



TOWN COUNCIL

Regular Meeting

April 24, 2014

St. Charles Parish Hall

Immediately Following Public Hearing

1. Call to Order
 - A. Roll Call
 - B. Establish quorum
2. Invocation and Pledge of Allegiance
3. Recognition of Visitors / Presentations
 - A. Jay Ford – Virginia Eastern Shorekeeper
 - B. LOVE Installation Presentation
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. PSA/Regional Wastewater Update
 - *B. Town Code Modification - Transient Occupancy Tax
 - *C. Name for Former Library Building
8. New Business
 - *A. Appointment of Treasurer
 - *B. Grounds Maintenance Service Contract Extension
 - *C. National Police Week Proclamation
 - *D. National Safe Boating Week Proclamation
 - E. Historic Town Entrance Overlay Update
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
 - April 25, 2014 – Eastern Shore Heritage Trail – Cape Charles Museum and Others in the Eastern Shore Museum Network
 - April 25, 2014 – Blessing of the Fleet, 5:30 PM, Town Harbor
 - April 27, 2014 – 4th Annual Blessing of the Worms, NRYG
 - April 29, 2014 – Candidates' Forum, 7:00 PM, Palace Theatre
 - May 1, 2014 – Town Council Budget Work Session, 6PM, Town Hall
 - May 4, 2014 – Candidates' Forum, 3:00 PM, Palace Theatre
 - May 6, 2014 – Election Day
 - May 15, 2014 – Town Council Regular Meeting, 6PM, St. Charles Parish Hall
11. Adjourn at 8:00 P.M.

Cape Charles LOVE

Background:

The Virginia Tourism Corporation (VTC) manages an initiative called LOVEworks which are giant “LOVE” artworks installations throughout the Commonwealth. The goal is to “prove that love is at the heart of every Virginia vacation” and people are encouraged to take pictures and share out through social media.

There are currently 34 installations throughout Virginia, with only one on the Eastern Shore at Kiptopeke State Park, sponsored by VTC. Groups, businesses and communities can design and build their own LOVEworks following VTC guidelines. Installations should be family friendly, reflect the community or area where displayed, be accessible (open to the public without charge), and approved by VTC.

VTC provides promotional support for LOVE through their website, blog posts, and social media. Examples of LOVE installations are available at <http://www.virginia.org/LOVE/>

LOVE in Cape Charles:

The Cape Charles Business Association (CCBA) sponsored a traveling LOVEworks installation in October 2013. These traveling installations are made available by application to VTC with a \$500 fee. The installation was housed at The Point for about 2 weeks and was popular with visitors and locals, with many taking pictures and sharing through social media. With the positive response, CCBA and the Town began discussions on building a permanent installation.

Process & Design:

CCBA and Town representatives have been working on a design to reflect our community and history (see attached sketch), and CCBA is working with VTC for design approval.

L – sea glass and seashells to represent our bayside community

O – tractor tire to represent agriculture

V – kayak to represent outdoor adventure activities

E – crab pots to represent aquaculture

Each letter will be approximately 6 feet tall by 4 feet wide (per VTC guidelines), and approximately 2 feet deep. Each letter will be on its own 6 foot by 4 foot base. Each base will be designed so it can be picked up by a pallet mover and moved if needed.

Much thought has been given to materials, safety and durability. Bases will be made from fir wood, fiberglass and gel coated. The L will be made of fiberglass with seashells and sea glass pressed in and then coated. The O will have a platform across the lower part of the center circle

in the tire so people can sit for pictures. The V (kayak) did not raise any design concerns. The E will be fiberglass with crab pot “fronts” pressed in close enough to prevent anyone from getting fingers stuck inside.

Location:

The proposed location for LOVE is The Point, the same location where the temporary sign was placed last year. This will be the only LOVEworks with the Chesapeake Bay in the background. Depending on time of year and angle, the sunset falls directly in the center of the O – perfect for pictures.

Costs:

Both the tractor tire and kayak have been donated. We have projected costs of \$3,500 to build 4 bases, L, E, platform for O, and to assemble V. Sea glass and shells for L will be donated, as well as the crabpots for E.

CCBA is organizing 2 fundraisers to help off-set construction costs. Friday, May 2 & Saturday, May 3 are a weekend of LOVE in Cape Charles. On Friday, May 2, restaurants are being asked to offer a specialty LOVE themed cocktail or dessert with part of the proceeds going to this project. They can do this through the weekend if they like.

On Saturday, May 3, the LOVE Train! will parade down Mason Avenue from Nectarine Street to The Point. Participants are asked to give a donation to dance down the Avenue to fun, upbeat LOVE songs played by DJ Shane.

It was suggested to ask the Town for \$3,500 as the Town is in the budget planning process. However, CCBA expects to raise funds for this project and is committed to bringing LOVE to Cape Charles.

Liability:

Being located at The Point, any situations arising would fall under the Town’s liability. CCBA will provide additional coverage at their expense.

Future Plans:

We have specifically designed the letters to be on portable bases so that LOVE can be moved around the Town of Cape Charles for events by request. Requests may be submitted in writing to the Recreation Department and the letters would be moved and transported by Public Works. The idea is to move LOVE for “large” events such as Crabby Blues, Tall Ships, or Clam Slam, but we do not anticipate more than 12 requests per year. If a wedding couple wanted to have it at Aqua for their wedding, that would also be considered.

We do not have an idea on what the actual costs to move would be, but it was agreed by CCBA and Town representatives that any “fee” charged would need to cover costs, plus additional so we could begin a fund to pay for maintenance and repairs.

Installation:

The plan is to have LOVE completed and ready for introduction at the Cape Charles Fourth of July parade. The letters will be paraded on a flat bed and then placed in a vendor space on Bay Avenue for the remainder of the holiday weekend. It may be moved to the Town Harbor for an evening concert over that weekend (undecided at this time).

The letters will be placed at The Point on Monday, July 7. We are planning a ribbon cutting for Wednesday, July 9.

Participants:

For this project, CCBA is represented by:

- Miriam Elton, brown dog ice cream, Miriam@browndogicecream.com
- Donna Olney Kohler, Fig Street Inn, donna@figstreetinn.com
- Sandy McFall, gallery 209, gallery209@gmail.com

Please feel free to contact any of us with questions about this project.

CCBA has worked with Jennifer Lewis and Pete Leontieff, both with Town of Cape Charles.





DRAFT
TOWN COUNCIL
Regular Meeting
St. Charles Parish Hall
March 20, 2014
6:00 PM

At approximately 6:00 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, Godwin, Sullivan and Wendell, and Councilwoman Natali. Also in attendance were Accountant Jerry Murphy, Town Planner Rob Testerman, Community Events/Recreation Coordinator Jen Lewis, Chief Jim Pruitt, and Town Clerk Libby Hume. The majority of the Department Heads were in attendance as well as approximately 35 members of the public.

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

RECOGNITION OF VISITORS / PRESENTATIONS

Jay Bell, President – Cape Charles Volunteer Fire Company

Mr. Bell began by thanking the Council for their ongoing financial support. This year the Cape Charles Volunteer Fire Company (CCVFC) was asking for \$25K which was the same amount that was being requested from Northampton County. Mr. Bell gave a summary of expenditures including the purchase of rear tires for the two engines at \$450 each, front tires for the ladder truck at \$1,100 each, 10 tires for the tanker at \$7,800, a used brush truck from Greenbackville for \$7,500, a used engine from the City of Chesapeake for \$14,500, as well as other items. The CCVFC was working to replace the turnout gear for the firefighters at a cost of \$2,200 per person. The restrooms had been remodeled in the fire hall with the help of volunteers and donations, and the kitchen would be the next project.

Vice Mayor Bannon asked Mr. Bell if he would be in favor of the Town increasing taxes to provide more financial support to the CCVFC. Mr. Bell stated that he would not be in favor of increasing taxes.

Mayor Sullivan asked about the financial audits. Mr. Bell stated that they were being performed regularly. Town Manager Heather Arcos added that she had received them and would provide copies for the Council.

Carol Evans – Eastern Shore of Virginia Tourism Commission

Ms. Evans distributed invitations to The Sky's The Limit tourism summit being sponsored by the Eastern Shore of Virginia Tourism Commission (ESVTC) on April 8, 2014 at the Eastern Shore Community College. It was an opportunity for businesses and tourism-related organizations to learn to better market themselves. Ms. Evans went on to give the history of the organization of the ESVTC dating back to 1994 and added that the group had been actively promoting tourism for the Eastern Shore. Ms. Evans continued by stating that currently there was a large focus on the space launches which would significantly affect the entire Shore. Virginia was being pushed into a competition with localities in Maryland regarding the space tourism. Bus trips were being planned from Ocean City, MD which was an hour from Wallops Island, but Cape Charles was only 1 hour and 11 minutes from Wallops and there were no better places to watch the launches than from Oyster and the Cape Charles Harbor. The Maryland Tourism Board had a very interactive website for space tourism and the ESVTC was also working on their site.

Vice Mayor Bannon commented that he read a letter to the editor of the Virginian Pilot regarding the Virginia Beach area being called Coastal Virginia and added that the Eastern Shore had much

more shoreline than Virginia Beach. Ms. Evans stated that in the Virginia Travel Guide, the Eastern Shore was referred to as Coastal Virginia Eastern Shore.

Ms. Evans continued by stating that the ESVTC was a Direct Marketing Organization and had opportunities to participate in big media calls in New York City. The Eastern Shore had also been added to Trip Advisor as a destination. The ESVTC was working diligently to develop a strategy to optimize this opportunity. Ms. Evans concluded by thanking the Council for the opportunity to speak.

Marion Naar – Cape Charles Historical Society

Ms. Naar informed Council that there were at least 8-10 museums on the Eastern Shore. They did no marketing but produced a brochure that included all the museums which were available at the Welcome Center. Ms. Naar stated that she had provided the Town with the financials and a list of accomplishments and proceeded to read the Cape Charles Historical Society Funding Request letter. (Please see attached.)

Presentation of Town Seal to New Roots Youth Garden

At the February 20, 2014 Town Council meeting, Ms. Tammy Holloway, President of the New Roots Youth Garden (NRYG), asked the Town for the Town Seal to display on the NRYG fence to acknowledge the Town's support along with their other partners – Cape Charles Rotary, Eastern Shore United Way and the Northampton County 4-H Club. Mayor Sullivan presented the Town's Seal to Ms. Holloway and several members of the NRYG Board.

PUBLIC COMMENTS:

George Proto, 607 Pine Street, President of Cape Charles Business Association

Mr. Proto addressed the Council to clarify recent comments that he had heard regarding the Cape Charles Business Association's (CCBA) position regarding the transient occupancy tax (TOT). Mr. Proto commented as follows: i) The letter sent to the Town Council on March 11 was written with the unanimous approval of the CCBA Board and was the position of the Board at this time. The current Board had representation from a variety of merchant types including retail, food service, lodging and professional services. The letter was written as a direct result of the CCBA being asked if they would support the Cape Charles By the Bay website and marketing. The Board understood that the Cape Charles By the Bay website was designed and built through a grant obtained by the Our Town Committee to promote the Town of Cape Charles but there were no grant funds allocated for support and maintenance of the website. The increase in the TOT was brought forward as a way to do this without putting a direct burden on the citizens or business of the Town and the increase proposal presented to the Council at the March 14 work session included suggested allocations and recipients. The CCBA was not a party in making these recommendations. Although the concerns raised about the impact of an increased TOT were certainly valid, the CCBA Board as a whole believed the whole Town wanted to support tourism and the numerous organizations that had promoted this Town. Promoting tourism also included branding and marketing, support for the Eastern Shore of Virginia Tourism Commission at some appropriate level, print marketing and the tourism website. All these things needed to be paid for which meant one of two things – either the Town redistributed its existing projected revenue so every organization received less or the Town needed to bring in additional revenue. The intent of the original letter was that maintaining the tourism website and marketing of Cape Charles needed to be supported because, in the end, it would bring more revenue into the Town.

Donna Olney Kohler, 711 Tazewell Avenue

Ms. Kohler addressed Council regarding transient occupancy tax. (Please see attached.)

Henry Mayer, 212 Bay Avenue

Mr. Mayer stated that he and his wife owned the Chesapeake Bay View B&B on Bay Avenue and also owned vacation rental property in the Town. They served on a variety of boards in Town and volunteered a lot of their time to events, activities, and to promoting tourism in the Town. Mr. Mayer stated that they were supportive of the increase in TOT by .7% and especially for dedicating

the entire amount of the TOT revenue towards promoting tourism to include the tourism website, events, and organizations like the Cape Charles Museum. Mr. Mayer asked the Council to reconsider the idea of creating a Cape Charles tourism board, commission or committee to focus on tourism to bring organizations together to advise Council regarding funding recommendations and the types of events that needed to be held. Currently, the businesses in Town were doing their own marketing with their own Facebook pages, print advertising, etc. and the establishment of a board could help bring everything together for a coordinated plan to get the maximum punch for the dollars spent

Brooke Binard, 417 Tazewell Avenue

Ms. Binard introduced herself stating that she was from Virginia Beach, grew up loving the shore and coastline and really enjoyed living in Cape Charles. Her family moved here in 2009 from Jupiter, FL to relocate for her husband's job at Bayshore Concrete Products. She had a degree in biology from East Carolina University and another degree in interior design from Palm Beach State College. She worked for Tidewater Community College as a part-time professor online and she was a stay-at-home mom with a 3-year old and an 11 month old. Ms. Binard stated that she loved Cape Charles and really appreciated what the Eastern Shore brought to their lives and was here tonight to propose a weekly farmers' market in Cape Charles. This idea came from her heart and reflected her personal passion to live an environmentally friendly lifestyle. Ms. Binard continued to state that her vision for the Cape Charles Farmers' Market incorporated community, health, education and sustainability and would be a wonderful way to bring the people of the community together on a weekly basis to support our local economy – farmers, watermen, chefs, artists and local small business owners, as well as potentially increasing new entrepreneurs in the area. In addition to increasing the access to local, healthy foods, it would also provide a platform to educate the public and also contribute to the viability of the Town. Ms. Binard requested Council's support and asked if the Town could provide free land or space or allocation of funding for the farmers' market. Ms. Binard also asked for opinions on the best day and time for the market adding that she did not want to interfere with the Town's events. Ms. Binard thanked Council for their support.

Councilman Godwin asked about the space and whether she wanted to lease space. Ms. Binard responded that to save costs she would donate her time to organize things and would be the market manager but wanted the money earned to go back in the pockets of the farmers and other participants in an effort to bring the community together and to provide a place to obtain healthy food, healthy products, and a fun family-friendly atmosphere which would be good for the Town.

Councilwoman Natali pointed out that the Town's Comprehensive Plan included a farmers' market area and had previously encouraged Ms. Binard to talk to the Harbor Master regarding whether there was an opportunity to put the farmers market at the Harbor near the proposed fish market so people could get their fresh vegetables and fresh fish in the same area.

Mayor Sullivan suggested that people could go to the NRYG to get their fresh vegetables and then go to The Shanty for a beverage and fresh fish.

Vice Mayor Bannon suggested a possible location across from NRYG in the lots potentially being purchased by the Town.

Larry Veber, 507 Tazewell Avenue

Mr. Veber addressed the Council and audience regarding the negative comments that were consuming the Town. Mr. Veber stated that he was recently talking to two people who were very impressed with Cape Charles and loved everything about the Town except they told him that they had read in the *Cape Charles Wave* that the Town was going bankrupt and was in serious trouble. Mr. Veber went on to state that he download the most recent financial audit from the Town's website and looked at the ratio of debt to see if the Town was really in serious trouble. The ratio of debt to assets was 1.42% which meant that out of every dollar of assets, the Town owed 1.4¢ and he did not think that was a serious problem. The Town spent money for sand at the beach, improvements for water and the new sewer plant, the new library, and Central Park which were all

improvements to the Town. Mr. Veber gave a copy of the report to Ms. Dorie Southern of the *Cape Charles Wave* and told her that the *Wave* was very important to the Town but the Town needed it to give the information without editorializing. Mr. Veber continued to stated that he was listening to all the comments about how the Town was in trouble when it wasn't. There was a group out there that kept talking about it and it was hurting the Town. Mr. Veber added that in his opinion, it was having a tremendous negative affect on Cape Charles and whoever was behind this was not doing anyone a service. Mr. Veber concluded by stating that he was leaving the audit information on the table for people to review and thanked Council for the opportunity to speak.

Lenora Mitchell, 309 Tazewell Avenue

Ms. Mitchell began by stating that she believed that the Mayor and Council were responsible individuals and added that she was concerned about the \$11.79M bond debt that would not be paid off until 2034 when she and some others would be almost 100 years old. Ms. Mitchell went on to state that she believed that the Mayor and Council had the community's interest and needs at heart and that they had a vision for Cape Charles with a master plan to realize that vision. Every decision made and every dollar spent was getting the Town closer to the vision but the only problem was that the vision had not been shared with the citizens. Council was determining what was needed without allowing citizen participation in the decision making process. Public hearings were a formality because Council had already made the decision. Resolutions were already drawn up and the contracts were prepared and Council moved forth to seal the deal without any deliberations or considerations of citizens' remarks and concerns expressed during the public hearings. Ms. Mitchell continued to state that, since Council was on a spending jag and thanked Larry Veber for saying that the Town had money, she was requesting the following: i) Council provide a lot for the promised basketball court. It was sad to ride through Town and see little kids bouncing their balls in the street and shooting them up in the air. A basketball court was not just for the kids but for some adults as well; ii) Council consideration to purchase the old Meatland and the Bayshore Market buildings which both have parking lots. One could be used as a community center and one for a grocery store. Staff could develop an incentive package that might entice a grocery store to come to Town; and iii) Council purchase some open space for another park where kids could play sports and citizens could participate in other physical activities. Ms. Mitchell concluded by thanking Council for the opportunity to speak.

Deborah Bender, 300 Fulcher Street

Ms. Bender addressed Council regarding various issues. (Please see attached.)

Town Clerk Libby Hume read a letter from Lemoin Cree, Principal Broker of Blue Heron Realty. (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:

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to approve the agenda format as presented. The motion was approved by unanimous consent.

CONSENT AGENDA – APPROVAL OF MINUTES:

The Town Council reviewed the minutes of the February 20, 2014 Regular Meeting, the February 28, 2014 Special Meeting, the March 6, 2014 Budget Work Session, the March 10, 2014 Executive Session and the March 13, 2014 Work Session.

Motion made by Councilwoman Natali, seconded by Councilman Godwin, to approve the minutes from the February 20, 2014 Regular Meeting, the February 28, 2014 Special Meeting, the March 6, 2014 Budget Work Session, the March 10, 2014 Executive Session and the March 13, 2014 Work Session as presented. The motion was approved by unanimous consent.

DEPARTMENT REPORTS:

A. *Treasurer's Report:*

Accountant Jerry Murphy reviewed the Treasurer's report dated February 28, 2014 which showed \$761,795 in the Shore Bank checking account, \$96,579 in the Shore Bank checking account for reserved facility fees, \$68,515 in the Local Government Investment Pool (LGIP) account for the Library and \$440,685 in the Local Government Investment & Restricted Funds with the Total Cash on Hand at \$1,367,574. The total cash held in reserve was \$356,133. Jerry Murphy 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 2013 personal property tax and 2014 license tax collections.

Motion made by Councilman Wendell, 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) He and Heather Arcos met with Elaine Meil of the ANPDC regarding the Comprehensive Plan Update. The first meeting with the Planning Commission and the ANPDC representatives would tentatively be held in April; ii) The Historic District Review Board met on March 18 and approved applications from the Bay Haven Inn to remove a non-functioning chimney which was a liability and a new home on a vacant lot on Tazewell Avenue; iii) The ANPDC received funding for a feasibility study for the extension of the Bike Trail along Route 13; and iv) The County scheduled the Hazardous Waste Collection for May 10th from 12:00 PM to 2:00 PM at the Birdsnest Convenience Center.

Vice Mayor Bannon asked about the number of new homes being constructed in the Bay Creek neighborhood. Code Official Jeb Brady stated that six permits for new homes had been issued over the last six months and he was expecting three more over the next six months.

Mayor Sullivan asked Rob Testerman about the Town's actual communications with the gentleman who was interested in opening a veterinary practice in town. Rob Testerman stated that he has spoken to the gentleman regarding a zoning question on parking standards for the Lan Par building. Rob Testerman added that he sent a letter stating that the parking standards were fine and the zoning was appropriate for his proposed use. Mayor Sullivan asked whether the subject of connection charges were discussed. Rob Testerman stated that he only discussed the zoning issue and to his knowledge, he was the only staff person who spoke to the gentleman.

C. *Other Departmental Reports:*

Librarian Ann Rutledge distributed the Summer 2014 Events Schedule to Council and added that NASA would be holding programs at the Library this summer.

Public Works/Public Utilities Director Dave Fauber reported the following: i) The Fishing Pier repair bids were due on March 21 by 2:00 PM. The request for proposals was divided into four categories – demolition, electrical, concrete and construction of the pier. The Town had a deadline of May 26 from FEMA to complete the work; and ii) The renovations on the former library building were expected to start next week. The contractor had to complete another job before starting this project.

Councilman Bennett asked about the emergency generator for the water plant. Dave Fauber stated that it had been ordered and should arrive within 5-6 weeks.

Councilwoman Natali asked about the planting area along Mason Avenue. Dave Fauber stated that he had been talking to Ben Lewis and the area would be very attractive once completed.

Councilman Sullivan asked about the grinder. Dave Fauber stated that it had not been ordered yet.

OLD BUSINESS

A. *Town Code Modifications - § 66-57 Transient Occupancy Tax – Set Public Hearing*

Heather Arcos stated that Town Council held a work session on March 13, 2014 and discussed several options regarding transient occupancy tax (TOT). The consensus was to increase the TOT by .7% for a total TOT of 3.7%, and to replace the language in the Town Code which currently dedicated 1% to the Eastern Shore of Virginia Tourism Commission (ESVTC) with language stating that the revenue collected from the TOT be allocated for tourism-related initiatives. Council would continue to provide annual support to the ESVTC, but some of the revenue generated by the TOT would be used to promote tourism-related initiatives within the Town. Although the creation of a Cape Charles Tourism Board could possibly be a good resource and provide marketing support for tourism, Council was in agreement that it was premature for the Town at this time.

Council reviewed the proposed modifications for Town Code §§ 66-55 through 66-76. There was much discussion regarding § 66-57 regarding use of the revenue collected from the TOT. Several of the Council members felt that funding assistance for non-profits could be included but after further discussion, the majority consensus was to allocate the TOT revenue for tourism-related initiatives since the revenue came from tourists visiting the Town.

There was some discussion regarding the effective date of the ordinance, if approved, to allow the businesses who were responsible for collecting the tax time to update their systems, websites, etc. The majority consensus was for an effective date of July 1, 2014.

There was also some discussion regarding the 1% currently designated to the ESVTC from the Town as well as the amount being provided by Northampton County (\$114,723), Accomack County (\$86K) and the Town of Onancock (\$2,750). The Town of Chincoteague did not contribute any funding directly to the ESVTC. They paid a portion of TOT to Accomack County which was included in the County's funding to the ESVTC.

Motion made by Vice Mayor Bannon, seconded by Councilman Godwin, to schedule a public hearing for April 17, 2014 immediately preceding the Town Council Regular Meeting regarding the modifications to Town Code Sections 66-55 through 66-76 – Transient Occupancy Tax as discussed. The motion was approved by majority vote with Councilmen Bennett and Wendell opposed.

NEW BUSINESS:

A. *Northampton County Ad-Hoc Emergency Care Committee Report to Board of Supervisors*

The Report to Study Alternatives for Providing Emergency Care in Northampton County was provided in the agenda packet for Council review.

Mayor Sullivan stated that she sent a letter to all the incorporated towns in Northampton County last year requesting their support to send a request to the Northampton County Board of Supervisors asking them to issue a request for proposals (RFP) for emergency services in the County. All the towns expressed their support with the exception of Nassawadox. The request was sent to the County Administrator.

In light of the recommendation of the Ad-Hoc committee, Mayor Sullivan suggested that the Town issue an RFP for a free-standing emergency room similar to the RFP issued for the restaurant at the Harbor. An emergency room was very important to the Town's residents and those of the lower County and the lack of a hospital or emergency room would negatively impact the decision of anyone considering purchasing property and/or moving here. Mayor Sullivan continued to state that this issue would be on the April Council meeting agenda and

asked for Council's agreement to issue an RFP. Mayor Sullivan asked Mr. Peter Lawrence to speak more on the subject.

Mr. Lawrence stated that the least expensive option was a trauma center or free-standing emergency department which would be open 24/7 or at least from 7AM – midnight. If someone was involved in an accident here, even if an ambulance was immediately available, the time to transport the individual would most likely be beyond the golden hour. This would not be a profit-making operation but would need to be subsidized by private donations. If the County wouldn't do anything, the Town needed to. Lack of a trauma center would have a negative impact on economic development.

Councilman Wendell commended Mayor Sullivan on her efforts and stated that if Council felt that the County stopped short, the Town could issue an RFP to obtain the proposals and schedule a meeting with the Board of Supervisors to discuss the proposals and issues further. This would need to be a County-wide initiative, not just the Town.

Heather Arcos stated that the County would be revisiting the Ad-Hoc Committee's recommendation next month and would be deciding on a plan of action based on the committee's recommendation.

Mayor Sullivan left the meeting after this discussion.

B. Acquisition of Fig Street Lots:

Heather Arcos stated that in June 2010, the Town Council entered into a lease agreement with Bay Creek LLC to lease 7 lots on the corner of Fig Street and Randolph Avenue with the first right of refusal to purchase the property if at any time Bay Creek decided to sell the property. A letter dated February 10, 2014 was received from Mr. Richard Foster of Bay Creek LLC and HJ Rail LLC offering the sale of the property to the Town, as outlined in the lease agreement, for a sum of \$100K. If the Town failed to accept the offer, the property would be marketed for sale. This issue was initially discussed by Council at the March 10, 2014 Executive Session and the general consensus was for the Town to move forward with the acquisition of the parcels. The Cape Charles Comprehensive Plan, adopted June 2009, recommended the intersection of Fig Street and Randolph Avenue be utilized for a traffic roundabout. The parcels were currently maintained as open space and contained the Town's welcome sign and plantings. There was sufficient funding in the FY 2014 Budget under the Cape Charles Community Trail Project. The final approval of this project had been delayed since VDOT review and approval was required for each step of the process and anticipated construction would not begin until the next fiscal year. Staff anticipated approximately \$50K to be expended on the Trail project this year. The remaining \$100K would not be utilized this fiscal year and could be transferred to the Town Manager budget for the acquisition of these parcels. As part of the purchase price, the Town was working to collect delinquent real estate taxes which amounted to approximately \$61K. Council could make the purchase contingent upon payment of the delinquent taxes.

Councilwoman Natali stated that she had called Paul Skolnick, acting treasurer, regarding delinquent taxes and was informed that because of the sale of the Bay Creek Marina and other properties, the County's records had not yet been updated to reflect the new ownership and the exact amount of taxes owed by Bay Creek LLC could not easily be determined.

Councilman Bennett requested that Resolution 20140320 be modified deleting the fourth "Whereas" and the language regarding the proposed construction of a traffic roundabout as stated in the Comprehensive Plan and VDOT's 2020 Transportation Plan from the fifth "Whereas." Councilman Bennett also suggested that a condition of purchase was needed deducting the amount of the back taxes from the purchase price. Councilwoman Natali and Vice Mayor Bannon agreed with the modifications to the Resolution as proposed by Councilman Bennett.

Councilman Wendell stated that the \$100K would be better utilized in a contingency fund and the Town sign could be moved to the Cape Charles Museum. There was more of a need for parking in the downtown commercial area.

Motion made by Councilman Bennett, seconded by Councilwoman Natali, to adopt Resolution #20140320 authorizing the acquisition of the Fig Street parcels for \$100K less the amount of delinquent taxes owed with the deletion of the fourth "Whereas" and modification of the fifth "Whereas" as discussed. The motion was approved by majority vote. Roll call vote: Bannon, yes; Bennett, yes; Godwin, yes; Natali, yes; Sullivan, yes; Wendell, no.

C. Name for Former Library Building:

Heather Arcos stated that staff had researched the former library building in an effort to find historical information that could be used in the naming of the building. As of this time, there was not enough information to assist in the naming of the building. The building was the First Presbyterian Church in Cape Charles and the first service was held in 1901. The church was moved in September 1926 and the building was sold to the Northampton County Memorial Library for \$5K and the Library was opened October 8, 1926 in honor of World War Veterans. In December 2008, the name of the library was changed to the Cape Charles Memorial Library.

Jen Lewis stated that she had sent out emails requesting recommendations for names and a number of names had been reviewed including Town Hall, Community Center, Civic Center, etc. A historic name could not be determined so staff opted to go with a basic name identifying the proposed use of the building and "Cape Charles Meeting Hall" seemed to be the most appropriate.

There was some discussion and Vice Mayor Bannon suggested that the Council think about the names for another month. Several of the Council members did not like "Hall" and a larger facility was needed for Civic Center or Recreation Center. Council agreed that "Cape Charles" needed to be in the name that was eventually chosen.

Motion made by Councilman Bennett, seconded by Vice Mayor Bannon, to table the naming of the former library facility for one month with further discussion at the April Council Regular Meeting. The motion was approved by unanimous consent.

MAYOR AND COUNCIL COMMENTS

Vice Mayor Bannon commented on the upcoming election and whether it would be a dirty or constructive election. So far, it was looking like it would be a dirty election. There needed to be a vehicle for the truth to be disseminated but currently there was no such vehicle. The information being put out was slanted and the Town Council had been called liars and babbling idiots. Things had been said and there had been innuendos which were all negative. At a recent Council meeting, Mr. Eyre Baldwin told Ms. Dorie Southern to sit next to him so he could make sure she had the facts correct. God, Mohammed and humankind did not like ugly.

Councilman Godwin commented regarding the budget and the innuendos and comments saying that the Council needed to cut spending. If the people making these comments were sincere, they needed to provide ideas and numbers. People should not just say to get rid of this or that. Council could tell staff to cut \$200K from the budget and staff would review the various services and provide solutions and scenarios on what could be cut. If Council was unhappy with the budget, they needed to tell staff what they wanted so something could be done. Councilman Godwin concluded by stating that he did not want to talk about the same issue at every meeting.

Councilman Wendell commented as follows: i) He wanted to expand on the good news about the Bike Trail and commended Rob Testerman for following up on the project. This project was initially proposed 20 years ago but there was not enough support from the Board of Supervisors so the project was dropped. It would be good to expand the trail into Town which would bring tourists into Town. It could be a gateway for the State Park, Cheriton and Cherrystone

Campground. Cape Charles should be the southern hub of the Artisan Trail; ii) The farmer's market was an excellent idea but he felt that it belonged in downtown Cape Charles; iii) He wanted to echo Vice Mayor Bannon's comments regarding a positive discussion of ideas going forward to the May election; iv) He had reservations regarding recent plans to borrow additional money over the \$11.79M and hoped that the real estate values held so the debt to asset ratio stayed the same; and v) If the Town had volunteers to staff a Tourism Committee to bring ideas to the Council, he was open to form such a committee to make Cape Charles a better town.

Councilwoman Natali commented as follows: i) She liked the idea of having a farmer's market in the Town; ii) She liked the idea that the Town was going to see the Bike Path coming into Town; iii) She had heard of the ongoing construction and more starting which was great news; iv) It seemed that things were looking up for the Town. There were very few storefronts on Mason Avenue that weren't operational or in the process of becoming operational; v) She wanted to see the Town continue to do what we could to move forward; vi) South Port's Cape Charles Yacht Center was supposed to open sometime in April and that was good news. It was another business opening in Town which would employ more people; vii) Bayshore Concrete seemed to be gearing up. They had won contracts and were bringing on more employees; and viii) The other day, she saw orange flags on the north side of Stone Road and she was assuming it was the sidewalk project to enable the residents of Heritage Acres to get safely into Town.

Councilman Bennett stated that he wanted to add that he was fully supportive of creating a Tourism Committee as an advisory body to the Council. It should be structured like the other boards where individuals applied to be on the committee. Council would interview the individuals and the members with representatives from the hospitality/hotel industry, food service, and other businesses. There should also be citizens at large who weren't connected to any business or industry. Just because Council had not yet moved to create this committee did not mean that Council was not thinking about it.

Councilman Wendell stated that he wanted to reiterate how he felt about the farmer's market idea and was thinking of a new idea for his building/storefront in the downtown and wanted to talk to Ms. Binard after the meeting.

Vice Mayor Bannon commented that he was looking forward to the bike path coming into Town and had supported Councilman Wendell in his efforts for the bike trail since 1992.

ANNOUNCEMENTS

- March 27, 2014 – Town Council Budget Work Session, 3:00 PM, Town Hall
- April 3, 2014 – Town Council Budget Work Session, 6:00 PM, Town Hall
- April 5, 2015 –Boating Safety Class for Kayaks at VIMS in Wachapreague. If interested, please contact Ron West.
- April 10, 2014 – Town Council Budget Work Session, 3:00 PM, Town Hall
- April 17, 2014 – Town Council Regular Meeting, 6:00 PM, St. Charles Parish Hall

Motion made by Councilman Bennett, seconded by Councilwoman Natali, to adjourn the Town Council Regular Meeting. The motion was approved by unanimous consent.

Mayor Sullivan

Town Clerk

Presentations and Public Comments Provided in Writing
March 20, 2014

Cape Charles Historical Society
P. O. Box 11
Cape Charles, Virginia 23310

March 4, 2014

To: Town Council Members
Dora Sullivan, Mayor
Heather Arcos, Town Manager

From: Marion Naar, President/Treasurer – Cape Charles Historical Society

Re: CCHS Funding Request for FY 2014/2015

The Cape Charles Historical Society requests an allocation of \$15,000 to partially fund a full or part-time professional director for the Historical Society. Focus of the position would be to use the Cape Charles Crater and related critical climate issues to obtain funding for a permanent educational facility and its support.

Right now Cape Charles now has a major opportunity. It is unique, timely, and important – and not just for tourism and local living. The opportunity comes from the current unprecedented sea level rise, which is taking place all along the east coast but is highest in Hampton Roads and the Eastern Shore. A recent NY Times article reported sea level rise in Hampton Roads at over 1.5 inches every 10 years, and close to that on the Eastern Shore. At the same time there is heightened interest in the Cape Charles crater of 35 million years ago, which as a possible contributor to land subsidence may well also be a factor in sea level rise. The February issue of Chesapeake Bay Magazine has an excellent article on the crater, a point noted by the Cape Charles Rotary Club, which has made the crater its 2014 service project.

Given the importance of sea level rise, there is a real need for public education and awareness – a place and support personnel to deliver this education. It could include dramatic simulations of the crater impact and models of the impact of sea level rise on the region as well as lectures – both live and on video. Our previously planned Country Store Museum Annex, reborn as the CC Crater Annex, might serve – or it could be something bigger. Cape Charles can take it on and create such a institution or daily while some institution across the Bay does so first.

Foundation, state and/or federal funding would be essential to building and maintaining such a facility, and evidence of local support is a prerequisite for any funding request to outside agencies. Existence of a professional director would be that evidence. That director would then make procuring project funding a major activity, in addition to much needed museum work. State funding for museums is beginning to come back after several years of near zero funding, and given the importance of this issue, might again be possible if enough pressure were brought to bear on the Legislature. Conversely, without assurance that CCHS has in place a professional director, no state or federal agency would consider funding any such project.

We thank you for consideration of this request, and welcome any questions you may have.

Donna Olney Kohler, 711 Tazewell Avenue

My name is Donna Olney Kohler and I live at 711 Tazewell Avenue. My home is also operated as Fig Street Inn which has been in business since May 2011.

I attended the March 13th work session in which a proposed transient occupancy tax was discussed by Council. I would like to share some information before the Public Hearing and vote that I hope you will consider in your discussions.

You were provided a pro-forma with projected increases ranging from .7% to 1.7%. Those were provided to demonstrate how much money could be generated by a TOT increase and what types of projects could be

funded. In my opinion, they were not an endorsement by any person or group saying that one increase is better than another.

At that session, Council unanimously agreed to consider a .7% increase. The average daily rate for Fig Street Inn in 2013 was about \$153. Even if I speculate that my average daily rate would increase to \$160, a .7% increase in transient occupancy tax equals an additional \$1.12 per night to a guest. I do not believe \$1.12 will prevent someone from staying at my inn, from visiting Cape Charles, or persuade a potential guest to stay outside the Town limits vs. in town.

As a business that is responsible for collecting this tax, I would consider support for an increase. My concerns about this tax increase are how those funds will be spent and the process by which they will be allocated. I believe that some of those funds need to be dedicated to the branding and marketing of Cape Charles, specifically the Cape Charles By the Bay initiative.

I do need to say, if you are not already aware, that I have been involved with Cape Charles By the Bay since its beginning. I helped write the grant to the Virginia Tourism Corporation for its funding. I wrote the initial marketing plan, with Ned Brinkley's help, and my business was one of the initial contributors. I am the one who created and maintains the social media for the initiative. This request may come across as self-serving, but I believe in this project, and I hope that the other 20+ businesses and organizations who gave initial funding do as well.

The businesses came together to create a consistent brand and message for the town and that should be sustained if we want TOT and meals tax collections to continue to increase. It was pointed out in the March 13th session that if costs were to be paid only by the businesses involved, the cost would be \$785 per year. Even if we were to increase participation to 40 businesses, the cost would be \$450 per business per year. Those amounts are not realistic for many Cape Charles businesses.

I believe any ordinance to increase the transient occupancy tax needs to address funding for the continued maintenance and support of the Cape Charles By the Bay initiative.

I invite the Council to contact me with questions regarding Cape Charles By the Bay and I am happy to answer what I can.

Thank you,
Donna Olney Kohler
Fig Street Inn
711 Tazewell Avenue
Cape Charles, VA 23310
757-331-3133
donna@figstreetinn.com

Deborah Bender, 300 Fulcher Street

It seems that Town Council does not know the old proverb, "A fool and his money are soon parted." Cape Charles Town Council needs to find a new negotiator for real estate transactions. Council seems to fall for every developer that comes along with a bright idea for something that the Town should buy or sell.

The latest offer that we know about comes from Dickie Foster who wants to sell the town seven lots at the entrance to town for \$100,000. Is that a deal? We hear that the town needs to snap up this offer before someone else buys the property, but I'm not buying that argument.

Where are all the buyers to purchase the lots coming into town before the museum? Where is the buyer for the old Meatland building or the clinic behind it? You should call Mr. Foster's bluff and tell him to sell the lots if he can. My guess is they would still be for sale five or six years from now at \$100,000.

Two and half years ago you negotiated in secret to sell our historic old school in Central Park for \$10. That property was seven lots, part of a street and part of the park. All that for \$10.

But what are the needs of the people of Cape Charles? We need sidewalks for the residents of Heritage Acres so that they can get to and from town safely. That was raised at a town council meeting more than a year

ago, but there are still no sidewalks.

The citizens of this town deserve water that they can actually drink.

Our town needs parking on Mason Avenue for shopper and visitors. Have you looked into buying the old Be-Lo property or are you waiting for someone to come along and make an offer?

The town does not need a non-historic traffic circle at the entrance to town, so we don't need to make a foolish expenditure of \$100,000 borrowed dollars. We need to hold the line on taxes, spending and water bills.

We've had enough of the town borrowing and spending without a needs assessment and without consulting the people who live in this town.

Lemoin B. Cree, Principal Broker, Blue Heron Realty, Co.

Dear Ms. Arcos,

I am writing to you pertaining to the proposed Cape Charles Transient Occupancy Tax increase from 3.0% to 3.7%. I believe you will be attending the Town Council meeting on Thursday, March 20, 2014 at which time a vote on the proposed tax increase is planned. Therefore, I would like to ask you to copy of read my email to the Council members.

First, I really think that the proposed tax increase in all likelihood will be counterproductive resulting in the loss of some rentals. It is our experience that renters who vacation here do so because they can rent her for a little less than in other areas. Accordingly, landlords find that they are restrained in the amount they can charge even though they have high operating costs and lots of wear and tear on their homes. While Vacation Rentals have come into their own in Cape Charles, it is our opinion that this business is still somewhat fragile. We think the proposed tax increase will be a negative factor in the stabilization of these rentals which everyone seems to agree are important to Cape Charles and Cape Charles businesses.

Second, if Council is determined to impose this tax increase, I recommend that it not commence until January 1, 2015. We and others have booked many Cape Charles Vacation Rentals at the 3% rate and have many leases out at this rate. A tax increase before this date will impose the new portion of the tax on the landlords because it is too late to charge tenants who have already booked. Most rental reservations are made in the first 3-4 months of the year. In addition, a tax increase will be expensive and time consuming for us because we will have to redo our multiple website quotes, leases, computer programs and bookkeeping. Providing time to prepare for this increase next year seems reasonable to us.

Thank you for your consideration.

Lemoin B. Cree
Licensed Virginia
Principal Broker
Blue Heron Realty, Co.
P.O. Box 216
Machipongo, VA 23405
(757) 678-5277
easternshorevacations@blueheronva.com



DRAFT
TOWN COUNCIL

Executive Session

Town Hall

March 20, 2014

Immediately Following Regular Meeting

At approximately 9:15 p.m. Vice Mayor Chris Bannon, having established a quorum, called to order the Executive Session of the Town Council. In addition to Vice Mayor Bannon, present were Councilmen Bennett, Godwin, Sullivan and Wendell and Councilwoman Natali. Mayor Sullivan was not in attendance. Town Manager Heather Arcos was also in attendance.

Motion made by Councilman Bennett, seconded by Councilwoman Natali, 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 3: Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Specifically: Real Property Acquisition Opportunity

Motion made by Councilman Bennett, seconded by Councilman Sullivan, 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; Godwin, yes; Natali, yes; Sullivan, yes; Wendell, yes.

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

Vice Mayor Bannon

Town Clerk



DRAFT
TOWN COUNCIL
Budget Work Session
Town Hall
March 27, 2014
3:00 p.m.

At approximately 3:00 p.m., Vice Mayor Chris Bannon, having established a quorum, called to order the Work Session of Town Council. In addition to Vice Mayor Bannon, present were Councilmen Bennett and Sullivan, and Councilwoman Natali. Councilman Wendell arrived at 5:55 p.m. Mayor Sullivan and Councilman Godwin were not in attendance. Also present were Town Manager Heather Arcos, Police Chief Jim Pruitt, Town Planner Rob Testerman, Community Events/Recreation Coordinator Jen Lewis, Librarian Ann Rutledge, Code Official Jeb Brady, Public Works/Public Utilities Director Dave Fauber, Town Clerk Libby Hume and Mr. Paul Skolnick who was assisting in the Treasurer's office. There were three members of the public in attendance.

Vice Mayor Bannon announced the business for the evening would be i) to review the proposed Fiscal Year (FY) 2014/2015 General Fund Departmental budgets for the Police Department, Planning, Recreation, Library, Code Enforcement, Finance, Legislative and Clerk; and ii) to finalize the Enterprise Funds Expenses and Revenue.

A. FY 2014/2015 General Fund Departmental Budget:

Town Manager Heather Arcos reviewed the following departmental budget summaries as follows:

Police Department: i) Included 5 full time staff – the Chief and 4 officers. The newest officer would be going to the Police Academy in Newport News from April 28 through September 22. Officers having to go through the Police Academy signed contracts with the Town agreeing to repay all expenses related to sending them to the academy if they left within three years after graduation; ii) Contracted Services included the Daprosystems Software and IT Support; iii) Maintenance Services included advertising, funding for a contracted interpreter, if needed, and employee testing. There was some discussion regarding random drug testing for staff, Council, and appointed boards. Town Clerk Libby Hume stated that drug testing could be mandated for staff, but not for elected officials. Elected officials could voluntarily submit to drug testing. She was unsure whether it could be mandated for appointed officials. Heather Arcos stated that all employees were tested at time of hire. The Town's Personnel Policy stated that the Town would perform random drug testing but typically this was done if there was any suspicion of drug or alcohol use or if there was an accident. The cost for a regular random drug testing program was included in the proposed budget for FY 2013/2014 but ended up being cut; iv) Communications included postage, phones and fax lines for the Police Department, and cell phones; v) Insurance included public officials liability and Line of Duty Act coverage; vi) Leases & Rentals included the 2011 Charger, 2013 Explorer and 2013 Charger. 1 vehicle was paid off and one was purchased outright; vii) Travel included mileage, lodging, meals, etc. for the Police Academy, other training and misc. travel; viii) Miscellaneous included dues for the Virginia Chief's Association; and ix) Materials & Supplies included maintenance supplies for the police vehicles. Overall, there was a decrease of \$28,303 compared to FY 2014.

Planning: i) Included 1 full time staff person and the Planning Commissioners; ii) Contracted Services included Shore Scan which was a scanning solution for the Town which would create virtual filing cabinets for storage of important documents. Two "file cabinets" were

being requested – one for the Town administrative files which included financial documents, minutes, etc. and one to be shared by Planning and Code Enforcement. The system would save staff time in locating documents, free up storage space in the offices, expedite FOIA responses, assist with document retention, and assist the Town with disaster planning. If the Town Hall were to burn, currently, the Town would have difficulty in resuming business due to the loss of important documents, etc. Shore Scan enables staff to access the important documents at any location with an internet connection. Some localities state that their audit costs had decreased drastically due to the fact that the audit staff could access the required documents online vs. travelling to the locality. The costs for the Shore Scan system would be split between Planning Department, Code Enforcement and Town Clerk budgets; iii) Maintenance Services included printing & binding, and advertising; iv) Communications included postage for required notices for the Planning Commission and Boards; v) Travel included costs for travelling for training; vi) Miscellaneous included association dues; and vii) Materials & Supplies included office supplies, books and subscriptions. Overall, there was an increase of \$1,828 compared to FY 2014 which was mostly for the Shore Scan system.

Recreation: i) Included 1 full time staff person; ii) Contracted Services included IT Support; iii) Communications included postage and cell phone reimbursement; iv) Travel included miscellaneous mileage reimbursements; and v) Materials & Supplies included office supplies, uniforms, education and special events. Overall, there was an increase of \$176 compared to FY 2014.

Jen Lewis distributed a listing of planned recreation events and programming and event calendars for June through August.

Library: i) Included 1 full time staff person and 2 part time assistants; ii) Contracted Services included IT support for the staff's computers and the computer lab; iii) Maintenance Services included advertising, employee testing and annual maintenance on the HVAC system; iv) Utilities included heating and electricity; v) Communications included postage and the phones and fax lines for the Library; vi) Travel included training-related expenses; vii) Miscellaneous included dues and association fees; and viii) Materials & Supplies included office supplies, books and subscriptions. Overall, there was a decrease of \$32,102 compared to FY 2014 which reflected the Library Equipment Grant which was completed in FY 2014.

Code Enforcement: i) Included 1 full time staff person; ii) Contracted Services included Shore Scan, BS&A which was the permitting system, IT Support, advertising, emergency demolitions, lot/lawn care and code violations; iii) Communications included postage and cell phone reimbursement; iv) Travel included training-related expenses; v) Miscellaneous included dues and association fees; and vi) Materials & Supplies included office supplies, fuel, books and subscriptions, and education. Overall, there was an increase of \$2,504 compared to FY 2014, which was mostly for the Shore Scan system.

Code Official Jeb Brady distributed a comparison analysis of the number of employees in the Code Enforcement Department, number of permits issued, inspections performed and plan reviews for FYs 2006 through 2013. The number of employees decreased from 3 to 1. The number of permits issued per employee went from 185 in FY 2006 to 257 in FY 2013. The number of inspections per employee went from 1,019 in FY 2006 to 1,248 in FY 2013.

Finance: i) Included 3 full time staff. The new treasurer would be starting April 7. The auditors were scheduled to be in the office on April 3 and 4; ii) Contracted Services included Edmunds Accounting software, IT Support, Payroll processing fees, and Auditors; iii) Maintenance Services included advertising, employee testing; iv) Communications included postage for real estate and personal property tax billing; v) Leases & Rentals included ADP

equipment and time clock; vi) Travel included expenses for training and conference attendance; vii) Miscellaneous included dues and association fees; and viii) Materials & Supplies included office supplies, bank service charges/credit card processing fees, and books and subscriptions. Overall, there was an increase of \$12,770 compared to FY 2014.

Legislative: i) Included the Mayor and Council; ii) Communications included the Mayor's cell phone; iii) Insurance included Public Liability for Officials; iv) Travel/Election Support included travel and expenses for VML Legislative Day, VML Annual Conference, Newly-Elected Officials Conference, Retreat expenses and election expenses; v) Furniture & Equipment included tables, chairs, dais, lectern and miscellaneous equipment to outfit the former library building for meetings for Council, Planning Commission and all boards. Overall, there was an increase of \$17,531 for furniture, equipment, election expense and the cost of the Newly-Elected Officials Conference.

Clerk: i) Included 2 full time staff; ii) Contracted Services included Shore Scan, shredding services, copier maintenance, advertising, annual fee for website, and IT Support; iii) Communications included postage; iv) Leases & Rentals included the copier lease and scanner rental for Shore Scan; v) Travel included training-related expenses for the International Institute of Municipal Clerks (IIMC), Virginia Municipal Clerks Association (VMCA), and VML; vi) Miscellaneous included IIMC and VMCA dues for the Clerk and Assistant Clerk; and vii) Materials & Supplies included office supplies, minute books, annual fee and updates for Municode, Eastern Shore news subscription and tuition for the VMCA Clerk's Academy. Overall, there was an increase of \$10,895, most of which was for the Shore Scan system.

Councilwoman Natali commented that she liked the format for this year's budget review vs. having to review each individual line item. Other Council members were in agreement.

Councilman Bennett stated that even with the several departments with increased budgets proposed, there was still an overall decrease of \$14,700 for FY 2014/2015 with the budgets for the Town Manager and Public Works still needing to be reviewed.

B. Finalize Enterprise Funds Expenses & Revenue:

Heather Arcos reviewed the modifications from the budget work session held on March 6, 2014 as follows:

Sanitation: No changes were made.

Harbor: i) The water and wastewater usage was updated based on year-to-date (YTD) usage and would be budgeted at \$5,982; ii) No other changes were made.

Meter and Utility Billing: No changes were made.

Public Utilities Administration: No changes were made.

Wastewater: i) Increase of \$10K for electric based on YTD usage; ii) The control panel upgrade at the Mason Avenue Pump Station would be transferred to the Capital Projects list; and iii) The truck purchase was deferred to FY 2016.

Public Works/Public Utilities Director Dave Fauber stated that he would prefer to purchase the truck and defer the new staff person until FY 2016 because the Town was short on vehicles with the existing number of staff. Dave Fauber went on to state that trucks could not be shared since staff usually had separate tasks and rarely worked in the same location so

could not ride together. Currently, Dan Dabinett drove his personal truck if he had to carry tools and equipment. There was some discussion regarding whether a Gator could accommodate the needs. Dave Fauber explained that a Gator would not be able to handle the equipment load so a truck was needed. Dave Fauber added that, with possible cost savings from the manhole cover project, he would also like to move forward with the Mason Avenue Pump Station control panel upgrade.

Waterworks: i) 1 Automatic Flush was included and the other 4 would be transferred to the Capital Projects list. This would be revisited due to Dave Fauber's preference for a truck vs. a staff person and could be funded with the cost difference.

Public Utility Rate Review: i) The water rate would be decreased by \$2.44 for a rate of \$32.06; ii) The wastewater rate would be increased by \$1.50 for a rate of \$62.35; iii) The sanitation rate would be increased by \$.93 for a rate of \$13.50; and iv) There would be no change to the overall cost to the consumer.

A closed session would be held on April 3 at 6:00 PM to discuss personnel and the next Budget Work Session was scheduled for April 10 beginning at 4:00 PM and the final two departments would be reviewed along with the General Fund revenue. Heather Arcos stated that her goal was to bring forward a balanced budget with a number of options for Council to review.

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

Vice Mayor Bannon

Town Clerk



DRAFT
TOWN COUNCIL
Special Meeting
Town Hall
March 27, 2014
6:00 PM

At 6:00 p.m., Vice Mayor Chris Bannon, having established a quorum, called to order the Special Meeting of Town Council. In addition to Vice Mayor Bannon, present were Councilmen Bennett, Sullivan and Wendell, and Councilwoman Natali. Mayor Sullivan and Councilman Godwin were not in attendance. Also present were Town Manager Heather Arcos, Public Works/Public Utilities Director Dave Fauber, and Town Clerk Libby Hume. There were four members of the public in attendance.

Vice Mayor Bannon announced the business for the evening would be to discuss i) Fishing Pier Repairs Contract Award; ii) Connection Charge Payment Program Authorization Request; and iii) Changing Day of April Public Hearing & Regular Meeting.

PUBLIC COMMENTS

There were no public comments heard or any comments submitted in writing prior to the meeting.

A. Fishing Pier Repairs Contract Award:

Heather Arcos stated that the old section of the pier was damaged during Hurricane Sandy. Under the Public Assistance Grant, FEMA would pay 75% of the cost for repairs, the Commonwealth of Virginia would pay 17% and the Town would be responsible for 8% of the cost. FEMA awarded the Town up to \$285,365 to repair the fishing pier with a total estimated project cost of \$380,496. \$310K was included in the FY 2013/2014 Budget. The Town advertised for bids with a submission deadline of March 21, 2014. The bidding was separated into four categories: demolition, concrete, construction and electrical. Five companies submitted proposals with two submitting proposals on all four categories. The lowest bidder was BIC, Inc. with a total project bid of \$231,500. The Town's portion of the cost would be \$18,520. FEMA had reviewed the bids and recommended BIC, Inc.

Motion made by Councilman Bennett, seconded by Councilman Wendell, to authorize the Town Manager to execute the contract with BIC, Inc. for the fishing pier repairs in the amount of \$231,500. The motion was approved by unanimous consent.

B. Connection Charge Payment Program Authorization Request:

Heather Arcos stated that the former Be-Lo building had been vacant for a number of years, since the opening of the Food Lion grocery store on Route 13. The property recently went on the market and Mr. Patrick Hand was looking at purchasing the property for commercial and residential mixed use. Mr. Hand submitted a request for Town Council approval for a connection fee payment program for the property for payment of the connection charges at the time certificates of occupancy (CO) were issued. Mr. Hand would be redeveloping the property to create new residences and new storefronts. The project would be built in phases with groups of 6 to 12 units needing COs at various times within the next 18 months. Cape Charles Town Code Sections 70-35 and 71-42 permitted payment programs for water and sewer connection charges with Council authorization.

There was much discussion regarding the proposed project and Mr. Hand went over the details on the submitted plans. Mr. Hand stated that he was trying to leave green space and was proposing a pedestrian mall to enhance the Art Walk proposed for Strawberry Street. Mr. Hand went on to state that he had submitted an application to the Board of Zoning Appeals (BZA) for a zoning variance to allow a 4' setback due to the depth of the property and 1 parking space for each 400 square feet of commercial space vs. the current requirement for 1 parking space for each 200 square foot of retail space. Mr. Hand added that he was not sure of the type(s) of businesses for the building so was asking for this variance.

Councilman Wendell stated that the proposed project was very impressive but expressed his concern that there would be no public parking off street along Mason Avenue and added that this issue needed to be addressed. Councilman Wendell went on to state that Council tried to negotiate with Mr. Hand to obtain parking but had not been able to agree on pricing. It was important to accommodate developers but Council needed to accommodate ongoing commerce in the business district for which parking was important.

Mr. Hand stated that he was offering the property for the parking lots to the Town for less than he was paying for it. There were at least two people also interested in the property who would pay much more than the offer to the Town. The development would put money back into the Town in the form of utility fees, taxes, etc. Mr. Hand conceded that he would reduce the price by \$20K for the pedestrian mall but could not lower the price for the parking areas. Mr. Hand added that he had spoken to Mr. Larry Lemond and the railroad would possibly be agreeable to a long-term lease to the Town for property.

There was much discussion regarding the Town's ability to commit to specific terms as requested without Mr. Hand owning the property. Mr. Hand explained that he was the contract owner – he had a contract to purchase the property which had been accepted by the owner. If the payment program could not be worked out, Mr. Hand could not move forward with the purchase of the property because he would not have the cash to start the redevelopment project. By agreeing to the payment of the connection charges at the time of CO issuance, the Town retained its control in the process and would be collecting the full amount of the connection charges for approximately 34 units. Councilwoman Natali suggested making the approval of the payment program contingent on Mr. Hand's purchase of the property.

After further discussion regarding parking, Councilwoman Natali requested that the discussion be brought back to the agenda item which was the request for the connection charge payment program. Councilman Bennett agreed that this issue was separate from the parking issue which would continue to be discussed at a later time. Councilman Wendell stated his opinion that there was no risk in continuing to negotiate the parking issue. Councilman Sullivan reiterated that the agenda item was for the review of the request for a connection charge payment program, not parking negotiations.

Motion made by Councilman Bennett, seconded by Councilwoman Natali, contingent upon successful closing of Parcel #083A3-0A-00-07 to Mr. Patrick Hand and legal review by the Town of Cape Charles, for the approval of a plan to allow payment of the connection charges at the time of issuance of the certificate of occupancy by phase with a maximum of three phases, not to exceed a duration of 18 months effective upon closing. The motion was approved by majority vote. Roll call vote: Bannon, yes; Bennett, yes; Sullivan, yes; Wendell, abstention.

Vice Mayor Bannon suggested that a legal opinion be requested tomorrow.

C. Changing Day of April Public Hearing & Regular Meeting:

Heather Arcos stated that due to the Easter holiday week, several of the Council members had informed her of personal conflicts for April 17th. In order to ensure a quorum for the April meeting, a date change was necessary. Heather Arcos read Resolution 20140327 – Changing the Day of the April 2014 Cape Charles Town Council Public Hearing and Regular Meeting.

Motion made by Vice Mayor Bannon, seconded by Councilman Sullivan, to adopt Resolution 20140327 to change the day of the April 2014 Cape Charles Town Council Public Hearing and Regular Meeting to April 24, 2014. The motion was approved by majority vote. Roll call vote: Bannon, yes; Bennett, no; Natali, yes; Sullivan, yes; Wendell, yes.

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

Vice Mayor Bannon

Town Clerk

MUNICIPAL CORPORATION OF CAPE CHARLES

CASH POSITION

MARCH 31, 2014

Cash on Hand	2/28/2014	3/31/2014
Shore Bank Checking Account	761,795	584,139
Shore Bank Checking Account - Facility Fees Reserved	96,579	96,585
Local Government Investment Pool - New Library Funds from CD	68,515	68,521
Local Government Investment & Restricted Funds	440,685	440,725
Total Cash On Hand	\$ 1,367,574	\$ 1,189,970

Restricted Cash Balance	2/28/2014	3/31/2014
LGIP - Rural Development	97,317	97,326
Shore Bank Savings Account - Police Funds	1,231	1,231
US Bank - VRA Interest Free Loan	257,585	257,586
Total Cash Held in Reserve	\$ 356,133	\$ 356,143

Tax Collection Comparison - MARCH 31, 2014:

Tax Category	FY 2013	FY 2014	Difference
Admission Taxes	13,687.16	14,608.51	921.35
Business License Tax	7,774.94	17,494.80	9,719.86
Consumer Utility Taxes	33,664.88	33,907.50	242.62
Electric, Gas & Telephone	38,413.56	35,190.16	(3,223.40)
Franchise License Taxes	-	-	-
Golf Cart Decals	1,457.00	1,023.00	(434.00)
License Tax **	9,974.25	17,951.02	7,976.77
Machinery & Tools	30,780.00	26,840.00	(3,940.00)
Meals Tax	154,129.36	191,045.03	36,915.67
Penalties & Interest - All Property Taxes	23,779.40	31,271.33	7,491.93
Penalty & Interest - Miscellaneous Taxes	619.73	-	(619.73)
Personal Property Taxes	86,683.96	81,501.83	(5,182.13)
Prior Year Real Estate & Personal Property Taxes	45,856.18	56,332.90	10,476.72
Real Estate Taxes	1,026,498.42	1,005,498.29	(21,000.13)
Short Term Rental Tax	3,414.31	4,179.51	765.20
Transient Occupancy Tax	37,090.14	44,138.74	7,048.60
Total	\$ 1,513,823.29	\$ 1,560,982.62	\$ 47,159.33

**MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
MARCH 31, 2014
REVENUE VS. EXPENDITURES**

FUND	ANNUAL BUDGET	CURRENT MONTH	CURRENT YEAR-TO-DATE	PRIOR YEAR-TO-DATE	INCREASE/ DECREASE YTD	% REALIZED/ EXPENDED FY14
GENERAL						
REVENUES	2,957,183	132,166	1,927,605	1,822,617	104,988	65.18%
EXPENDED	2,957,183	141,274	1,421,951	1,439,116	(17,165)	48.08%
PUBLIC UTILITIES						
REVENUES	1,496,082	134,526	1,423,372	1,352,285	71,086	95.14%
EXPENDED	1,496,082	192,742	1,144,208	1,222,891	(78,683)	76.48%
HARBOR						
REVENUES	2,566,869	20,739	625,492	637,291	(11,800)	24.37%
EXPENDED	2,566,869	24,796	835,917	782,957	52,960	32.57%
SANITATION						
REVENUES	160,452	12,828	129,100	134,201	(5,101)	80.46%
EXPENDED	160,452	14,234	110,913	91,060	19,853	69.13%

FY 2014 Capital Improvement Project (CIP) History

3/31/2014		FY11	FY11	FY12	FY12	FY13	FY13	FY14	FY14
		actual	budgeted	actual	budgeted	actual	budgeted	actual	budgeted
General Fund				unaudited	unaudited		unaudited		
	Cape Charles Multi-Use Trail	\$ 351,814	\$ 165,000	\$ 55,486	\$ -	\$ -	\$ -	\$ -	\$ -
	Cape Chas Multi-Use Trail Phase 2	\$ -	\$ 433,026	\$ -	\$ 96,000	\$ 57,752	\$ 96,000	\$ 51,755	\$ 750,000
	CBDG Broadband	\$ 207,410	\$ 512,300	\$ 254,742	\$ 209,703	\$ -	\$ -	\$ -	\$ -
	Fishing Pier Old Section Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105	\$ 310,000
	Gator 4WD with Sides	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -
	Handicap Accessibility Old Library	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ 40,000
	New Library Building	\$ -	\$ -	\$ -	\$ -	\$ 207,633	\$ 207,633	\$ -	\$ -
	Pickup Truck - Public Works	\$ 20,437	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Public Works Building	\$ 28,293	\$ 30,000	\$ 36,277	\$ 24,795	\$ -	\$ -	\$ -	\$ -
	Restrooms Central Park - Town Portion	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ -
	Sidewalk - Connect from Heritage Acres	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 380	\$ 10,000
	Street Sweeper	\$ -	\$ -	\$ -	\$ -	\$ 19,089	\$ 20,000	\$ -	\$ -
	subtotal	\$ 607,954	\$ 1,160,326	\$ 358,504	\$ 342,498	\$ 299,474	\$ 338,633	\$ 54,040	\$ 1,110,000
Water Fund	Asset Management System Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 1,200	\$ -
	Control Panel	\$ -	\$ -	\$ -	\$ 120,000	\$ 114,809	\$ 120,000	\$ 3,178	\$ -
	Generator New Water Plant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
	Infrastructure 2 Wells	\$ 120,906	\$ 280,000	\$ 26,650	\$ 325,000	\$ 5,083	\$ 117,367	\$ 3,150	\$ 60,000
	Project Consultant/Management	\$ 3,060	\$ 4,613	\$ 2,576	\$ 3,339	\$ -	\$ -	\$ -	\$ -
	Softener Media	\$ -	\$ -	\$ -	\$ -	\$ 24,750	\$ 50,000	\$ -	\$ -
	Stainless Steel Racks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -
	Stainless Steel Walkway	\$ -	\$ -	\$ -	\$ -	\$ 9,950	\$ 10,000	\$ -	\$ -
	Utility Trailer New (50% Cost)	\$ -	\$ -	\$ -	\$ -	\$ 1,433	\$ 2,500	\$ -	\$ -
	Water Production Expansion	\$ 25,183	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	subtotal	\$ 149,149	\$ 304,613	\$ 29,226	\$ 448,339	\$ 156,025	\$ 324,867	\$ 7,528	\$ 105,000
Sewer Fund	Asset Management Design/Population	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 1,200	\$ -
	Generator New Mason Ave	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -
	Generator Replacement Wastewater	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Inflow & Infiltration Project	\$ 779,889	\$ 1,200,000	\$ 722,664	\$ 325,000	\$ -	\$ -	\$ -	\$ -
	Project Consultant/Management	\$ 36,081	\$ 41,519	\$ 24,047	\$ 30,049	\$ -	\$ -	\$ -	\$ -
	Pump Stations - Engineering Plum St	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,099	\$ 30,000
	Utility Trailer	\$ -	\$ -	\$ -	\$ -	\$ 1,433	\$ 2,500	\$ -	\$ -
	Vehicle New for Department	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
	WWTP Plant Construction (1)	\$ 9,721,278	\$ 13,041,519	\$ 3,620,370	\$ 6,100,000	\$ 1,233,024	\$ 1,783,944	\$ 94,908	\$ -
	subtotal	\$ 10,582,248	\$ 14,328,038	\$ 4,367,081	\$ 6,490,049	\$ 1,234,457	\$ 1,821,444	\$ 115,207	\$ 30,000
Harbor Fund	Bathhouses	\$ -	\$ -	\$ 343,300	\$ 343,977	\$ -	\$ -	\$ -	\$ -
	Gator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000
	Marina Inshore Floating Slips	\$ 1,540,370	\$ 1,643,977	\$ 75,378	\$ -	\$ -	\$ -	\$ 7,500	\$ 100,000
	Offshore Breakwater Phase 1	\$ 122,485	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -
	Site Work *	\$ -	\$ -	\$ 60,368	\$ -	\$ 1,711	\$ -	\$ -	\$ -
	Surveillance Cameras	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Walkways West Dock *	\$ -	\$ -	\$ 62,043	\$ 20,000	\$ 720	\$ -	\$ -	\$ -
	Wave Attenuators	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
	subtotal	\$ 1,662,855	\$ 1,648,977	\$ 541,090	\$ 363,977	\$ 2,431	\$ 500,000	\$ 19,500	\$ 1,112,000
<i>* Site Work and Walkways are funded by VPA grant ** Capital Project Carryover</i>									
TOTAL		\$ 13,002,206	\$ 17,441,954	\$ 5,295,901	\$ 7,644,863	\$ 1,692,387	\$ 2,984,944	\$ 196,274	\$ 2,357,000

**MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S NOTES
MARCH 31, 2014**

2013 Real Estate Tax Collections

3/31/2014

Total Land Value	\$ 206,709,800.00	
Total Improvement Value	<u>\$ 203,219,700.00</u>	
Total Real Estate Value	\$ 409,929,500.00	
Total Budgeted	\$ 1,073,856.00	
Total Bills Mailed	\$ 1,140,275.63	
Total Collected as of 03/31/2014	<u>\$ 1,005,498.29</u>	88%
Amount Due	\$ 134,777.34	

2013 Personal Property Tax & 2014 License Tax Collections

3/31/2014

Total Personal Property Value	\$ 13,783,200.00	
Total Budgeted	\$ 160,000.00	
Total Bills Mailed	\$ 162,207.51	
Total Adjustments (will increase)	\$ (1,916.17)	
Total Collected as of 3/31/2014	<u>\$ 99,452.85</u>	61%
Amount Due	\$ 60,838.49	

Credit Cards Processed in Office with Swipers purchased last year (since November 20, 2012)

3/31/2014

	<u>Visa</u>	<u>Mastercard</u>	<u>Discover</u>	<u>Total</u>
In Office	\$ 120,677.80	\$ 51,521.94	\$ 9,757.34	\$ 181,957.08
By Phone	<u>\$ 37,602.26</u>	<u>\$ 9,949.20</u>	<u>\$ 2,077.56</u>	<u>\$ 49,629.02</u>
Total	\$ 158,280.06	\$ 61,471.14	\$ 11,834.90	\$ 231,586.10

Other Notes:

Planning Department Report for Town Council

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

1. The Planning Commission and Accomack-Northampton Planning District Commission have scheduled an initial meeting to begin work on the Comprehensive Plan update. The meeting will be held Monday, April 28, at 6:00pm.
2. Staff plans to attend a Living Shoreline Workshop on May 1. Environmental agencies have expressed a preference to living shorelines with regards to wetlands management, and the workshop should be beneficial for decisions to be made by the Wetlands Board.
3. Staff will be attending the Transpiration Technical Advisory Committee meeting Wednesday, April 16th at the VDOT residency.
4. An online survey regarding urban chickens is now available on the Town website. We will be using information gathered to gauge community interest in the matter, which should help the discussions and decision making process.
5. Candidates were notified that campaign signs cannot be placed in the VDOT right of way. Signs found in the ROW were removed and held at the town offices. VDOT confirmed that by state law, Sec. 24VAC30-151-570 and 24VAC30-151-670, campaign signs cannot be in the VDOT right of way. In the future, VDOT will handle enforcement, and signs found in the right-of-way can be reclaimed at VDOT offices.

Planning Commission Meeting – April 1

1. The Planning Commission held its regular meeting on April 1, 2014
 - a. The Commission was presented with draft text regarding allowing backyard/urban chicken raising in Cape Charles. After compiling survey results and presenting them to the Commission at their May meeting, we will schedule an informational meeting, prior to holding public hearings.
 - b. The Planning Commission and staff discussed the issue of parking downtown. Various methods to provide more parking are being studied at this time, and discussed with VDOT.

Historic District Review Board Meeting – March 18

1. The Historic District Review Board met March 18 to review applications for an addition of a dormer at 218 Randolph Avenue, and a new home on Tazewell Avenue. Both applications were approved unanimously.
2. No applications were received this month, there will be no HDRB meeting in April.

Board of Zoning Appeals – April 7

1. The Board of Zoning Appeals met on April 7 to hold a public hearing and discuss requested zoning variances for a proposal on the lot of the former Be-Lo grocery store on Mason Avenue. The board tabled the decision to April 14. After further discussion the Board approved the variances, allowing a reduced setback from the Mason Avenue right-of-way, upper level balconies to extend to the property line, allowing 40 parking spaces for Phase I of the project, and allowing a reduction in open space to 20% as opposed to 25%.

Code Enforcement

Month of March FY 2014

Building Permits Issued/Permit Fees Collected:

Permits this month: 29	
Permits this year: 179	Total permits last year: 257
Total construction this month: \$267,976	
Total construction this year: \$4,987,234	Total construction last fiscal year: \$7,411,540
Permit fees this month: \$3,515.82	
Total permit fees this fiscal year: \$63,004.66	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: \$313.92	
Total Fire Dept. levies this year: \$2,683.03	Total Fire Dept. levies last fiscal year: \$3,195.93
State levy this month: \$62.79	
Total state levies this year: \$607.31	Total state levies last fiscal year: \$638.20
Miscellaneous Revenue: \$0	

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: 0	
Grass cutting: 0	
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 March FY14

Other items of note:

1. Completed **31** inspections
2. Conducted 0 zoning clearances
3. Completed 0 courtesy residential inspections
4. Conducted 4 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. Continuing work with Bob Panek on alternatives to Class II Connection Fees.
10. Plans have been approved for the Cape Charles Loft Project. Anticipated to start very soon.
11. Attended the VBCOA/VPMIA Joint Training Conference in Richmond April 2-4. Training provided for part of the continuing education requirements that have to be done every two years.
12. Became certified as a ICC & Virginia Commercial Plumbing Inspector.

04/08/14

Permit/Construction Fee Report

Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Value
	PB140020	Building	03/26/2014	528 A Washington Av	Water damage repairs	\$173.60	\$16,000
	PEL 14000	Elevator	03/03/2014	605 Carousel Place	Residential Home Elevator	\$196.81	\$20,146
	PT140002	UST/ AST	03/07/2014	605 Carousel Place	500 Gallon UST	\$56.00	\$500
	PG140001	Gas	03/07/2014	605 Carousel Place	New Gas Piping to house	\$56.00	\$300
	PP140015	Plumbing	03/31/2014	634 Carousel Place	New Plumbing for S/F Res	\$184.80	\$18,000
083A4-0200-00	PP140014	Plumbing	03/28/2014	304 Fig Street	New On-site water	\$56.00	\$2,000
	PB140021	Building	03/28/2014	214 Jefferson Avenue	Rear Deck	\$56.00	\$1,500
	PB140014	Building	03/11/2014	214 Madison Avenue	Tear off/rooftop	\$90.08	\$8,585
	PE140013	Electrical	03/24/2014	214 Madison Avenue	Upgrading to 200 amp panel	\$56.00	\$1,200
	PM140011	Mechanical	03/25/2014	214 Madison Avenue	2 New air to air heat pumps	\$156.80	\$13,000
083A1-0100-19	PP140009	Plumbing	03/06/2014	529 Madison Avenue	New Plumbing for Rehab	\$66.93	\$4,450
083A1-0100-19	PM140009	Mechanical	03/07/2014	529 Madison Avenue	1 New air to air heat pump	\$74.21	\$5,750
	PM140008	Mechanical	03/07/2014	33 Marina Road	1 new air to air heat pump for addition	\$99.07	\$3,845
	PE140011	Electrical	03/14/2014	33 Marina Road	New Electrical for Addition	\$96.32	\$3,600
	PB140015	Building	03/10/2014	239 Mason Avenue	Commercial Alteration	\$532.00	\$40,000
083A3-0100-61	PM140010	Mechanical	03/14/2014	241 Mason Avenue	Type I Hood	\$84.00	\$1,500
	PM140007	Mechanical	03/06/2014	309 Mason Avenue	New Mechanical for Renovation	\$161.28	\$9,400
	PE140012	Electrical	03/18/2014	309 Mason Avenue	New Electrical for Renovation	\$132.16	\$6,800
	PB140013	Building	03/06/2014	6 Minchew Court	In-Ground Swimming Pool	\$455.84	\$66,400
	PE140015	Electrical	03/31/2014	6 Minchew Court	Electrical for Pool	\$56.00	\$1,500
083A3-0100-26	PP140012	Plumbing	03/27/2014	525 Monroe Avenue	New Plumbing for Rehab	\$72.80	\$5,500
083A3-0100-63	PB140016	Building	03/10/2014	218 Randolph Avenue	Interior Alteration	\$78.40	\$6,500
083A3-0100-63	PP140016	Plumbing	03/31/2014	218 Randolph Avenue	Plumbing Alteration	\$56.00	\$2,500
	PP140011	Plumbing	03/24/2014	530 Randolph Avenue	Finish Plumbing for Residence	\$65.52	\$4,200
	PE140014	Electrical	03/28/2014	113 Tazewell Avenue	New Electrical for Accessory Building	\$56.00	\$2,000
083A3-0100-48	PP140010	Plumbing	03/11/2014	408 Tazewell Avenue	New Plumbing for Bathroom	\$64.40	\$4,000
083A3-0100-48	PB140017	Building	03/11/2014	408 Tazewell Avenue	Adding Bathroom	\$58.80	\$3,000
	PP140013	Plumbing	03/28/2014	506 Tazewell Avenue	New On-Site Water Line	\$56.00	\$800
	PB140019	Building	03/26/2014	526 Washington Aven	Water damage repairs	\$168.00	\$15,000

04/08/14

Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
Total Permits:						29	\$3,515.82
Total Permits:						29	\$267,976

PerDateIssued Range from 03/01/2014 to 03/31/2014



Town Harbor Town Council Report March, 2014

April 1, 2014

Maintenance:

1. Repaired main back flow preventer at the floating docks
2. Replaced 2 – 2 inch ball valves that had frozen and busted over the winter
3. Continued re-screwing the inner harbor basin board walk
4. Began replacing leaky water valves.
5. Re buried poles around the Shanty Parking Lot.
6. Mulched Flower beds by boat ramps
7. Added dirt and planted flowers on the north side of the Shanty Parking Entrance
8. Replaced all automated light switches in the Bath House
9. Found a water leak and repaired it.
10. Replaced all light timers in the inner harbor with sensors.
11. Dragged the parking area until smooth, needs shells.

Upcoming Items that needs to be completed by spring:

- 1. Continue to replace leaky water valves. (If any) In Progress**
2. Replace three water hydrants on coast guard dock
3. Finish painting the fuel tank.
4. Relocate fire & electric pedestals on T-Heads
5. Replace existing water hose with a quick connect water hose under the East Gangway.
6. Repair wire way under West Gangway.
7. Re-tighten all cleats on floating docks
- 8. Continue re-screwing boardwalk at the inner harbor (In Progress)**
9. Replace all broken pile caps
10. Re-nail all rubber bumpers
- 11. Clean all electrical pedestal bus bars in the inner harbor. (In Progress)**
12. Paint the boat ramp parking stripes
- 13. Add shells to Shanty Parking area (In Progress)**

Capital Projects and Harbor improvements:

1. Nothing to report



Town Harbor Town Council Report March, 2014

Other Items:

1. Follow us on Face Book (**Cape Charles Town Harbor**) over 1700 likes!!!
2. Current Office Hours – 8am to 5:00 pm Monday – Sunday
3. Waiting list – Removed 12 people as they no longer wanted to be on the list for different reasons and transferred 6 people to slips. Below is the number of people we have left on the waiting list as of March 31st.

Length	Annual	Seasonal	Total
20ft	2	5	7
24ft	7	4	11
30ft	9	6	15
36ft	5	2	7
45ft	10	2	12
50ft	1	1	2
60ft	2	0	2
Total	36	20	56

Important Dates:

1. **April 25th 2014** - 7th Annual Blessing of the Fleet @5:30pm
2. **May 1st 2014** - Summer Office hours begin
3. **May 22nd** – National Maritime Day
4. **June 7th** – CBF's 26th Annual Clean the Bay Day
5. **June 14th – 15th 2014** – Annual Tallships at Cape Charles
6. **June 14th** – National Marina Day
7. **July 4th** – Fireworks and celebration
8. **July 5th** – Annual Fire Departments seafood Festival
9. **August 1st – 3rd 2014** – Clam Slam 2014
10. **October 25th 2014** – Haunted Harbor



**Town Harbor
Town Council Report
March, 2014**

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	1282.0
February	736.0	387.0	564.0	748.0	1008.0	1130.0	1372.5	1264.0	1350.6
March	5722.0	6278.0	4685.0	2021.0	871.0	1342.1	2662.0	1451.1	1185.9
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	16,927.3
YTD Total	11,196.0	16,154.0	13,732.0	10,359.0	13,168.6	14,131.1	17,275.3	17,180.8	16,927.3
YTD Avg.	40.9	59.0	50.1	37.8	48.1	51.6	63.0	62.7	61.8
% of Capacity	60.09%	86.70%	73.70%	55.60%	70.68%	75.84%	51.26%	50.98%	50.23%

Note:

From July 1, 2005 – June 30, 2011 Numbers are based on 68 places to berth, we now have 123.

Avg. is number of vessels we averaged on a nightly basis year to date.



**Town Harbor
Town Council Report
March, 2014**

Gallons of fuel Sold

	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
July	6,464.100	12,734.703	12,013.021	7,730.331	10,211.513	11,722.477	26,427.288	30,754.913	30,345.500
August	3,806.300	11,108.235	8,914.005	8,890.595	10,088.031	11,290.827	25,819.462	23,390.141	26,572.231
September	4,516.300	4,530.053	4,349.228	3,225.399	5,573.967	5,290.375	14,779.695	19,911.683	16,722.271
October	212.300	5,624.647	4,173.804	3,529.506	5,232.763	7,454.961	8,180.768	10,930.802	14,913.378
November	630.900	7,363.152	7,225.106	1,822.606	20,000.271	4,299.427	6,496.114	8,975.326	9,902.455
December	23,927.700	24,279.537	22,290.181	5,483.225	8,925.826	6,891.013	8,834.040	11,814.189	13,119.259
January	14,830.000	19,296.883	9,253.928	478.286	2,749.446	4,057.270	2,421.252	5,344.767	3,460.834
February	14,571.025	6,878.796	5,637.253	5,492.921	2,048.767	3,207.629	4,862.586	2,392.290	3,573.099
March	7,859.400	11,745.183	8,421.375	2,192.653	5,202.423	6,013.726	16,657.846	5,954.819	3,458.300
April	13,975.846	18,708.018	17,222.361	20,910.338	19,516.885	21,057.695	11,446.466	21,467.503	0.000
May	10,698.173	13,105.475	9,100.716	12,381.295	13,773.825	16,498.664	21,105.820	22,336.015	0.000
June	7,168.276	10,939.289	7,168.498	6,394.439	11,735.395	15,678.604	18,830.919	20,089.120	0.000
Total	108,660.320	146,313.971	115,769.476	78,531.594	115,059.112	113,462.668	165,862.256	183,361.568	122,067.327
YTD Total	76,818.025	103,561.189	82,277.901	38,845.522	70,033.007	60,227.705	114,479.051	119,468.930	122,067.327
YTD Month Avg	8,535.336	11,506.799	9,141.989	4,316.169	7,781.445	6,691.967	12,719.895	13,274.326	13,563.036
YTD Daily Avg.	280.358	377.961	300.284	141.772	255.595	219.809	417.807	436.018	445.501

NOTE: July 1, 2005 thru June 30, 2008 includes Crab Dredging.

Wharf Fees in Lbs.



Town Harbor Town Council Report March, 2014

	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
July	179,426.5	47,206.0	7,769,560.0	21,478.0	143,590.0	94,956.0	179,508.0	266,770.0	217,139.0
August	162,482.0	363,024.0	3,988,148.3	121,800.0	159,935.0	181,640.0	143,970.0	13,808.0	137,467.0
September	42,210.0	67,543.0	133,280.0	170,055.0	133,355.0	166,235.0	124,700.0	155,440.0	96,350.0
October	60,175.0	69,610.0	3,708,765.0	69,935.0	108,596.0	1,160,140.0	3,020.0	93,610.0	584,550.0
November	238,375.0	87,695.0	2,339,445.0	5,200.0	73,455.0	90,710.0	100,744.0	8,685.0	3,569.0
December	933,105.0	588,147.5	8,646,542.5	31,099.0	124,880.0	23,995.0	4,745.0	31,425.0	14,260.0
January	492,087.5	438,502.5	7,591,883.0	13,749.0	104,030.0	15,720.0	0.0	313,730.0	0.0
February	157,557.0	256,042.5	3,978,997.5	247,500.0	0.0	28,000.0	45,522.0	0.0	0.0
March	281,980.5	121,470.0	262,094.0	30,691.3	296,430.0	62,267.5	423,350.0	22,275.0	13,000.0
April	671,460.0	482,142.5	1,005,028.0	764,278.5	869,185.0	758,760.0	147,185.0	367,871.0	0.0
May	137,341.3	4,045,130.0	109,336.0	177,528.0	340,480.0	307,810.0	355,825.0	322,534.0	0.0
June	103,233.8	108,003.0	89,104.0	79,885.0	143,805.0	267,645.0	94,457.0	30,249.0	0.0
Total	3,459,433.5	6,674,516.0	39,622,183.3	1,733,198.8	2,497,741.0	3,157,878.5	1,623,026.0	1,626,397.0	1,066,335.0
YTD Total	2,547,398.5	2,039,240.5	38,418,715.3	711,507.3	1,144,271.0	1,823,663.5	1,025,559.0	905,743.0	1,066,335.0
YTD Monthly Avg.	283,044.3	226,582.3	4,268,746.1	79,056.4	127,141.2	202,629.3	113,951.0	100,638.1	118,481.7
YTD Daily Avg.	9,297.1	7,442.5	140,214.3	2,596.7	4,176.2	6,655.7	3,742.9	3,305.6	3,891.7

Library Report March 2014

1. Our attendance for March was 1019. (Last year we had 675.)
2. Monthly attendance for programs held during February 2014 was 143. See below:

Children's Programs:

Wednesday	10:30 Crafts	14attended
Thursday	3:30 Chess	14 attended
Thursday	10:30 Storytime	67 attended
Thursday	10:30 T Storytime	21 attended
Monday	4:00 Book Club	7 attended
Tuesday	3:30 Lego Club	20 attended
	Total	143total

3. This month we began holding a **Toddler Storytime** at the same time we hold Preschool Storytime, 10:30 on Thursday morning. Toddler Storytime is for babies and toddlers. This is the first time we have offered this program and it was created after requests from parents. We would like to invite all parents and their babies and toddlers to this first introduction to the library!
4. Book displays this month featured books on boats and on the Chesapeake Bay Bridge Tunnel in celebration of their 50th anniversary. We are also happy to have *Songs from a Distant Cockpit*, by local Cape Charles author John Schult on our new books shelf.
5. For the third time we had to cancel our first **LEGO Club** of the month on Tuesday, March 4 due to weather but they were able to meet on March 18 with a total of 20 kids attending. The LEGO Club is meeting every other week.
6. Our **display case exhibit** this month was provided by the **Cape Charles Museum**. Special thanks to Jan and Bill Neville for putting together a display on Ferry Boats of the Eastern Shore. The display featured a model of a ferry boats and pictures and postcards of ferry boats as well as information on the Crater.
7. During the month of March the **Health Insurance Marketplace** had a display and representatives in our lobby **on Thursday nights and Saturdays** to offer information and enrollment to individuals.
8. Spring Break for the public schools will be April 14-April 18 and the library will be offering several free programs for children. **Waste Watchers** will be at the library on April 15 at 2:00 and **NASA Wallops** will be here on April 17 at 10:30.
9. As of today our Facebook page has 358 likes (7 new likes this month) .For additional information about library programs and library related information check out our **Facebook** page!

CAPE CHARLES POLICE DEPARTMENT

MONTHLY STATISTICS

MARCH 2014

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

- Calls for service in Cape Charles: 32
- Calls for service outside of Cape Charles: 16
- Felony arrests: 0
- Misdemeanor Arrests: 2
- D.U.I. Arrests: 0
- Traffic Summons: 9
- Traffic Warnings (written& verbal): 15
- Parking tickets: 2
- Building Checks: 46
- Assisted Northampton County Sheriff's Office: 15
- Assisted Virginia State Police: 1
- Assisted Federal Agencies: 0
- Assisted Fire& Rescue: 5
- Foot Patrol Hours: 79.5

The following training took place in March:

- Officer Hodgson- 40hrs of in-service school
- Officer Pfeiffer- 16hrs of Radar training
- Officer Jacob Leuer- 16hrs of Radar training
- Chief Jim Pruitt- Radar recertification
- Chief Jim Pruitt- Firearm Qualification
- This training was completed with the Chesapeake Bay Bridge Tunnel Police Department instructors.

PUBLIC WORKS

March 2014

Dump Fees

- Oyster Landfill: 8 Trips, 2.45 Tons at cost of \$167.25

Staff Report

Note: Free mulch is available to Town residents: call for availability

Completed Projects

- Helped with monthly water meter reads
- Public Works Monthly vehicle maintenance performed
- Performed "LOF" & tire rotation on 5 vehicles
- Weeded Route 184 & 13 flower bed & edged planting beds
- 7 damaged street light locations sent to ANEC for repair
- Replaced damaged banner rods town wide & exchanged Winter to Spring banners
- Re-painted yellow no parking areas on Bay Ave
- Beach bathrooms: floors re-stained, sinks rebuilt and installed (Opened for Season)
- Well site fence installed
- Memorial: new underground electric feed installed awaiting hook up (ANEC meter plan)
- Central Park fountain cleaned & filled for season operation
- Shelving installed at Utilities shop

Events

- Saint Patricks' Day (3-17)
- 1st Day of Spring (3-21)

In Progress

- Alley crush and run maintenance on potholes
- Beach Winter fence, post & sand culmination maintenance / removal
- Street gutter cleaning
- Street vacuum
- Central Park BMP work
- Fig Street sign lighting
- Mason Avenue flower beds
- Re-painting Town garbage receptacles (sand white with navy blue logo)
- Re-graded golf cart path

Upcoming Projects

Town alley maintenance, re-grade

Assist in completion of Central Park bathroom for opening

Safety training

Re-paint no parking curbs (yellow) town wide & handicapped areas (blue) on Mason Ave

Fishing Pier contract awarded; work will commence in April

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
32.5	38.5	101	32.5	44.5	15	34.5	41	23	94.5	0	9.5

Public Utilities

Monthly Report March 2014



Production Summary

- Miss Utility Tickets: 26
- Emergency Call Outs After Hours and Weekends:
 - Number of times called out: 0
 - Total Man Hours: 0
- Sludge: 6 Tons
- Water: Total Production: 3,006,237
High: 129,900 on 3/30/2014
Low: 63,000 on 3/19/2014

Average	Raw Water	Finished Water
Hardness	408	145
Iron	8.2	.013
Manganese	.516	.011

All Data in PPM

- Waste Water:
 - Average Flow 121,200
 - Maximum 152,600
 - Total for Month 3,757,200

Personnel

- Water
 - Patrick Christman Operator Class 3 Water
 - Ron Bailey Operator Class 3 Water
 - Scottie Neville Operator Class 4 Water
 - Gerald Elliott Maintenance
- Waste Water
 - Patrick Christman Operator in Charge,
 - Class 2 Waste Water
 - 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 have responded to comments on the Keck Well Aquifer Test and Ground Water Withdrawal Permit.

Public Utilities

- Our Virginia Pollution Discharge Elimination System permit application was submitted and approved by the DEQ. Permit renewal is required every 5 years.
- Concrete work on the backwash vault expansion is complete. Some adjustments on wiring and hardware remains to be completed.

In Progress

- Replacement of aging water meters.

Upcoming Projects

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

Capital Projects

- Water
 - Emergency Generator for Water Plant \$45k
 - Bids are in.
 - Contractor has been selected and notified.
 - Engineering for Keck Wells \$60k
 - Sign GDH Task Order No.2 Amendment November
 - Submit Engineering to VDH Spring of 2014
- Waste Water
 - Engineering for pump station improvements \$30k. These funds have been moved to cover cost of the backwash vault expansion.
 - Backwash Vault Expansion
 - Money has been moved to this line item from the from the pump station improvements engineering.
 - 98% complete.
- Grinder
 - Equipment on order for the Mason Avenue pump station.

**Recreation Department
April 2014 Council Report**

Projects

1. The Love Installation Committee has received a quote for the project. The group will work on fundraising for the project. A presentation will be given to Council during the April meeting.
2. Staff needs to submit one more document for the new pier kiosk and then the grant will be sent to NOAA for review and approval.
3. Staff continues to gather suggestions for a name for the old library. The most recent suggestions were Cape Charles Social Hall and James Taylor. Please continue to send your ideas to Jen or Amanda.

Events and Programming

1. The Library and Recreation Departments put together information for all the summer programming in a special gazette. If you did not receive a copy please let Jen know and she will be happy to forward one.
2. New Roots Youth Garden will have the Blessing of the Worms April 27. Jen will be working with the kids on a take home activity. Jen will be doing the Get Fit portion of the Spring session which will run every Thursday from May 1 – May 29.
3. Jen continues to work on the 4th of July activities. She hopes to have a schedule completed by the middle of April. Vendors are signing up.

Summer Programming and Events

1. June 2, 16, July 7 and August 7 – Adult Book Club.
2. June 6, 20, August 1, 15 – Bingo for all citizens
3. June 12, 26, July 10, August 14, 28 – Scrapbooking
4. June 19, 26, July 10, 17, 31, August 7 – Get Fit at NRYG
5. June 23 – Ident-A-Kid
6. June 24, July 29, August 26 Clover Bud 4-H Club
7. June 25, July 9, 16, 30, August 6, 13, 20, 27 – Arts and Crafts
8. June 26, July 31, August 28 – Fun with Science
9. July 12 – Tie Dye a t-shirt with Jen at the Summer of Love in Central Park

Jen is working with Bill Prickett to schedule movies in the park after the Cape Charles band plays. Jen will update as the dates become available. Jen is also working on additional programming throughout the summer and will update as well.

The Barrier Island Center is looking for a home for tables and chairs that are loaned out for events. The Town of Cape Charles will be the new home for these items. Jen will continue to loan them out to organizations and they will be a great addition to all the great events in Cape Charles as well.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Public Service Authority (PSA) & Regional Wastewater System.		AGENDA DATE: April 24, 2014
	SUBJECT/PROPOSAL/REQUEST: Provide an update on the PSA and potential regional wastewater system.		ITEM NUMBER: 7A
	ATTACHMENTS: March 25, 2014 letter from County Administrator and April 9, 2014 letter to County		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 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 their December 17, 2013 meeting, the PSA finalized input to the BOS to construct a system to service these commercial properties, to be funded through a combination of a Special Tax District and 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 system engineering and a debt service reserve. The operations cost for the new system would include treatment at the Cape Charles wastewater treatment plant and may include collection system maintenance, meter reading and billing, if the PSA contracts with the Town for these services. These costs would be included in customer service rates. The PSA and the BOS have been provided the Cape Charles estimates for these operational costs.

Hurt & Proffitt has completed the survey phase and a significant portion of the preliminary engineering, and has confirmed that the previous project estimate of about \$1.8M is still reasonable.

At the joint BOS/PSA meeting on March 24, 2014, the BOS reaffirmed their support of the PSA and the Southern Node commercial project. They did express concern with the delay in receiving the information from Cape Charles which, in turn, has delayed the ability of the bodies to meet and reach a mutually agreeable rate. They have asked the PSA to evaluate other treatment options, e.g. expansion of the Bayview treatment plant. They also approved creation of a subcommittee of two members each of the BOS, the PSA and Cape Charles to negotiate the provision of treatment services by Cape Charles. The letter from the County Administrator addressing this subject is attached.

I have resigned as Chairman of the PSA due to a perceived conflict of interest on the part of the BOS. Mr. John Reiter has been elected Chairman and Mr. J.T. Holland has been reelected Vice Chairman.

RECOMMENDATION:

Provided for information only.



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

Katherine H. Nunez
County Administrator

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

BOARD OF SUPERVISORS
Larry LeMond, Chairman
Richard L. Hubbard, Vice Chairman
Oliver H. Bennett
Granville F. Hogg, Jr.
Laurence J. Trala

March 25, 2014

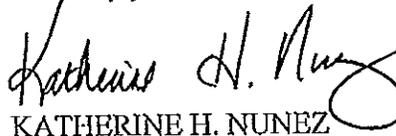
Ms. Heather Arcos, Town Manager
Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310

Dear Heather:

At its meeting of March 24, 2014, the Northampton County Board of Supervisors and the Eastern Shore of Virginia Public Service Authority jointly agreed to form a subcommittee to work with the Town of Cape Charles relative to provision of wastewater service to the PSA. The composition of the subcommittee will include two members of the Board (Mr. Hogg and Mr. Hubbard), two members of the PSA (Mr. Panek and Mr. Ingram), and two members from the Town of Cape Charles. It was the consensus of the Board to delay meetings of the subcommittee until after the Town Elections are held in May 2014. I await notification as to the appointment of the Town's two representatives after that time.

With best regards, I remain

Sincerely yours,


KATHERINE H. NUNEZ
County Administrator



*Municipal Corp. of
Cape Charles*

April 9, 2014

Ms. Katherine Nunez, County Administrator
Northampton County
P. O. Box 66
Eastville, VA 23347

Re: PSA Appointments

Dear Katie:

Thank you for your letter of March 25, 2014 notifying me of the decision of the Northampton County Board of Supervisors and the Eastern Shore of Virginia Public Service Authority to form a subcommittee to work with the Town regarding provision of wastewater service to the PSA. I agree with the consensus to delay the subcommittee meetings until after the May 6, 2014 Town elections. I have added this issue for discussion at our May 15, 2014 Town Council Regular Meeting to appoint two representatives from the Town to serve on the subcommittee.

Please let me know if there is anything else you may need regarding this issue.

Sincerely,

Heather Arcos
Town Manager

cc: Dora Sullivan, Mayor
Town Council

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Town Code Modification – Transient Occupancy Tax	AGENDA DATE: April 24, 2014
	SUBJECT/PROPOSAL/REQUEST: Town Code modifications to Town Code §§ 66-55 through 66-76 - Transient Occupancy Tax.	ITEM NUMBER: 7B
	ATTACHMENTS: Draft Ordinance 20140427; Existing Ordinance	FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Heather Arcos	REVIEWED BY: Heather Arcos, Town Manager

BACKGROUND:

The Town Code currently specifies a Transient Occupancy Tax (TOT) of 3%, with one third of that remitted to the Eastern Shore of Virginia Tourism Commission (ESVTC). The contribution to ESVTC has grown significantly over time as the lodging business has improved. The Town has benefitted from ESVTC efforts, particularly the Welcome Center at the Chesapeake Bay Bridge Tunnel.

A tourism website, www.capecharlesbythebay.com, and a marketing campaign were implemented last year as part of the Our Town Project. This project was a joint effort by Arts Enter, the Town of Cape Charles, Citizens for Central Park, the Cape Charles Business Association, and the Cape Charles Bed and Breakfast Association. The project was funded by several grants, Town matching funds, and contributions from non-governmental organizations and Town businesses.

The Town strives to promote and support tourism related activities in Cape Charles. The increase of TOT tax will provide a mechanism to be able to support town tourism related initiatives.

At the Retreat on February 8, 2014, Town Council held their first discussion regarding TOT and was in favor of increasing support for Town tourism related initiatives. Council reviewed the TOT again at their March 13, 2014 Work Session and discussed on the following: i) Increasing the TOT from 3% to 3.7%; ii) Removing the statutory requirement that a set percentage be remitted to ESVTC; and iii) Although the creation of a Tourism Board to propose a budget to Council and to balance tourism related expenditures among organizations and initiatives would be beneficial to the Town, Council felt it was premature at this time.

DISCUSSION:

Council reviewed Town Code §§ 66-55 through 66-76 – Transient Occupancy Tax at their regular meeting on March 20, 2014 and scheduled a public hearing immediately preceding the April regular meeting.

Town Council will hear public comments immediately preceding the April 24, 2014 regular meeting. A redline version of the amendment language outlined in the proposed amendment of the ordinance is attached for review and discussion. In addition to the updates of the Virginia state code and administratively; the following is proposed:

- Increase of Transient Occupancy Tax from 3% to 3.7%;
- Dedicated 1% to the Eastern Shore Tourism Commission removed;
- Effective July 1, 2014

RECOMMENDATION:

Staff recommends adoption of Ordinance 20140424 Revising Chapter 66 – Taxation, Article IV – Transient Occupancy Tax Sections 66-55 through 66-76.

ORDINANCE 20140424
REVISING CHAPTER 66 – TAXATION
ARTICLE IV – TRANSIENT OCCUPANCY TAX
SECTIONS 66-55 THROUGH 66-76

WHEREAS, the Code of Virginia Sections 15.2-1104 and 58.1-3819 authorizes the levy of a Transient Occupancy Tax; and

WHEREAS, the Town Code specifies a Transient Occupancy Tax rate of 3%, with one percent being collected and paid to the Eastern Shore of Virginia Tourism Commission and two percent being collected as revenue in the General Fund to support annual contribution requests from various organizations; and

WHEREAS, the Town Council supports the vision of the Eastern Shore Tourism Commission and will continue to allocate an annual contribution; and

WHEREAS, the Town Council deems it beneficial to increase emphasis on supporting tourism within the Town as an important component of economic development; and

WHEREAS, the Town Council desires to increase the Transient Occupancy Tax for the purpose of providing greater support to Cape Charles' tourism related initiatives; now

THEREFORE BE IT ORDAINED by the Town Council of Cape Charles, this 24th day of April 2014, that the Town Code of the Town of Cape Charles, Chapter 66 – Taxation, Article IV – Transient Occupancy Tax, Sections 66-55 through 66-76, be modified to read as follows:

Sec. 66-55. Violations and penalties.

Any person who shall willfully violate or fail to comply with any provision of this article or who shall file a false or misleading monthly report hereunder, shall be guilty of a class 2 misdemeanor and fined an amount of not more than \$1,000.00.

Sec. 66-56. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Hotel means any public or private hotel, inn, hostelry, tourist home or house, bed and breakfast, tourist camp, tourist cabin, camping grounds, motel, roominghouse or other lodging place within the town offering lodging, for compensation, to any transient.

Lodging means any room, lodging or space furnished to any transient.

Transient means any person(s) who, for any period of not more than 30 consecutive days, either at his own expense or at the expense of another, lodges or obtains lodging at any hotel, motel tourist home, or other facility.

Sec. 66-57. Amount of levy.

There is hereby levied and imposed on each transient a tax equivalent to three and seven-tenths percent (3.7%) of the total amount paid for lodging, by or for any such transient, to any hotel, motel, bed and breakfast, campground, and other facilities offering guest rooms rented out

for continuous occupancy for 30 consecutive days or less. The revenue collected from the Transient Occupancy Tax shall be allocated for tourism-related initiatives.

Sec. 66-58. Exemptions.

The tax imposed by this article shall not apply to the rental of condominiums, apartments, townhouses or single-family houses which are rented for occupancy for periods exceeding 30 consecutive days.

Sec. 66-59. Collection.

Every person receiving any payment for lodging with respect to which a tax is levied under this article shall collect the amount of such tax so imposed from the transient on whom such tax is levied, or from the person paying for such lodging, at the time payment for such lodging is made. The taxes required to be collected under this section shall be deemed to be held in trust by the person required to collect such taxes until remitted as required in this article.

Sec. 66-60. Reports required.

Every person collecting any tax levied by this article shall make out a report thereof, upon such forms and setting forth such information as the town treasurer may prescribe and require, showing the amount of lodging charges collected and taxes required to be collected. Such person shall sign and deliver such report to the town treasurer with the remittance of the taxes collected. Such reports and remittances shall be remitted to the town treasurer on or before the 20th day of each month covering the amount of tax collected during the preceding month.

Sec. 66-61. Collector's records.

It shall be the duty of every person liable for the collection and remittance to the town of any tax imposed by this article to keep and to preserve, for a period of four years, all suitable records as may be necessary to determine the amount of tax to have been collected and remitted to the town. The town treasurer, or a designated representative, may inspect such records at all reasonable times.

Sec. 66-62. Compensation for collection.

For the purpose of compensating sellers for the collection of tax imposed by this article, every seller shall be allowed five percent of the amount of the tax due and accounted for in the form of a deduction on the monthly return, provided the amount due is not delinquent at the time of payment.

Sec. 66-63. Penalty and interest for late payment.

If any person shall fail or refuse to remit to the town treasurer the tax required to be collected and paid under this article within the time and in the amount specified, there shall be added to such tax a penalty in the amount of ten percent thereof and interest thereon at the rate of ten percent per annum, which shall be computed upon the taxes and penalty from the first day of the month next following the month in which such are due and payable.

Sec. 66-64 Failure to collect taxes or make reports.

If any person, whose duty it is so to do, shall fail or refuse to collect the tax imposed under this article and make timely report and remittance thereof, the town treasurer shall proceed in such manner as is practicable to obtain facts and information on which to base an estimate of the tax due. As soon as the treasurer has procured whatever facts and information which may be obtainable, upon which to base the assessment of any tax payable by any person

who has failed to collect, report or remit such tax, the treasurer shall proceed to determine and assess against such person the tax, penalty and interest provided in this article and shall notify such person, by registered mail, sent to his last known address, of the total amount of such tax, penalty and interest. The total amount thereof shall be payable ten days after the date such notice is sent.

Sec. 66-65. Northampton County

Northampton County also collects 2% transient occupancy tax. The report and payment of Northampton County's 2% should be remitted directly to the Northampton County Commissioner of Revenue.

Sec. 66-66. Date; effective.

This article shall become effective on April 1, 2003, for all transient tax on that date or thereafter.

Revisions made to this article on April 24, 2014, by Ordinance #20140424, shall become effective on July 1, 2014.

Sec. 66-67—66-76. Reserved.

Adopted by the Town Council of Cape Charles on April 24, 2014

By: _____
Mayor

ATTEST:

Town Clerk

Sec. 66-55. Violations ~~of article~~ and penalties.

Any person ~~violating who shall willfully violate~~ or failing to comply with any provision of this article ~~or who shall file a false or misleading monthly report hereunder~~, shall be guilty of a class ~~1-2~~ misdemeanor ~~and fined an amount of not more than \$1,000.00. Conviction of such violation shall not relieve any person from the payment, collection or remittance of the taxes provided for in this article.~~

(Ord. No. 33, 6-28-84)

Cross reference— Penalty for class 1 misdemeanor, § 1-10.

Sec. 66-56. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Hotel means any public or private hotel, inn, hostelry, tourist home or house, bed and breakfast, tourist camp, tourist cabin, camping grounds, motel, roominghouse or other lodging place within the town offering lodging, for compensation, to any transient.

Lodging means any room, lodging or space furnished to any transient.

Transient means any person(s) who, for any period of not more than ~~930~~ consecutive days, either at his own expense or at the expense of another, ~~lodges or~~ obtains lodging ~~in~~ ~~at any~~ hotel, ~~motel~~ ~~tourist home, or other facility.~~

(Ord. No. 33, § 1, 6-28-84; Ord. of 6-8-93)

Cross reference— Definitions and rules of construction generally, § 1-2.

Sec. 66-57. ~~Levied; amount~~ Amount of levy.

There is hereby levied and imposed on each transient a tax equivalent to three ~~and seven-tenths~~ percent (~~3.7%~~) of the total amount paid for lodging, by or for any such transient, to any hotel, ~~motel, bed and breakfast, campground, and other facilities offering guest rooms rented out for continuous occupancy for fewer than 30 consecutive days. within the town with one percent being collected and paid to the Eastern Shore Tourism Commission. The revenue collected from the Transient Occupancy Tax shall be allocated for tourism-related initiatives.~~

(Ord. No. 33, § 2, 6-28-84; Ord. No. 364, 1-14-92; Ord. No. 021103, 2-11-03; Ord. No. 20100408A, 4-8-10)

State law reference— Authority for above tax, Code of Virginia, § 58.1-3840.

Sec. 66-58. Exemptions.

~~(a)~~

~~No tax shall be payable under this article in any of the following instances:~~

~~(1)~~

~~On charges for lodging paid by any official or employee of the federal government or of this state or town, when on official business.~~

~~(2)~~

~~On charges for lodging paid to any hospital, medical clinic, convalescent home or home for aged people.~~

~~(b)~~

The tax imposed by this article shall not apply to the rental of condominiums, apartments, townhouses or single-family houses which are rented for occupancy for periods exceeding 30 consecutive days.

(Ord. No. 33, § 3, 6-28-84; Ord. No. 364, 1-14-92)

Sec. 66-59. Collection.

Every person receiving any payment for lodging with respect to which a tax is levied under this article shall collect the amount of such tax so imposed from the transient on whom such tax is levied, or from the person paying for such lodging, at the time payment for such lodging is made. The taxes required to be collected under this section shall be deemed to be held in trust by the person required to collect such taxes until remitted as required in this article.

(Ord. No. 33, § 4, 6-28-84)

Sec. 66-60. Reports ~~and remittances generally required.~~

Every person collecting any tax levied by this article shall make out a report thereof, upon such forms and setting forth such information as the ~~county town~~ treasurer may prescribe and require, showing the amount of lodging charges collected and taxes required to be collected. Such person shall sign and deliver such report to the ~~county town~~ treasurer with the remittance of ~~such the~~ taxes collected. ~~A duplicate copy of the report shall be provided to the town treasurer.~~ Such reports and remittances shall be made remitted to the town treasurer on or before the 20th day of each month covering the amount of tax collected during the preceding month.

(Ord. No. 33, § 5, 6-28-84; Ord. No. 364, 1-14-92)

Sec. 66-61. Collector's records.

It shall be the duty of every person liable for the collection and remittance to the town of any tax imposed by this article to keep and to preserve, for a period of ~~two four~~ two years, ~~such all~~ suitable records as may be necessary to determine the amount of tax ~~he was~~

~~responsible for to have been~~ collected and remitted to the town. The town treasurer, or a designated representative, may inspect such records at all reasonable times.

(Ord. No. 33, § 7, 6-28-84)

~~**Sec. 66-62. Duty of collector going out of business.**~~

~~Whenever any person required to collect and remit a tax under this article shall cease to operate or otherwise dispose of his business, any tax payable under this article shall become immediately due and payable and such person shall immediately make a report and pay the tax due.~~

~~(Ord. No. 33, § 8, 6-28-84)~~

Sec. 66-632. Compensation for collection.

For the purpose of compensating sellers for the collection of tax imposed by this article, every seller shall be allowed five percent of the amount of the tax due and accounted for in the form of a deduction on the monthly return, provided the amount due is not delinquent at the time of payment.

(Ord. No. 33, § 6, 6-28-84)

State law reference— Authority for above section, Code of Virginia, § 58.1-3819.

Sec. 66-64623. Penalty and interest for late ~~remittance or false return~~ payment.

~~(a)~~

~~If any person whose duty it is to do so shall fail or refuse to make the report or remit to the town treasurer the tax required to be collected and paid under by this article within the time and in the amount required specified, there shall be added to the such tax a penalty in the amount of ten percent of the tax thereof, and interest thereon at the rate of ten percent per annum, which shall be computed upon the taxes and penalty from the first day date of the month next following the month in which such were are due and payable.~~

~~(b)~~

~~In the case of a false or fraudulent return with intent to defraud the town of any tax due under this article, a penalty of 50 percent of the tax shall be assessed against the person required to collect such tax.~~

(Ord. No. 33, § 9, 6-28-84)

Sec. 66-65-634 Procedure upon fFailure to collect taxes, or make reports, etc.

~~(a)~~

~~If any person, whose duty it is so to do, shall fail or refuse to collect the tax imposed under this article; and to make, within the time provided in this article, the timely reports and remittances thereof, required in this article, the town treasurer shall~~

proceed in such manner ~~as he may deem best~~ as is practicable to obtain facts and information on which to base ~~his~~ an estimate of the tax due. As soon as the treasurer ~~has procured such whatever~~ facts and information ~~as he is able to which may be~~ obtainable, upon which to base the assessment of any tax payable by any person who has failed ~~or refused~~ to collect ~~such tax and to make such~~ report ~~and or~~ remittance ~~such tax, he the treasurer~~ shall proceed to determine and assess against such person the tax, ~~and~~ penalty ~~ies and interest~~ provided ~~for by in~~ this article and shall notify such person, by registered mail, sent to his last known ~~place of~~ address, of the total amount of such tax, ~~and~~ penalty ~~ies and interest~~. ~~†~~The total amount thereof shall be payable ~~within ten days from after~~ the date ~~of~~ such notice is sent.

~~(b)~~

~~It shall be the duty of the treasurer to ascertain the name of every person operating a hotel in the town, liable for the collection of the tax levied by this article, who fails, refuses or neglects to collect such tax or to make within the time provided by this article, the reports or remittances required in this article. The treasurer may have a summons issued for such person in the manner provided by law and may serve a copy of such summons upon such person in the manner provided by law and shall make one return of the original to the general district court of the county.~~

~~(Ord. No. 33, 6-28-84)~~

~~Sec. 66-66. Collection and remittance by county.~~

~~The tax imposed by this article shall be collected by the county within the corporate limits of the town and remitted annually, with accrued interest, to the town for the time and purposes specified in paragraphs 6 and 7 of the annexation agreement between the County of Northampton and the Town of Cape Charles, dated November 25, 1991.~~

Sec. 66-645. Northampton County

Northampton County also collects 2% transient occupancy tax. The report and payment of Northampton County's 2% should be remitted directly to the Northampton County Commissioner of Revenue.

~~(Ord. No. 364, 1-14-92)~~

Sec. 66-~~676~~56. Date; effective.

This article shall become effective on April 1, 2003, for all transient tax on that date or thereafter.

Revisions made to this article on April 24, 2014, by Ordinance #20140424, shall become effective on July 1, 2014.

~~(Ord. No. 021103, 2-11-03)~~

Sec. 66-~~686~~67—66-76. Reserved.

Formatted: sec

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Name for Former Library Building		AGENDA DATE: April 24, 2014
	SUBJECT/PROPOSAL/REQUEST: Decision on the name for the new use of the former library building.		ITEM NUMBER: 7C
	ATTACHMENTS: Suggested Names		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Jen Lewis	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

In December 2012, the Cape Charles Memorial Library was moved to 201 Mason Avenue into the former Bank of America building. The vacated building at 500 Tazewell Avenue is being repurposed for Town meetings and other Town related activities.

DISCUSSION:

Staff has researched the former library building to find historical information that could be used in the naming of the building. The building was the First Presbyterian Church in Cape Charles and the first service was held on March 24, 1901. The church was moved in September 1926 and the building was sold to the Northampton County Memorial Library for \$5,000. The Library was opened October 8, 1926 in honor of "World War Veterans". On May 27, 1927 a reported 7,000 people were in attendance to hear Governor Harry F. Byrd give the address for the dedication of the Northampton Memorial Library. In December 2008, the name of the library was changed to the Cape Charles Memorial Library.

A number of names were discussed and "Cape Charles Meeting Hall" and "Cape Charles Community Hall" seems to be the most appropriate.

Town Council reviewed this issue briefly at the March 20, 2014 meeting and tabled further discussion for the April 24, 2014 meeting. The complete list of suggested names was emailed to Council for their review as well.

The use of the building will be for Council meetings and Work Sessions; all boards and commission meetings; recreational programs, community events, promote civic engagement activities, and many outreach programs.

RECOMMENDATION:

Staff recommends Council review, discuss and direct the Town Manager on establishing a name for the new activities to be held in the 500 Tazewell Ave. building; formerly known as the Cape Charles Memorial Library.

Cape Charles Civic Hall

Cape Charles Civic Center

Cape Charles Meeting Hall

Definition of Civic in local government

Civic engagement is a community builder. When civic engagement is done properly, you begin to build the community and the participation within the local side of government. Civic engagement and community work is basically a side by side concurrence that together can each help to grow your community and help start off with a strong foundation for the role of government.

“Be open to outcome, not attached to outcome.” –Angeles Arrien

Benefits of Civic Engagement in Local Government

- Achieving greater buy-in to decisions with fewer backlashes such as lawsuits, special elections, or a council recall.
- Engendering trust between citizens and government, which improves public behavior at council meetings.
- Attaining successful outcomes on toxic issues, which helps elected officials avoid choosing between equally unappealing solutions.
- Developing better and more creative ideas and solutions.
- Implementing ideas, programs, and policies faster and more easily.
- Creating involved citizens instead of demanding customers.
- Building community within a Town.
- Making your job easier and more satisfying.

Cape Charles Community Hall

Cape Charles Community Place

Community

- Community collaboration includes democratic spaces where citizens can get together to discuss concern for particular issues and gives them a place and means to make the changes they see necessary. These spaces can be seen as a resource center, such as neighborhood associations, school boards, and similar settings where citizens can go to get information regarding their community (upcoming changes, proposed solutions to existing problems, etc.), as well creating a place where citizens feel their voices are heard and are given the opportunity to provide their personal input in governmental decisions regarding public interest.
- Involvement in public council meeting sessions for discussions that can clarify necessities and changes that needs to be made. Political participation is another key element that is practiced with regularity. The simple act of casting an informed vote can change many things within the community.
- The word Community gives ownership to the citizens of our community.

Other suggestions for naming the former building

Cape Charles Harry Byrd Hall

World War I Memorial Hall

Cape Charles Tazewell Place

Cape Charles Social Hall

Hero Hall

Cape Charles Council Chambers

Cape Charles Community Center

James A. Taylor Building

Cape Charles Town Hall

 TOWN OF CAPE CHARLES	AGENDA TITLE: Appointment of Town Treasurer		AGENDA DATE: April 24, 2014
	SUBJECT/PROPOSAL/REQUEST: Appointment of Treasurer		ITEM NUMBER: 8A
	ATTACHMENTS:		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Heather Arcos	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

Kim Coates, the former treasurer, resigned her position with the Town effective January 31, 2014.

The Town submitted advertisements of the position in the Eastern Shore News and the Eastern Shore Post, with the Virginia Municipal League for their e-News and on their website and the Town's website.

DISCUSSION:

Seven applications were received in response to the Town's advertisements. The Mayor and Town Council reviewed the application packets and interviewed two candidates on March 10, 2014.

The Town Council offered the position to Ms. Deborah Pocock, who has a strong background in a similar position with extensive supervisory experience.

Ms. Pocock started as the Town Treasurer on April 7, 2014.

RECOMMENDATION:

Staff requests Council appointment of Ms. Deborah Pocock as the Town Treasurer.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Grounds Maintenance Service Contract Extension		AGENDA DATE: April 24, 2014
	SUBJECT/PROPOSAL/REQUEST: One-year extension for the Grounds Maintenance Services contract		ITEM NUMBER: 8B
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Dave Fauber	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

Staff published an Invitation for Bids (IFB) for Grounds Maintenance Service on February 9 & 12, 2011. Proposals were due and opened on February 28, 2011. The contract was awarded to Eastern Shore Landscape Management, Inc. (ESLM). The contract was signed in March 2011 and allows for three (3) one year extensions, this being the final extension.

DISCUSSION:

ESLM provided updating pricing and the base bid for mowing services has decreased. Basic mowing service is \$18,556, down from \$21,018 last year. The maintenance of Central Park is \$15,800, down from \$16,870 last year and includes mowing, fertilization, aeration, herbicide spraying, mulching, pruning and irrigation.

The pricing for the maintenance of additional locations, including the Hump, Mason Avenue flower beds, Town Hall flower bed, the bed at the intersection of Route 184 and Route 13, and Wastewater Treatment Plant, is approximately \$10,600. These services include trimming and pruning, fertilization, staking and removal of stakes on trees as appropriate, spring and fall flower/mulch installation, weeding, etc.

RECOMMENDATION:

Staff requests that Council approve the one-year extension of the Grounds Maintenance Service Contract, including the maintenance of Central Park and other areas as described above, with Eastern Shore Landscape Management, Inc.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: National Police Week Proclamation		AGENDA DATE: April 24, 2014
	SUBJECT/PROPOSAL/REQUEST: Proclaim May 15, 2014 as Peace Officers' Memorial Day and the week of May 11 – May 17, 2014 as National Police Week		ITEM NUMBER: 8C
	ATTACHMENTS: Proclamation #20140424		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Police Chief Charles Brown	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

In 1962, President John F. Kennedy signed Public Law 87-726 designating May 15 as Peace Officers' Memorial Day and the week in which May 15 falls as National Police Week. The law was amended in 1994 directing that the flag of the United States be displayed at half-staff on all government buildings on May 15 of each year.

DISCUSSION:

Thursday, May 15, 2014 is Peace Officers' Memorial Day and the week of May 11 – 17, 2014 is National Police Week. In honor of all law enforcement officers, the Department of Justice Community Oriented Policing Services (C.O.P.S.) suggests municipalities adopt a proclamation for Peace Officers' Memorial Day and National Police Week.

RECOMMENDATION:

Staff asks Council for a roll call vote to adopt the Proclamation #20140424 In Honor of Peace Officers' Memorial Day and National Police Week.

**TOWN OF CAPE CHARLES
PROCLAMATION #20140424**

**IN HONOR OF PEACE OFFICERS' MEMORIAL DAY
AND NATIONAL POLICE WEEK**

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police Week; and

WHEREAS, the members of the Town of Cape Charles Police Department play an essential role in safeguarding the rights and freedoms of the Town of Cape Charles; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their police department, and that members of the Cape Charles Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men of the Town of Cape Charles Police Department unceasingly provide a vital public service;

NOW, THEREFORE, the Town Council of Cape Charles calls upon all citizens of the Town of Cape Charles and upon all patriotic, civic and educational organizations to observe the week of May 11 - 17, 2014 as National Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens;

IN ADDITION, the Town Council of Cape Charles further calls upon all citizens of the Town of Cape Charles to observe Thursday, May 15, 2014, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

Adopted by the Town Council of Cape Charles on this 24th day of April, 2014.

Mayor Dora Sullivan

ATTEST: _____
Clerk of the Council

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: National Safe Boating Week Proclamation		AGENDA DATE: April 24, 2014
	SUBJECT/PROPOSAL/REQUEST: Proclaim May 17 – May 23, 2014 as National Safe Boating Week		ITEM NUMBER: 8D
	ATTACHMENTS: National Safe Boating Week Proclamation		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Heather Arcos	REVIEWED BY: Heather Arcos, Town Manager	

BACKGROUND:

Americans increasingly head to the water for recreation and relaxation. It is vital that all boaters practice safe boating habits, especially wearing life jackets. Approximately 88% of those who drown in boating-related accidents were not wearing life jackets.

DISCUSSION:

May 17 – 23, 2014 is National Safe Boating Week. In an effort to promote National Safe Boating Week, U.S. Coast Guard Auxiliary, Flotilla 12-02 Painter requests that the Town Council of Cape Charles adopt a proclamation naming May 17th – 23rd as Safe Boating Week within the Town of Cape Charles.

RECOMMENDATION:

Staff asks the Council for a roll call vote to approve the Proclamation naming the week of May 17 – 23, 2014 as National Safe Boating Week.

PROCLAMATION

PROCLAIMING
MAY 17 THROUGH MAY 23, 2014
as
NATIONAL SAFE BOATING WEEK

Recreational boating is fun and enjoyable, and we are fortunate that we have sufficient resources to accommodate the wide variety of pleasure boating demands. However, our waterways can become crowded at times and be a place of chaos and confusion. While being a marvelous source of recreation, boating, to the unprepared, can be a risky sport. Not knowing or obeying the Navigation Rules or the nautical "Rules of the Road," drinking alcohol or taking drugs while operating a boat, or choosing not to wear your life jacket when doing so is clearly NOT the smart thing to do, are all examples of human error or a lack of proper judgment. One particular behavior that can reduce the number of boaters who lose their lives by drowning each year by approximately 80% is the wearing of a life jacket. It is a simple task that has the potential to reduce terrible loss in lives.

Whereas, on average, 800 people die each year in boating-related accidents in the U.S.; nearly 70% of these are fatalities caused by drowning; and

Whereas, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment, or environmental factors; and

Whereas, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets; and

Whereas, modern life jackets are more comfortable, more attractive, and more wearable than styles of years past and deserve a fresh look by today's boating public and

Whereas, U.S. Coast Guard Auxiliary Flotilla 12-02 Painter, provides safe boating instruction for persons of all ages in order to prevent boating accidents and to teach rescue and survival techniques in case one does occur.

Therefore, I, _____, do hereby support the goals of the North American Safe Boating Campaign and proclaim May 17-23, 2014, as National Safe Boating Week and the start of the year-round effort to promote safe boating. And I encourage all boaters to wear their life jackets, boat responsibly, and enroll in a safe boating class.

In Witness Whereof, I urge all those who boat to "Boat Smart. Boat Safe. Wear it." and practice safe boating habits.

Given under my signature and the seal of **The Town of Cape Charles, Virginia**
this _____ day of _____, 2014.

Mayor
Town of Cape Charles

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Historic Town Entrance Overlay update		AGENDA DATE: April 24, 2014
	SUBJECT/PROPOSAL/REQUEST: Draft Town Entrance Overlay Corridor		ITEM NUMBER: 8E
	ATTACHMENTS: Draft Historic Town Entrance Overlay		FOR COUNCIL: Action () Information (X)
	STAFF CONTACT (s): Rob Testerman	REVIEWED BY: Heather Arcos	

BACKGROUND:

This report is to serve as an update for Town Council. In late 2013, the Cape Charles Planning Commission met with the Northampton County Planning Commission to discuss a draft town entrance overlay corridor that was last presented to the County in 2010. After meeting with the County, staff and the Town Planning Commission began revising the draft. Prior to submitting the draft to the County, staff forwarded it to Town Council for comment. The draft was submitted to the County in late January, 2014. Staff has been in contact with Northampton County staff, but to date there has been no feedback on the draft.

DISCUSSION:

As Town Council is aware, Northampton is in the process of revising their zoning ordinances. Of the many changes, one of note is that the existing Town Edge District will no longer exist. Locations currently zoned Town Edge would revert to their previous zoning districts (a mixture of residential, agricultural and commercial near Cape Charles). If the County incorporates the draft HTE language into their ordinance, it will help to protect the interest of Cape Charles. Staff will remain in contact with the County, and report feedback to Cape Charles' Planning Commission and Town Council.

RECOMMENDATION:

Provided for information only.

Historic Town Entrance Corridor Overlay District (HTE District)

1. Title: This section shall be known and referenced as the Historic Town Entrance Corridor Overlay (HTE) District of Northampton County and the Town of Cape Charles.
2. Findings of Fact: As Cape Charles' primary connections to U.S. Route 13, State Route 184 and State Route 642 represent a significant community investment and contribute to Cape Charles and Northampton County's public health, safety, and welfare. State Route 184 and State Route 642 provide access to one of Northampton County's major centers of commercial and residential development. Furthermore, the Town's entrance corridors provide a first impression of Cape Charles for tourists and the traveling public entering the Town's Historic District and, as safe and accessible roadway facilities, serve a vital economic development function. The HTE District designation will provide for development as permitted by the underlying zoning districts, while preserving and enhancing the safety, function, capacity, and visual appearance of the State Route 184 and State Route 642 corridors.
3. Purpose and Intent: As provided in section 15.22306 of the Code of Virginia, the HTE District is intended to preserve rural and scenic characteristics which complement the Cape Charles Historic District. Additionally, pursuant to the authority granted by the Code of Virginia, and in particular the legislative intent established in Section 15.2-2200 and the purposes of zoning ordinances established in Section 15.2-2283, the HTE District is intended to enhance the safety, function, and capacity of State Route 184 and State Route 642 and to encourage appropriate economic development near the Town of Cape Charles.
4. Areas of Applicability: The HTE District shall apply to all lands identified as HTE as designated by the Northampton County Board of Supervisors and as shown on the Northampton County Zoning District Map, and also as designated by the Cape Charles Town Council and as shown on the Town of Cape Charles Official Zoning Map. Such maps together with all explanatory matter thereon, is hereby adopted by reference and declared to be part of this Section.

The HTE District regulations shall apply to all development within the designated HTE District requiring site plan or subdivision review. The HTE District shall also apply to redevelopment projects, as outlined in Sub-section 10, Redevelopment, below, regardless of whether such redevelopment requires site plan or subdivision review.

5. Use Regulations: Permitted uses, special permits uses, accessory uses, and special requirements shall be established by the underlying zoning district, unless specifically modified by the requirements set forth herein. These requirements may include, but shall not be limited to, requirements for setbacks, parking, landscaping, signs, and lighting.

a. Conditional Use Permits:

- 1. In areas where the underlying zoning district is designated for commercial (C) use, the following uses shall require a conditional use permit:**

- i. Pharmacy**
- ii. Restaurant**
- iii. Motel/Hotel**
- iv. Inn**
- v. Bed & breakfast**
- vi. Vacation rental home**
- vii. Sales, retail bulk outdoor**
- viii. Sales, retail general**
- ix. Office, professional**

2. In areas where the underlying zoning district is designated for agricultural (AG) use, the following uses shall require a conditional use permit:

- i. Bed & breakfast**
- ii. Inn**
- iii. Vacation rental home**
- iv. Gas station**

3. In areas where the underlying zoning district is designated for residential (R), (R-1), (R-5) use, the following uses shall require a conditional use permit:

- i. Bed & breakfast**
- ii. Vacation rental home**

b. Prohibited Uses in the HTE

- 1. Wastewater treatment plant**
- 2. Waste related**

6. Lot Size: Lot size shall be subject to the requirement of the underlying zoning district(s).

7. Conflict with Other Regulations: In any case where the requirements of this Section conflict with any other provision of the Northampton County Zoning Ordinance or Cape Charles Zoning Ordinance, as applicable, and other regulations or existing state or federal regulations, whichever imposes the more stringent restrictions shall apply.

8. Performance Standards, applicable to areas within the HTE located along Rt. 184 and Rt. 642:

a. Purpose and Intent: The purpose and intent of these performance standards is to minimize the impact of highway-oriented development on the safety, function, and traffic capacity of the State Route 184 and State Route 642 corridors.

b. General Performance Standards for Development and Redevelopment:

1. Site Plans: All site plans shall include an access plan drawn to the same scale as the site plan and showing the location and dimensions of all streets, sidewalks, driveways, crossovers, parking areas, access aisles, landscape areas, and any other relevant information in accordance with Sec. 154.045 Site Plans of this Chapter. **In the event of conflicting regulations with VDOT, VDOT minimum requirements will supersede the following standards .**

2. Site Access: Access to State Route 184 and State Route 642 shall be provided by direct or indirect means, consistent with the following:

(a.) Number of Access Points: Each tract of land recorded prior to January 1, 1998 is entitled to one direct access point to the public roadway network, provided that VDOT approves. Where multiple tracts of land are developed as a single entity, as in the case of a shopping center, office park, residential subdivision, or similar development, they shall be treated as one tract of land for the purposes of determining the permitted number of access points.

(b.) Corner Clearance: The minimum corner clearance of driveways from intersecting streets shall be 400 feet approaching the intersection. Downstream corner clearance shall be 250 feet minimum. For side street approaches, the minimum corner clearance shall be 250 feet. At signalized intersections, corner clearances in excess of these minimum dimensions may be required, in consultation with VDOT. Where a traffic study is submitted that shows 20-year peak period 95 percentile queue lengths will not extend past the driveway location, corner clearances may be reduced, in consultation with VDOT.

(c.) Minimum Sight Distance: Minimum sight distances along the highway shall be provided to allow vehicles to safely turn left or right onto the highway. Sight distances provided along the HTE District shall be a minimum of 1,000 feet.

(d.) Outparcels: Outparcels are those parcels of land depicted on a final subdivision plat which is designated for public or private open space, right-of-way, utilities, or other similar purposes; or, a parcel of land left over after platting which is smaller than the minimum permitted lot size for the zoning district in which it is located and therefore unbuildable unless combined with additional land; or, a parcel of land located adjacent to a shopping center which shares a common parking lot with other establishments within said shopping center but is separated from the principal buildings and

establishments by a parking area. All access to outparcels must be internalized utilizing the main access drive of the principal retail center. Access to each outparcel shall be as direct as possible, avoiding excessive movement across the parking aisles and queuing across surrounding parking and driving aisles. In no instance shall the circulation and access of the principal commercial facility and its parking and service be impaired.

(e.) Residential Developments: Where practicable, new residential subdivisions shall include an internal street layout which shall continuously connect to the streets of surrounding developments to accommodate travel demand between adjacent neighborhoods without the necessity of using the highway.

(f.) Median Crossovers: Where a proposed development fronts an existing or planned median crossover, access from the development to adjacent sites shall be provided, so as to promote shared access and minimize demand for additional crossovers.

(g.) Shared Access and Reverse Frontage: Internal access roads and inter-parcel connections shall be provided to facilitate the local movement of traffic between existing and proposed development and minimize demand for local trips on the highway. Based on consultation with the appropriate VDOT staff, inter-parcel access may take the form of direct driveway connections or reverse frontage roads.

(h.) Pedestrian Access: Pedestrian walkways shall be incorporated into each project so as to minimize conflicts with vehicular traffic. Pedestrian circulation systems shall connect uses within individual projects, and shall be extended to adjacent parcels where inter-parcel vehicular access is required.

(i.) Bicycle Access: Bicycle facilities may be incorporated into each project so as to minimize conflicts with vehicular traffic. If installed, bicycle circulation systems shall connect uses within individual projects, and shall be extended to adjacent parcels where inter-parcel vehicular access is required.

3. Traffic Impact Analysis: All developments generating more than 2,000 average daily trips shall prepare and submit a traffic impact analysis. The projected number of average daily trips shall be based on trip generation rates as defined by the most recent publication of the Institute of Transportation Engineers "Trip Generation." In addition, a traffic impact analysis may be required for developments generating 2,000 or fewer average daily trips when it is determined, in consultation with the appropriate VDOT staff, that safety considerations or a degradation in the level of service of the roadway warrant such analysis. The traffic impact analysis shall identify level of service impacts of the proposed development, based on a twenty-year demand projection, and shall be used to determine necessary improvements to support the development. At a minimum, the impact analysis shall address the following:

(a.) Turn lane and access improvements

- (b.) Internal site circulation
- (c.) Shared access/access to adjacent sites
- (d.) Impacts to intersections and median crossovers
- (e.) Potential need for signalization

4. Required Improvements: Required improvements, the need for which is generated by the proposed development, shall be determined in consultation with the appropriate VDOT staff. The developer shall be responsible for providing any required improvements, which shall be shown on site plans. The need for required improvements shall be based on the following:

- (a.) Applicable traffic impact analysis
- (b.) Highway safety and capacity

5. Setback from VDOT Right-of-Way: Buildings shall be set back from the VDOT right-of-way a minimum of 100 feet, the first 20 feet of which abutting the right-of-way shall be a vegetated buffer which includes the vegetation installation required in Sec. 154.105(G) of the Northampton County Code. The remaining area in the 20 foot buffer may be planted in grass and/or groundcover. Parking areas and stormwater best management practices may be located in the setback outside of the vegetated buffer.

9. **Redevelopment, applicable to areas within the HTE located along Rt. 184 and Rt. 642:** In order to promote the orderly retrofit of existing developments that do not conform to the requirements of the HTE District, while encouraging reuse of previously developed properties, the follow redevelopment standards shall apply. The following standards provide guidelines for use in bringing nonconforming sites as close to conformance as possible. All trip generation shall be based on ITE methods as described herein.

a. Access: Reconstruction, relocation, or elimination of access points shall be required under any of the following circumstances. In such cases, necessary improvements shall be identified in consultation with the appropriate VDOT staff, and shall be designed to bring the site as close to compliance as possible with the access provisions of this ordinance.

1. The redevelopment will cause an increase of 10 average daily trips (ADT) and 20% or more ADT.
2. The redevelopment will cause any turning movement to increase by 5 ADT and 20% or more ADT.
3. The redevelopment will cause an increase in use by vehicles exceeding 30,000 pounds gross vehicle weight of 10 vehicles per day or 20% or more vehicles exceeding 30,000 pounds gross vehicle weight per day.

4. Structural enlargements, building improvements, or other site improvements are made resulting in an increase of 20% of building square footage or totaling 20% of current assessed building value.

5. As required to address identified safety deficiencies, based on consultation with the appropriate VDOT staff.

b. Traffic Impact Analysis: A traffic impact analysis shall be submitted for all redevelopment projects in which the proposed use will generate more than 2,000 ADT and increase existing ADT by 50% or more.

c. Required Improvements: Improvements required to support the redevelopment shall be based on consultation with the appropriate VDOT staff, required traffic impact analyses, and highway safety and capacity.

d. Signage: Reconstruction, relocation, or elimination of freestanding signs shall be required when (1) structural enlargements, building improvements, or other site improvements are made resulting in an increase of 20% of building square footage or totaling 20% of current building value or (2) existing signs interfere with required site distances. Required improvements shall bring on-site signage as close to compliance as possible with Sec. 154.190 *et seq.* of the Northampton County Code or Section 4.1 of the Town of Cape Charles Zoning Ordinance, as applicable. Additional signage requirements are as follows:

1. Billboards are not allowed in the overlay district

2. New, freestanding signs shall not exceed 8 feet in height and shall otherwise conform to Sec. 154.190 of this Chapter.

e. Lighting: Where structural enlargements, building improvements, or other site improvements are made resulting in an increase of 20% of building square footage or totaling 20% of current assessed building value, all lighting shall be brought into compliance with Sec. 154.112 *et seq.* of the Northampton County Code or Section 4.4 of the Town of Cape Charles Zoning Ordinance, as applicable. **On Routes 184 and 642, all lighting shall comply with Dark Sky standards.**

f. Landscaping: Where structural enlargements, building improvements, or other site improvements are made resulting in an increase of 20% of building square footage or totaling 20% of current assessed building value, landscaping shall be brought as close to compliance as possible with Section 154.105 *et seq.* of the Northampton County Code or Section 4.4 and Appendix F of the Town of Cape Charles Zoning Ordinance, as applicable. This shall include appropriate landscaping of existing green space, as well as provision of additional green space to the extent that it does not interfere with traffic flow or required parking. Where additional green space is required, priority shall be given to establishing front yard green space.

1. Existing vegetation shall be retained. Trees over 6" DBH shall be protected during construction. Shrubs shall also be protected during construction.

2. All existing trees and shrubs shall be identified on the site plan or plot plan prior to construction and tagged in the field.

10. Other Standards: TBD