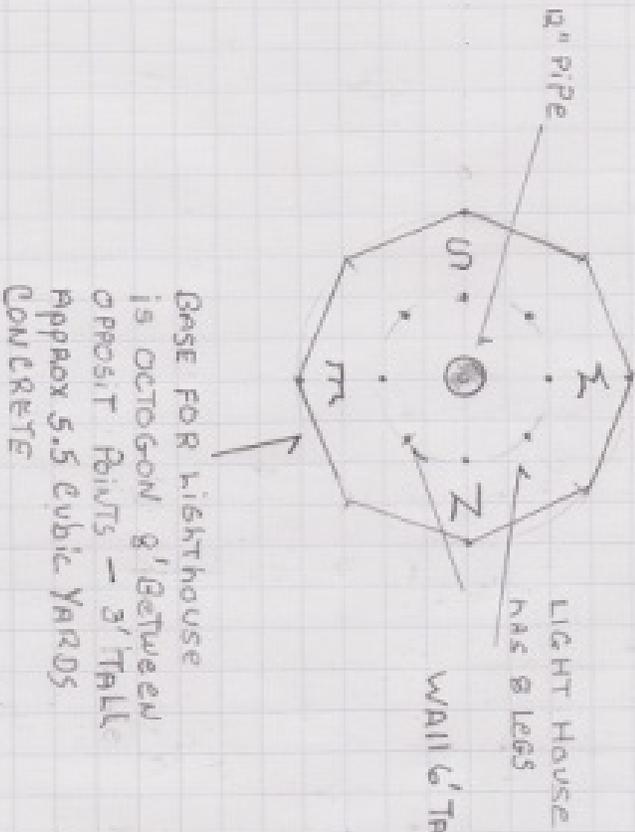
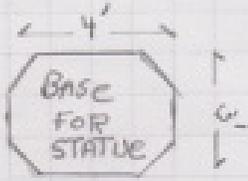
Staff recommends approval of the Harbor Development Certificate with conditions that:

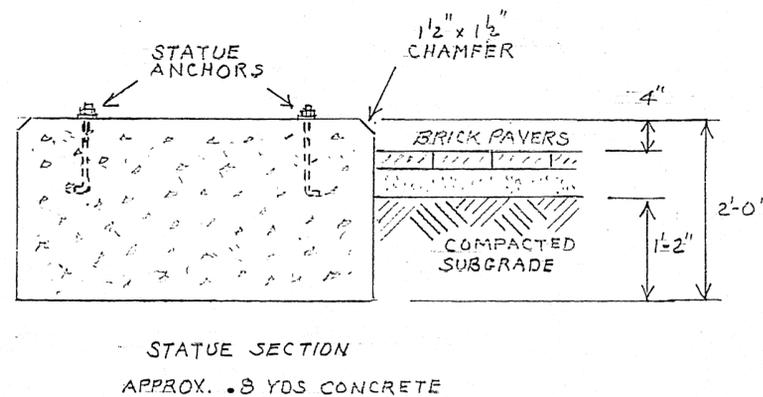
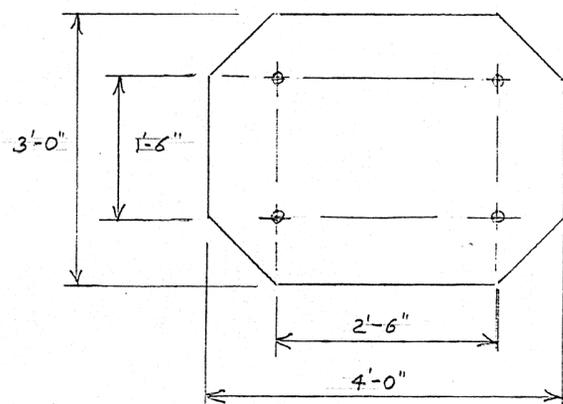
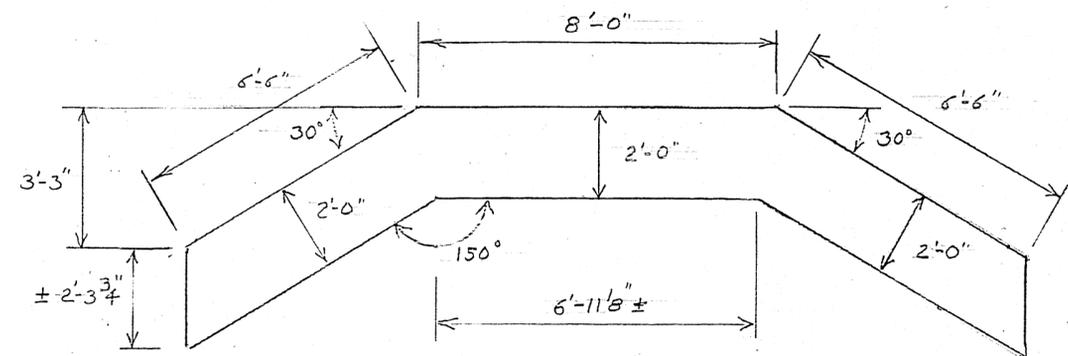
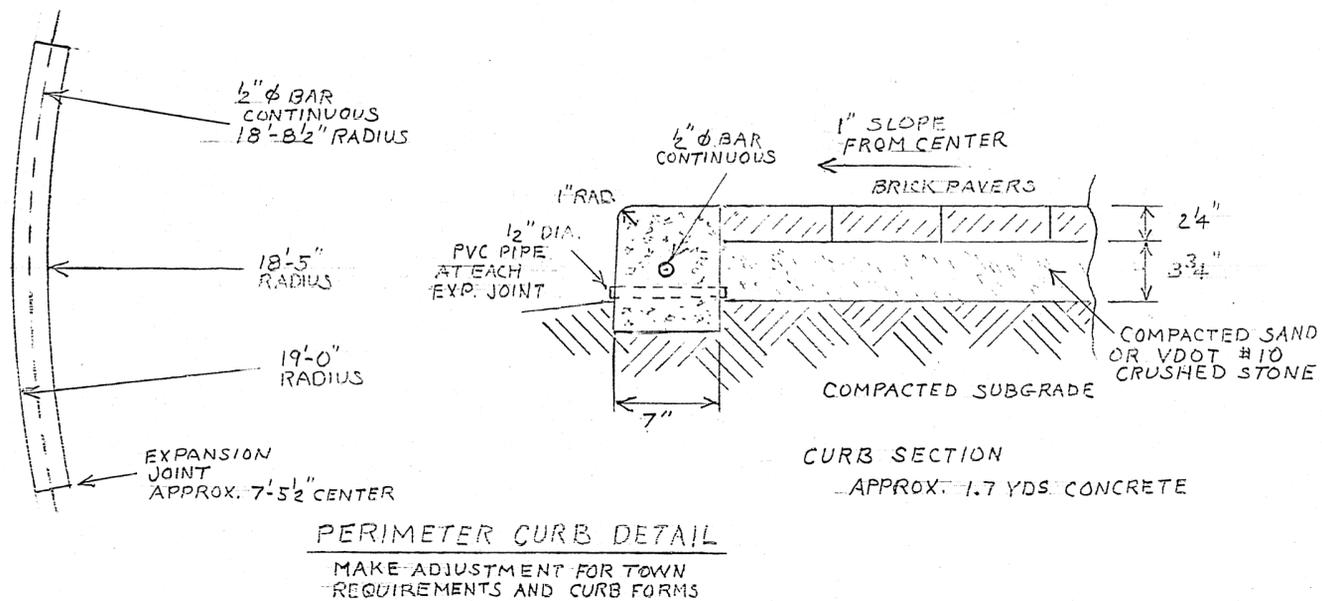
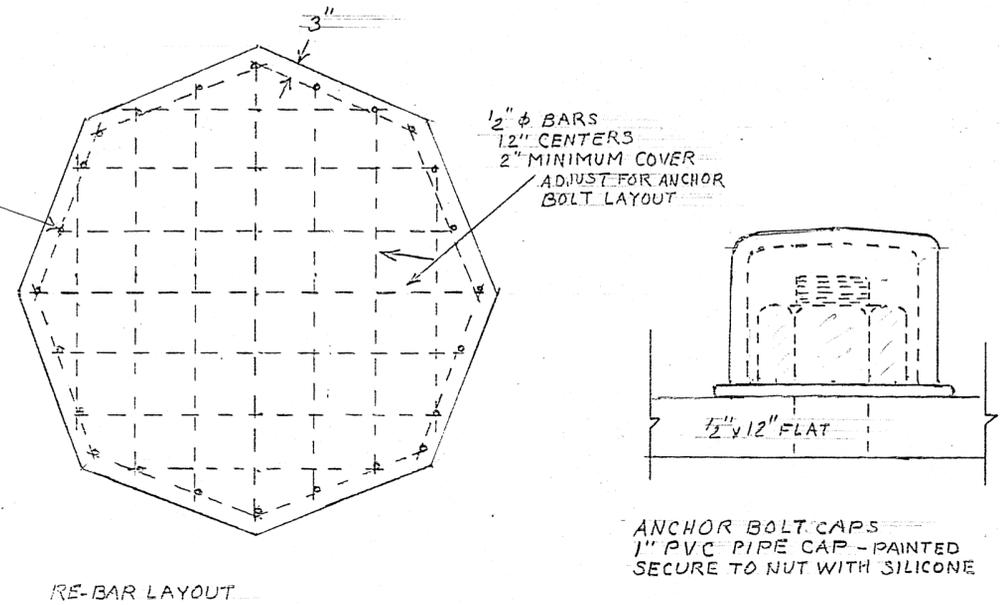
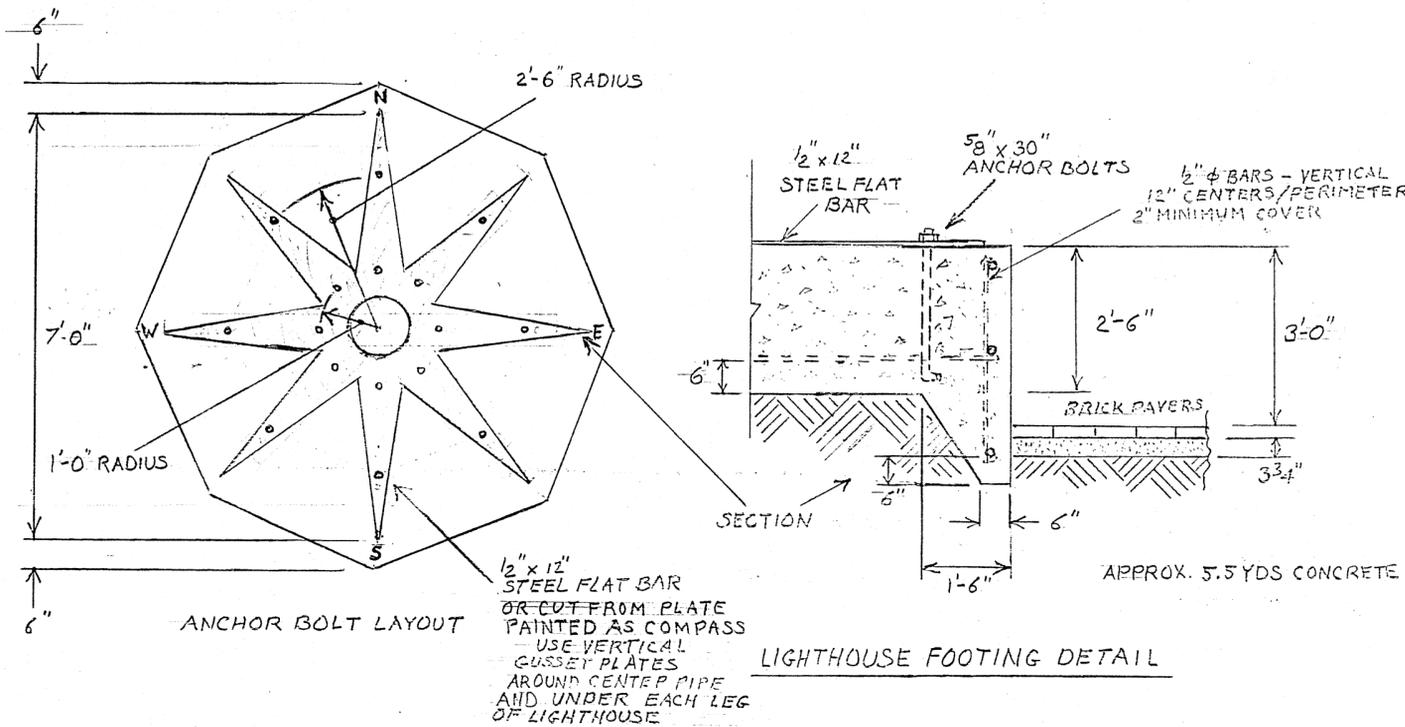
- Pedestrian crossings to the harbor and The Shanty will be installed, and sufficiently marked,
- Bollards will be installed for additional safety measures,
- Black and grey granite benches will be used, as shown in the model, until such a time that these benches are bought and placed in the memorial, concrete benches may be used as a temporary fixture.
- The memorial will be sufficiently lit for user safety,
- When specific plans for the above mentioned conditions are complete, they are submitted to the Zoning Administrator for administrative review and approval prior to any installation.

This is final model change, we added wheelchair ramps on north end and moved lighthouse to center

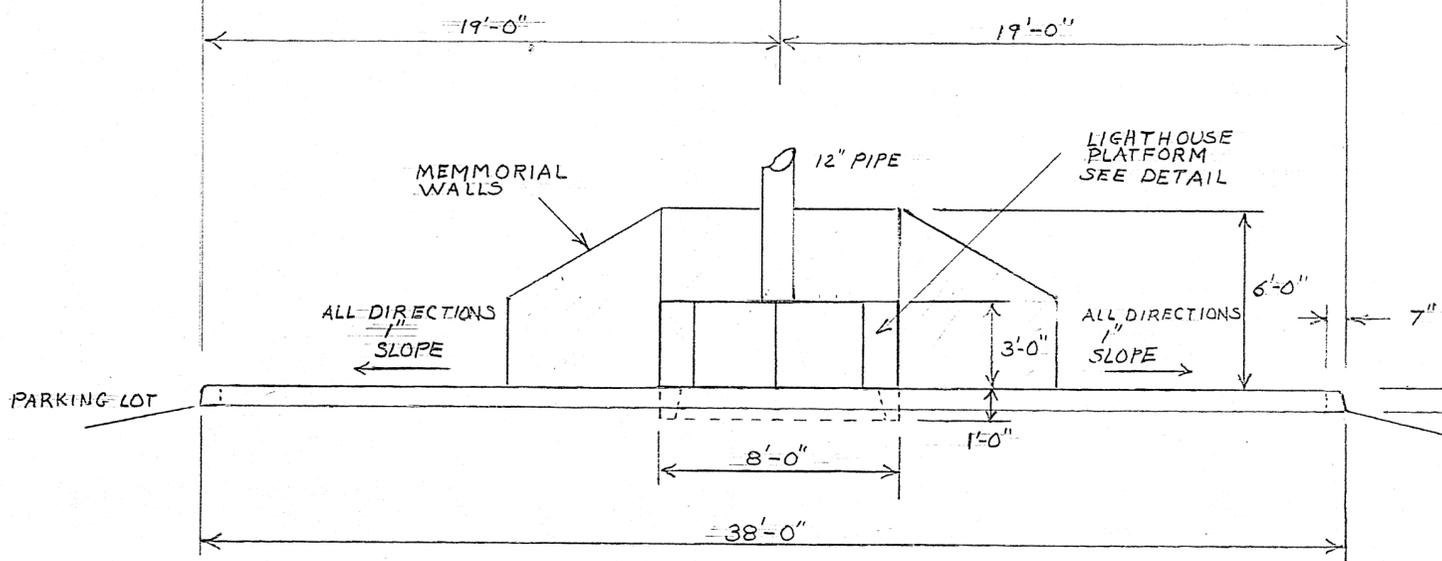
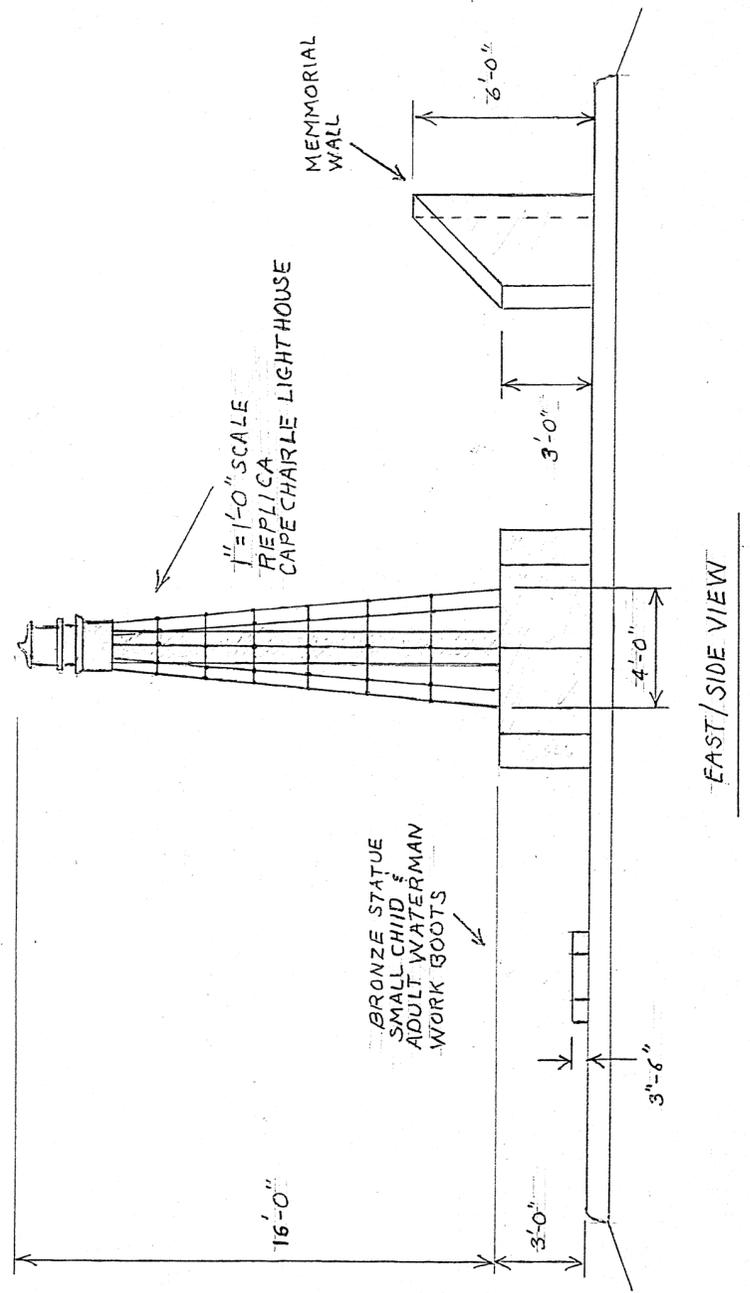
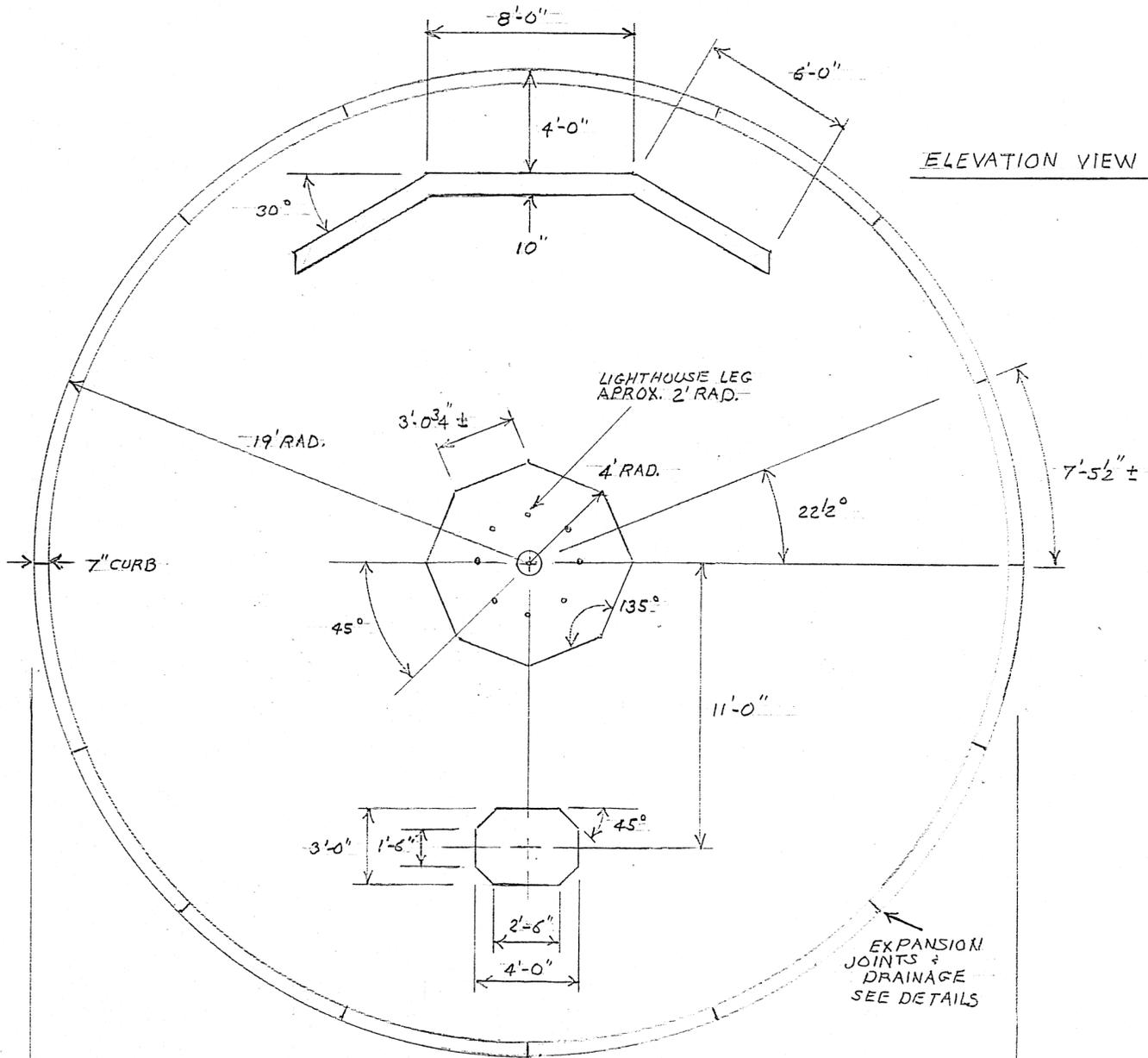


MEMORIAL 38' dia.





VIRGINIA WATERMAN MEMORIAL		
SCALE:	APPROVED BY:	DRAWN BY RLL
DATE: 3/2013		REVISED
CAPE CHARLES, VA		
FOOTING & CONSTRUCTION DETAIL		DRAWING NUMBER



NOTE:
SEE FOOTING
AND CONSTRUCTION
DETAILS

NORTH

VIRGINIA WATERMAN MEMORIAL		
SCALE: 1/4" = 1'-0"	APPROVED BY:	DRAWN BY RLL
DATE: 3/2013		REVISED
CAPE CHARLES, VA		
		DRAWING NUMBER

 TOWN OF CAPE CHARLES	AGENDA TITLE: Harbor Area Review Board – The Shanty		AGENDA DATE: January 16, 2014
	SUBJECT/PROPOSAL/REQUEST: Review Harbor Area Review Boards Recommendation		ITEM NUMBER: 7F
	ATTACHMENTS: Site plans, elevations, photos		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Rob Testerman	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

The Harbor Area Review Board reviewed this application on January 2, 2014.

Mr. Jon Dempster has proposed modifications to the existing restaurant building in the harbor. After hearing the proposal and after Board discussion, the Harbor Area Review Board voted unanimously by those in attendance to recommend approval of a Harbor Development Certificate.

ITEM SPECIFICS:

The proposed alterations are as follows:

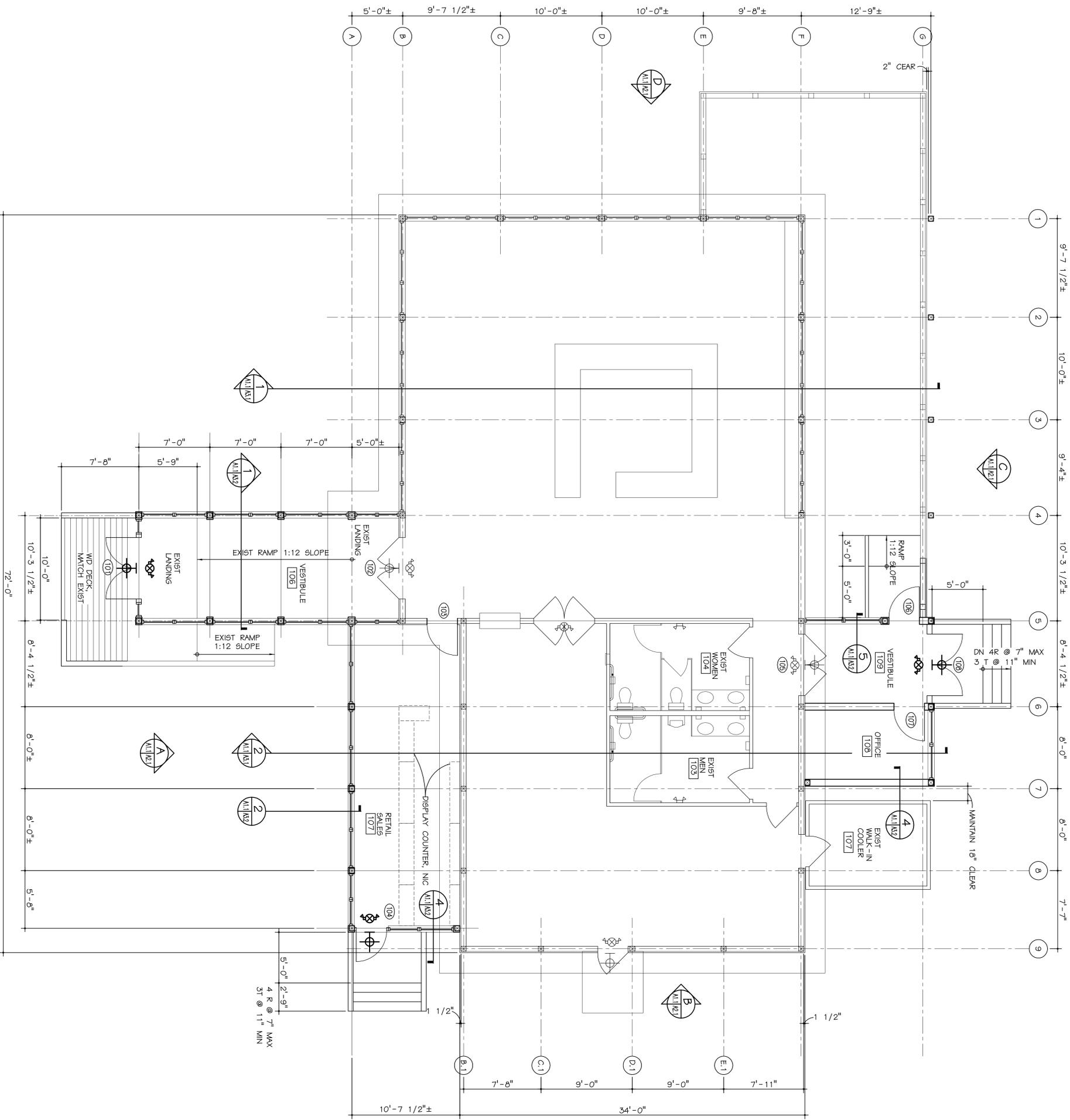
- 1) Extend, cover and enclose the front entrance
 - The roof of the extended area will be 26 gauge metal roof to match the existing roof. The proposed roof over the front entrance will be 6:12, matching the existing pitch at the front door, and consistent with the guidelines.
 - The additional area will use vinyl windows to match the existing windows.
 - The existing railing system will be extended, and will match the existing railing.
 - Board & batten vertical siding will be used on the exterior walls, to match existing.

- 2) Addition on the front of the building
 - New roof area will use 26 gauge metal roof, matching the existing. The roof pitch for the addition is proposed at 3:12. The guidelines state that secondary metals roofs may have slopes less than 6:12, so this proposal is acceptable.
 - Vinyl windows to match existing
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- 3) Cover existing deck, small addition in rear to be a vestibule and office
 - 26 gauge metal roof to match the existing roof will be used. The roof pitch is proposed at 3:12.
 - The roof deck cover will be supported by 6x6 posts, the deck area will still be open air.
 - The vestibule and office addition will use board & batten siding on the exterior walls.

RECOMMENDATION:

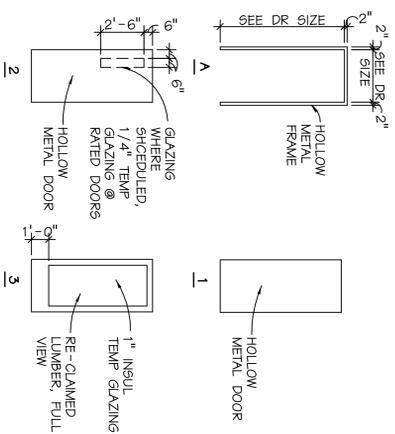
Staff recommends approval of the Harbor Development Certificate as recommended by the Harbor Area Review Board.



DOOR SCHEDULE				
DOOR NO	DOOR SIZE	DOOR FRAME LABEL	HARDWARE	NOTES
101	PR 3'-0" x 7'-0"	A	---	1
102	PR 3'-0" x 7'-0"	A	---	2
103	3'-0" x 7'-0" x 1 3/4"	A	---	3
104	3'-0" x 7'-0" x 1 3/4"	A	---	3
105	3'-0" x 7'-0" x 1 3/4"	A	---	1
106	3'-0" x 7'-0" x 1 3/4"	A	---	4
107	3'-0" x 7'-0" x 1 3/4"	A	---	4
108	PR 3'-0" x 3'-6"	A	---	1

DOOR SCHEDULE NOTES
 1. PROVIDE TEMPERED GLAZING
 2. EXIST DOOR AND HARDWARE

- HW-1
 1 EA KEYPAD MORTISE CYLINDER AND THUMBTURN
 2 EA EXIT DEVICE
 3 PR HINGERS 4 1/2 x 4 1/2
 2 EA OVERHEAD CLOSER
 1 EA SADDLE THRESHOLD
 1 SET WEATHERSTRIPPING
- HW-2
 1 1/2 PR HINGERS 4 1/2 x 4 1/2
 1 EA KEYPAD MORTISE CYLINDER AND THUMBTURN
 1 EA OVERHEAD CLOSER
 1 EA METAL PLATE
- HW-3
 1 1/2 PR HINGERS 4 1/2 x 4 1/2
 1 EA OVERHEAD CLOSER
 1 EA EXIT DEVICE
 1 EA SADDLE THRESHOLD
 1 SET WEATHERSTRIPPING
- HW-4
 1 1/2 PR HINGERS 4 1/2 x 4 1/2
 1 EA OFFICE LOCKSET
 1 EA OVERHEAD CLOSER



CEILING PLAN LEGEND

- EMERGENCY BATTERY UNIT (E.B.U.)
- EMERGENCY BATTERY UNIT (E.B.U.) AND EXIT LIGHT
- EXIT LIGHT FIXTURE
- EXTERIOR EGRESS LIGHT FIXTURE
- PROVIDE 90 MINUTE EMERGENCY BATTERY BACKUP
- PROVIDE MINIMUM 1 FC AT WALKING SURFACE

FLOOR PLAN - NEW WORK
 1/4" = 1'-0"



PROJ MGR	SRL
DESIGNED	SRL
DRAWN	SRL
CHECKED	SRL

DATE

REVISION

SYMBOL	REVISION

PROJECT NO
13032
 DATE
18 NOV 2013

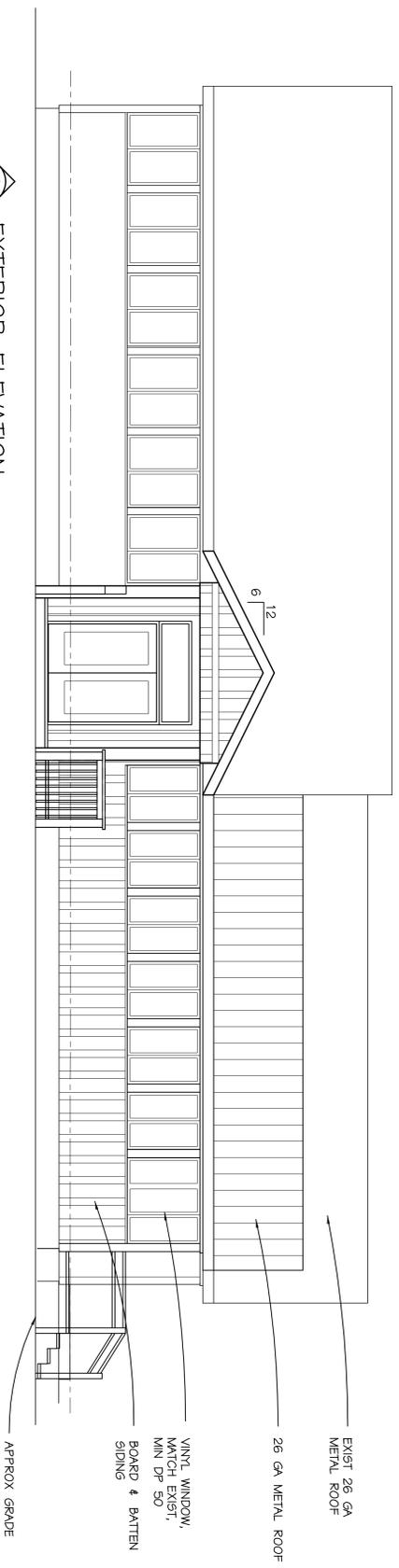
THE SHANTY RESTAURANT
 VIRGINIA
 CAPE CHARLES

SHEET TITLE
 FLOOR PLAN - NEW WORK

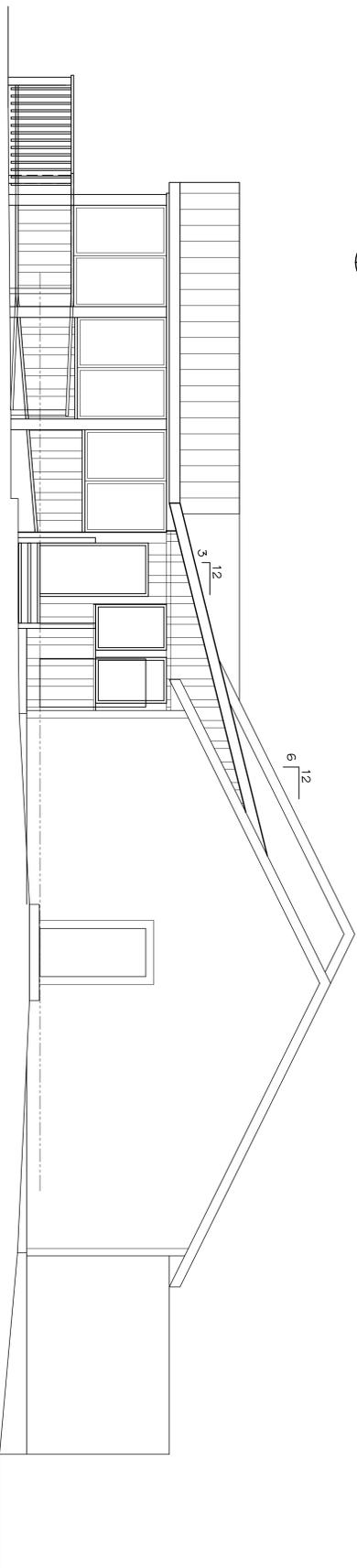
LPA ARCHITECTURE
 3000 SUITE 100
 WESTPORT, VA 22091
 (757) 627-5700 fax
 (757) 627-5700 fax

SHEET NUMBER
A-11
 7 OF 11

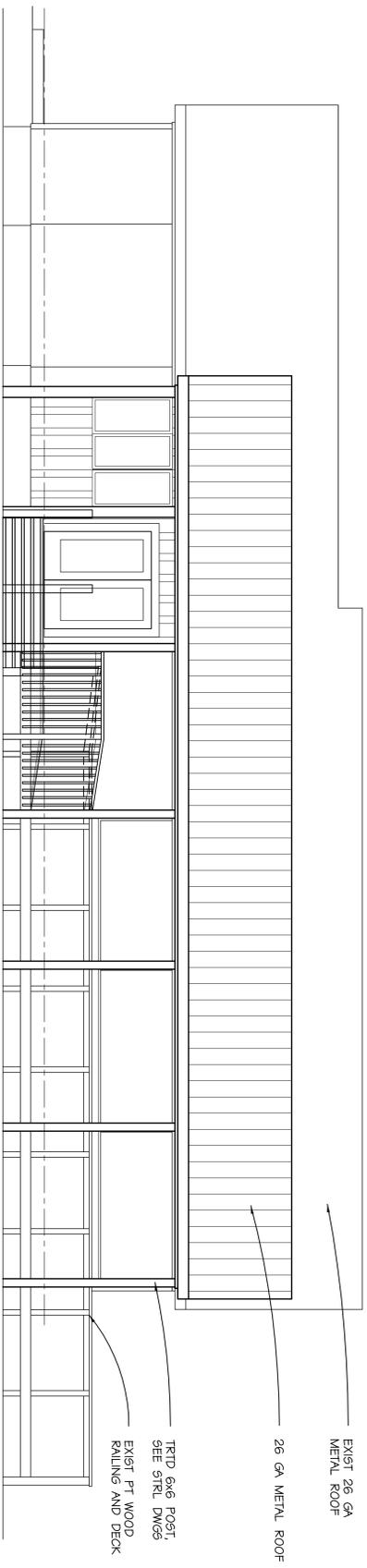
A EXTERIOR ELEVATION
1/4" = 1'-0"



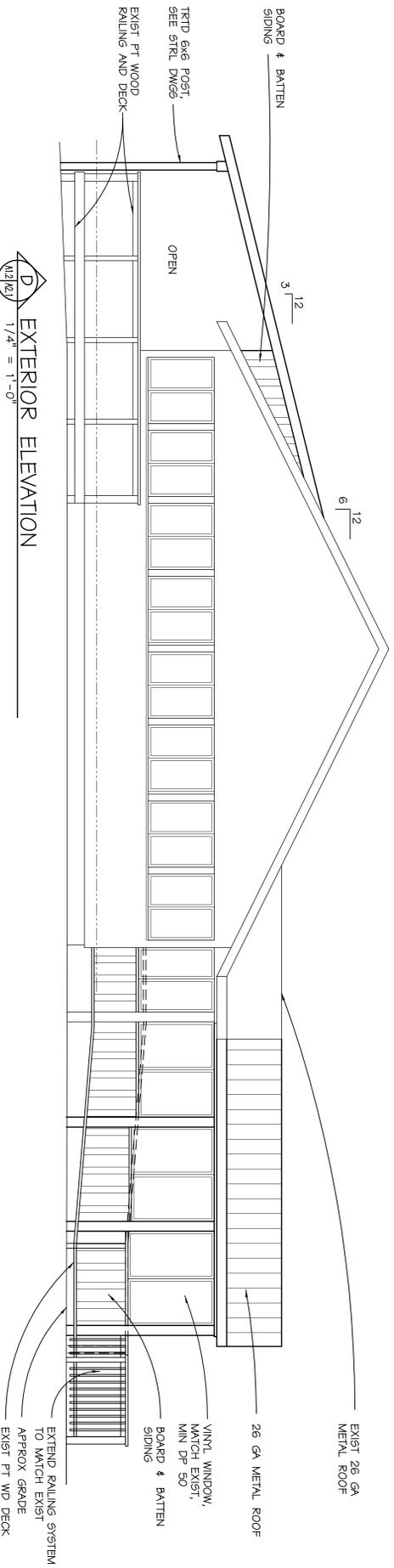
B EXTERIOR ELEVATION
1/4" = 1'-0"



B EXTERIOR ELEVATION
1/4" = 1'-0"



D EXTERIOR ELEVATION
1/4" = 1'-0"



PROJ MGR	SRL
DESIGNED	SRL
DRAWN	SRL
CHECKED	SRL

REVISION	DATE

PROJECT NO	13032
DATE	18 NOV 2013

THE SHANTY RESTAURANT
CAPE CHARLES VIRGINIA
SHEET TITLE: EXTERIOR ELEVATIONS

LPA ARCHITECTURE
300 SOUTH MAIN ST
SUITE 106
CAPE CHARLES, VA 23042
(757) 827-5780 fax
SHEET NUMBER: A-2.1
9 OF 11

 TOWN OF CAPE CHARLES	AGENDA TITLE: Harbor Area Review Board – The Shanty		AGENDA DATE: January 16, 2014
	SUBJECT/PROPOSAL/REQUEST: Review Harbor Area Review Boards Recommendation		ITEM NUMBER: 7F
	ATTACHMENTS: Site plans, elevations, photos		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Rob Testerman	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

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ITEM SPECIFICS:

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 - The vestibule and office addition will use board & batten siding on the exterior walls.

RECOMMENDATION:

Staff recommends approval of the Harbor Development Certificate as recommended by the Harbor Area Review Board.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Police Car Replacement		AGENDA DATE: January 16, 2014
	SUBJECT/PROPOSAL/REQUEST: Approval to purchase replacement for 2008 police vehicle		ITEM NUMBER: 7G
	ATTACHMENTS: USDA Loan Amortization Schedule		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Heather Arcos	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

On September 19, 2013, the Town Council authorized the Town Manager to submit an application for loan and grant funding to the USDA RD in the amount of \$23,236 for the purchase of a new police car as a replacement for the 2008 Ford Crown Victoria. This vehicle was scheduled for replacement in this fiscal year as the Police Department is on a 5-year rotation schedule for replacement of vehicles.

The 2008 Crown Victoria was taken out of service earlier than expected after an accident with a deer. The insurance company deemed it a total loss and the Town received \$5,387 for the value of the vehicle. This amount will be applied toward the cost of the new vehicle.

DISCUSSION:

The Town would like to purchase a 2014 Ford Interceptor AWD for a state contract price of \$25,513, based on availability. The second choice is a 2014 Dodge Charger for a state contract price of \$23,236.

The Town has received notification from the USDA RD approving the financing of the vehicle at a fixed rate of 4.625% for 4 years with annual payments. The annual payment amount based on a balance of \$20,126, after applying the insurance proceeds, would be \$5,520.92.

A work session was held on January 9, 2014 where Council reviewed the option of financing the vehicle as described above or paying cash for the vehicle from the General Fund. The Town will have an estimated savings of approximately \$10K on personnel costs in the Police Department from the transition of Chief, vacancies for officers and fuel for vehicles; \$20K savings in the cost of the Comprehensive Plan update; and potential General Fund savings on capital projects. Paying cash for the vehicle would save the Town an additional \$1,957.67 in interest charges.

After much discussion at the work session, the general consensus was to purchase the vehicle outright. Several of the Council members brought up the possibility of having 2 officers share a vehicle so a new vehicle would not have to be purchased at this time.

RECOMMENDATION:

Staff requests continued discussion regarding this issue and authorization for the Town to purchase a new police vehicle as discussed.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Utility Easement – 200 Block Mason Avenue		AGENDA DATE: January 16, 2013
	SUBJECT/PROPOSAL/REQUEST: Utility Easement for Commercial Properties, 200 Block Mason Avenue		ITEM NUMBER: 8B
	ATTACHMENTS: None		FOR COUNCIL: Action () Information (X)
	STAFF CONTACT (s): David Fauber	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

The commercial properties along the 200 Block of Mason Avenue have had chronic problems with storm water drainage, garbage collection and sewage lines over the years. There have been efforts by owners to direct storm water flows or deliver garbage to the front of the buildings on Mason Avenue and these efforts have had varying levels of success. There remain some issues that have been left unresolved or partially resolved that continue to plague these properties. Heavy rains continue to flood first floor areas. Trash is removed from the rear of the units transported through the buildings and picked up on Mason Avenue. Sewage lines that were installed out the rear of the buildings are now having issues either from improper slopes, rain water intrusion due to abandoned connections improperly capped, or circuitous routes with outdated materials, or length of runs with without cleanouts.

DISCUSSION:

In an effort to improve utilities and other services along the Mason Avenue commercial area, the Town is working with property owners to obtain an utility easement connecting Randolph Avenue to the rear of four properties in the 200 Block of Mason Avenue. This easement will be first used for the installation of a 6” sewer main that will make sewer connection available for the surrounding properties. Another possible use of the easement would be the installation of a storm sewer main to collect roof rain water runoff and convey it to Randolph Avenue. While this easement would not constitute a public alley, it is consistent with the objectives of the alley initiative started by Council a few years ago.

RECOMMENDATION:

Provided for informational purposes only.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Virginia Port Authority (VPA) Aid to Local Ports Grant Request		AGENDA DATE: January 16, 2014
	SUBJECT/PROPOSAL/REQUEST: Authorize the Mayor to sign letter to VPA.		ITEM NUMBER: 8C
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Smitty Dize/Heather Arcos	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

Every year during the General Assembly session, staff goes before the Virginia Port Authority (VPA) to ask informally for grant funds to be authorized to continue to improve our Harbor as part of the Harbor Redevelopment Plan. A date has not yet been set. Additionally, the VPA requires a letter signed by the Mayor by March 1st to officially request a new grant or carry-over an existing grant.

Last year, VPA approved a carryover of \$500K that the Town requested for Phase 3 of the offshore breakwaters. The estimated project cost is roughly \$800K, with Phases 4 and 5 estimated to be at least another \$1.2 million. Even with a \$500K grant and a Town match of about \$167K, an additional \$133K (private or public funding) would be required to execute the Phase 3 project. Town staff has met with private stakeholders in the harbor, but no commitment of private funds has been made for this project.

VPA awarded the Town with a separate grant of \$75K for the inshore wave attenuator and docks, with the relocation of the existing floating dock segment.

Town Council has held several work sessions to discuss the protection of the Harbor and a variety of options have been explored.

DISCUSSION:

After considerable research, it has been determined that the construction of the three remaining breakwaters would provide the best protection for the Harbor and is a priority project.

The inshore wave attenuator project is still a viable project and staff is researching alternatives.

Staff is also actively pursuing other funding opportunities through our state legislators.

At this time, the Town needs to request carry-overs of the \$500K and \$75K grants to fund the breakwater and inshore wave attenuator projects.

RECOMMENDATION:

Authorize the Mayor to send a letter to VPA requesting carry-over of the \$500K and \$75K grants for protection of the harbor.