



# TOWN COUNCIL Regular Meeting

July 16, 2015  
Cape Charles Civic Center  
6:00 PM

1. Call to Order
  - A. Roll Call
  - B. Establish quorum
2. Invocation and Pledge of Allegiance
3. Recognition of Visitors / Presentations
  - A. Presentation of Certificates of Commendation
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. Partial Tax Exemption Request
  - \*C. Payment of Insurance Proceeds
  - \*D. Application for Harbor Development Certificate – 300 Mason Avenue
8. New Business
  - \*A. Cape Charles by the Bay
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
  - July 28, 2015 – Mayor's Office Hours, 6:00 PM – 7:00 PM
  - July 31-August 2, 2015 – Clam Slam
  - August 6, 2015 – Town Council Work Session, 6:00 PM
  - August 7-16, 2015 – Harbor for the Arts
  - August 9, 2015 – Arts Rocks the Inns, 1:00 PM – 4:00 PM
  - August 11, 2015 – Mayor's Office Hours, 2:00 PM – 3:00 PM
  - August 13, 2015 – Town Council Work Session, 6:00 PM
  - August 14-16, 2015 – Friends of the Cape Charles Memorial Library Book Sale, Civic Center
  - August 20, 2015 – Town Council Regular Meeting, 6:00 PM
11. Adjournment



**DRAFT**  
**TOWN COUNCIL**  
**Regular Meeting**  
**Civic Center**  
**June 18, 2015**  
**6:00 p.m.**

At approximately 6:00 p.m. Mayor George Proto, having established a quorum, called to order the Regular Meeting of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Brown, Godwin, Wendell and Councilwoman Natali. Councilman Bennett arrived at 6:13 p.m. Also in attendance were Town Manager Brent Manuel, Assistant Town Manager Bob Panek, Treasurer Deborah Pocock and Town Clerk Libby Hume. The Department Heads were in attendance as well as 20 members of the public.

A moment of silence was observed and was followed by the recitation of the Pledge of Allegiance.

**RECOGNITION OF VISITORS/PRESENTATIONS:**

There were no presentations.

**PUBLIC COMMENTS:**

*Miriam Elton, 548 Madison Avenue, brown dog ice cream*

Ms. Elton addressed Council expressing her objections regarding the contract award for the CapeCharlesbytheBay.com website. (Please see attached.)

*Tammy Holloway, 403 Tazewell Avenue, Bay Haven Inn*

Ms. Holloway addressed Council expressing her objections to the contract award for the CapeCharlesbytheBay.com website. (Please see attached.)

Speakers also included the following business owners: Mr. Eyre Baldwin, 1001 Bayshore Road, Cape Charles Yacht Center; Ms. Cynthia Dempster, 11 Park Row, Sea Grass Floral Shop; Ms. Ellen Moore, 223 Mason Avenue, Ellen Moore Gallery; Mr. Andrew Follmer, 9 Kings Bay Drive, The Boardwalk; Mr. David Lee, 109 Tazewell Avenue, Cape Charles Boat Tour Company; Mr. Jon Dempster, 33 Marina Road, The Shanty; Mr. Bruce Evans, 645 Tazewell Avenue, Cape Charles House B&B; Ms. Carol Evans, 645 Tazewell Avenue, Cape Charles House B&B; Mr. Shane Hayward, 713 Randolph Avenue and 33 Marina Road, Eastern Shore Custom Carts; Mr. Malcolm Hayward, 325 Troon Court, Eastern Shore Custom Carts; and Mr. Andy Buchholz, 704 Prestwick Turn, Eastern Shore Signs who also expressed their objections to the contract award for the CapeCharlesbytheBay.com website and their desire to remove their expanded and basic listings from the site as stated by Mss. Elton and Holloway.

Town Clerk Libby Hume read emails from the following: Mr. Edward Brinkley, 124 Peach Street; Mr. George & Ms. Dorie Southern, Cape Charles Wave, LLC; and Ms. Nan Bennett, 100 Creekside Lane. (Please see attached.)

There were no other public comments to be heard nor any other 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 vote.**

**CONSENT AGENDA – APPROVAL OF MINUTES:**

The Town Council reviewed the minutes of the May 21, 2015 Regular Meeting, the June 4, 2015 Public Hearing, the June 4, 2015 Work Session, and the June 4, 2015 Executive Session.

Mayor Proto noted that a correction had been made to the May 21, 2015 Regular Meeting minutes. Libby Hume added that the change was made to Old Business, Item A – PSA/Regional Wastewater Update, item i) where the base price per gallon was corrected to 1.2¢ vs. 81.2¢.

**Motion made by Councilman Brown, seconded by Vice Mayor Bannon, to approve the minutes from the May 21, 2015 Regular Meeting as amended and the June 4, 2015 Public Hearing, the June 4, 2015 Work Session, and the June 4, 2015 Executive Session as presented. The motion was approved by unanimous vote.**

**DEPARTMENT REPORTS:**

A. *Treasurer's Report:*

Treasurer Deborah Pocock reviewed the Treasurer's report dated May 31, 2015 which showed the Total Cash on Hand of \$1,436,481, the Total Cash Held in Reserve was \$1,464,336 and the Total Cash – All Accounts was \$2,900,818. Deborah Pocock went on to review the Debt Service, Revenue vs. Expenditures, the Capital Improvement Project Tracking Report, the YTD 2014 Real Estate, Personal Property, Machinery and Tools Tax & 2015 License Tax Collections, the FY 2015 YTD Prior Year Real Estate Tax, Personal Property Tax, Interest and Penalty Collections, and the 3-Year Revenue Comparison Graph.

**Motion made by Councilman Brown, seconded by Councilman Godwin, to accept the Treasurer's Report as submitted. The motion was approved by unanimous vote.**

B. *Planning Commission and Boards:*

Town Planner Larry DiRe reported the following in addition to his written report: i) The Planning Commission Comprehensive Plan Review Meeting was scheduled for July 13, 2015 at 6:00 p.m.; and ii) The drawings regarding the proposed reverse angle parking area along Bay Avenue were delivered this morning. The Planning Commission would review the plan at their July 7, 2015 regular meeting. The Mayor and Council was invited to come into the office to review the plan and provide input. If deemed appropriate, the restriping of the proposed area of Bay Avenue would not occur until the fall.

C. *Other Departments:*

*Code Enforcement:*

Code Official Jeb Brady stated that he had nothing new to add to his written report and asked whether Council had any questions. There were no questions.

*Town Harbor:*

Harbor Master Smitty Dize stated that he had nothing new to add to his written report and asked whether Council had any questions.

Mayor Proto asked about the success of the Tall Ships Festival to which Smitty Dize replied that he felt the festival went well despite the hot temperatures.

*Cape Charles Memorial Library:*

Librarian Ann Rutledge reported that the summer programs had started and 139 kids had signed up to read books over the summer.

Vice Mayor Bannon asked if the second floor of the library had been completed to which Ann Rutledge replied that the work would be done soon.

Mayor Proto asked about the plans for the computers. Ann Rutledge responded that the RAM would be updated in the computers in the lab and \$2,400 was included in the FY 2015-2016 budget to begin replacing computers. The computer problem had not been a big issue since many patrons bring their own devices and connect to the library's WiFi.

*Police Department:*

Police Chief Jim Pruitt stated that he had nothing new to add to his written report and asked whether Council had any questions.

*Public Utilities/Public Works Departments:*

Public Utilities/Public Works Director Dave Fauber was not in attendance. Mayor Proto asked Town Manager Brent Manuel to review some of the highlights in the report.

Brent Manuel reported the following: i) Staff was working with GHD in preparation for upgrades to the Plum Street and Pine Street Pump Stations; ii) The engineering for the pipeline from the Keck Wells was about 90% completed and had been submitted to the Virginia Department of Health (VDH); iii) Staff was working with Virginia Department of Transportation (VDOT) engineers on the new road from Route 184 to Bayshore Road; iv) Staff was compiling updated Standard Operating Procedures for the water plant and a draft had been completed for the filter backwash; v) Water fountains would be installed in Central Park, at the library and the beach bathrooms; and vi) The Auto-Flush System would be installed on Creekside Lane.

*Recreation Department:*

Recreation/Community Events Coordinator Jen Lewis reported the following in addition to her written report: i) She was working on the July 4<sup>th</sup> activities. A decision had been made to close the street fair at 8:00 p.m. for safety purposes; and ii) The summer assistant would be starting next Tuesday and a fitness activity would be offered at the beach from 8:00 a.m. – 8:30 a.m. as well as a number of other outdoor activities.

**OLD BUSINESS**

*A. FY 2015-2016 Proposed Budget & Appropriation:*

Deborah Pocock stated that the budget consisted of four separate funds – the General Fund, Harbor Fund, Sanitation Fund and Water/Wastewater Fund. The General Fund was supported by real estate taxes along with other taxes and revenues. The Harbor, Sanitation and Water/Wastewater Funds were Enterprise Funds and should be self-sustaining through fees for services and other charges. Town Council and staff held numerous work sessions since March to prepare the proposed Fiscal Year (FY) 2015-2016 Budget. The Public Hearing on the proposed budget was held on June 4, 2015 pursuant to § 15.2-2506 of the Code of Virginia with one citizen providing comments.

Councilman Bennett requested that Council receive a copy of the written response to Mr. Heinz Sommer's questions which were submitted at the public hearing.

**Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to adopt Resolution 20150618 Approving the Budget for FY 2015-2016 and Making Appropriations for the Fiscal Year. The motion was approved by unanimous vote. Roll Call Vote: Bannon, yes; Bennett, yes; Brown, yes; Godwin, yes; Natali, yes; Wendell, yes.**

*B. Cape Charles Community Trail Phase 2:*

Assistant Town Manager Bob Panek stated that the bids for Phase 2 construction came in over budget. Land Studio PC, the Town's consultants, reviewed the low bid and believed that sufficient cost could be removed by deferring the portion of the trail along Washington Avenue from Peach Street to Fig Street to a future construction phase. Clearance of this change was received from VDOT which confirmed the need to rebid the project. The scope of the contract

with Land Studio included construction administration to cover daily inspection, materials testing, responding to contractor requests, evaluating proposed changes, reviewing pay requests, preparing VDOT reimbursement requests, etc. and a contract change order was necessary to authorize the new scope of work and rebid the construction contract. Based on the anticipated construction contract of \$1.35M and the VDOT guideline of 12% for administration, the value of the change order was \$162K which was a “not to exceed” amount with work to be billed on an hourly basis. Sufficient funds were included in the FY 2015- 2016 budget.

There was some discussion regarding the anticipated timeframe to contract award. Bob Panek stated that the bid would have to be advertised for a minimum of 21 days and it would be approximately two to three months.

**Motion made by Councilman Godwin, seconded by Councilman Brown, to authorize the Town Manager to execute the Land Studio PC contract change order in the amount of \$162K for construction administration. The motion was approved by unanimous vote.**

**NEW BUSINESS:**

*A. Harbor Breakwater Project:*

Bob Panek stated that the FY 2015-2016 included funding for the third section of breakwater at the harbor which would be constructed to the south of the other two sections and was estimated to cost about \$860K, including construction engineering. The harbor engineering firm, Langley & McDonald, provided a contract change order to add the necessary construction engineering and administration in the amount of \$39.5K, which included hydrographic survey of the bottom to determine the changes that may have occurred since the construction of the first two breakwaters, construction plans and specifications, bid assistance, inspections, review of contractor submittals and pay requests, etc. Langley & McDonald also requested assignment of the existing contract from LM/ECH JV, a previous partnership of Langley & McDonald (LM) and East Coast Hydrographic (ECH) as the principal of ECH had passed away. Hydrographic surveys for this project would be obtained on a subcontract basis.

**Motion made by Councilman Bennett, seconded by Councilman Brown, to authorize the Town Manager to execute the contract assignment from LM/ECH JV to Langley & McDonald and the contract change order in the amount of \$39,500 for construction engineering and administration. The motion was approved by unanimous vote.**

*B. Code 42.3 – Adoption of State Law:*

Brent Manuel stated that from time to time, the Code of Virginia was amended regarding safety tactics to protect those traveling the highways, streets and roads in the Commonwealth. Each year a new ordinance must be adopted accepting all amendments to the provisions and requirements set by the Code of Virginia in matters of regulation of motor vehicles and traffic in the Town of Cape Charles and any penalties for traffic violations.

**Motion made by Councilman Brown, seconded by Councilwoman Natali, to adopt Ordinance 20150618 to Adopt Amendments to the Code of Virginia § 46.2 and Title 16.1, Chapter 11, Article 9 (§ 16.1-278 Et Seq.) and Title 18.2, Chapter 7, Article 2 (§ 18.2-266 Et Seq.), if any, for Incorporation into the Cape Charles Town Code Chapter 42-Motor Vehicles and Traffic. The motion was approved by unanimous vote. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Godwin, yes; Natali, yes; Wendell, yes.**

*C. Parking Ordinance:*

Brent Manuel stated that as a result of the reverse angle parking plan along Mason Avenue it was necessary to add language to the Town Code specifically in regards to parking in general. A

new code section had been drafted for Council review and if deemed appropriate, needed to be adopted by ordinance.

There was some discussion regarding pull-in parking not being permitted by VDOT, the possibility of longer vehicles encroaching into the travel lane and the expedition of the overflow parking lot off Mason Avenue and the possibility of future land purchase(s) for additional parking.

**Motion made by Vice Mayor Bannon, seconded by Councilman Brown, to adopt Ordinance 20150618A to Adopt Town Code § 42.61 Parking on Town Streets. The motion was approved by majority vote with Councilman Wendell opposed. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Godwin, yes; Natali, yes; Wendell, no.**

**MAYOR AND COUNCIL COMMENTS**

Vice Mayor Bannon and Councilmen Bennett, Brown, Godwin and Wendell did not have any additional comments.

Councilwoman Natali thanked everyone in attendance who took the time to come and share their opinions and added that she would do her best to see the issue remedied.

Mayor Proto began by stating that his June 23, 2015 Office Hours were cancelled. He went on to thank the attendees for their comments adding that the Town would look into the issue.

**ANNOUNCEMENTS**

- June 23, 2015 – Mayor’s Office Hours, 6:00 PM – 7:00 PM has been canceled.
- July 3, 2015 – Town Offices Closed in Observance of Independence Day.
- July 4, 2015 – July 4<sup>th</sup> Celebration & Fireworks Display.
- July 9, 2015 – Town Council Work Session, 6:00 PM.
- July 14, 2015 – Mayor’s Office Hours, 2:00 PM – 3:00 PM.
- July 16, 2015 – Town Council Regular Meeting, 6:00 PM.

**Motion made by Vice Mayor Bannon, seconded by Councilwoman Natali, to adjourn the Town Council Regular Meeting. The motion was approved by unanimous vote.**

\_\_\_\_\_  
Mayor Proto

\_\_\_\_\_  
Town Clerk

**June 18, 2015 Town Council Regular Meeting**  
**Public Comments Provided in Writing**

*Miriam Elton, 518 Madison Avenue*

I am the owner of three businesses in Cape Charles but I am here tonight on behalf of brown dog ice cream.

I am here to object to the town's decision in regard to awarding the contract for CapeCharlesBytheBay web site. The concept of CapeCharlesBytheBay.com is to promote local businesses and attract commerce to Cape Charles.

I do not want my business represented by an entity that has a history of bias and inaccurate reporting including defamatory statements regarding local Cape Charles businesses.

Based on these grounds, I have requested to have my expanded listing removed and also my free basic listing. I hope that the Council will take this info consideration as we each have taken significant personal risks in order to help grow business in our community and I only hope that the current positivity continues.

Thank you.

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*Tammy Holloway, 403 Tazewell Avenue*

We, Tammy and Jim Holloway, as owners of the Bay Haven Inn of Cape Charles are here to express our objections to the decision to award the contract to manage the CapeCharlesBytheBay.com website to the company who has a significant role in the management of the Cape Charles Wave. The concept of CapeCharlesBytheBay.com is to be a landing ground for potential visitors to learn and be enticed to visit the town of Cape Charles with the end result promoting local business and enhancing the Cape Charles economy. Therefore adding a significant impact to the bottom line to the town's budget via business license fees, transient occupancy and food taxes.

The Cape Charles Wave has a history of bias and inaccurate reporting including defamatory statements against Cape Charles' businesses and individuals. We have had many guests call and question their interest in visiting Cape Charles because of the way the Wave portrays Cape Charles. And even more guests who have come interested in relocating to Cape Charles and have a long list of concerns raised because of unfair and biased reporting in the Wave. I do think the Wave has been working to mix in positive human interest stories in the last year and for that we are grateful, however the overall negative, unfound reporting still portrays an unfavorable view of our wonderful community. How can this same organization have been awarded the contract to manage our website to entice visitors to our community?

Based on this decision, we have requested to have our expanded listing removed. I don't believe it is a good business practice to support an entity that places political bias over supporting clientele and I do not have confidence that the positive message the CapeCharlesBytheBay.com website will continue with the new management. This is a difficult decision because our Google Analytics for our business shows CapeCharlesBytheBay.com is one of our highest percentages of traffic to our website, which very often turns into bookings.

We are some of Cape Charles biggest cheerleaders and are very happy with the life decision we made to start a business in this town. I hope the Council will take this into consideration as we each have taken significant personal risks in order to help grow our business community.

Thank you.

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*Edward Brinkley, 124 Peach Street*

To the Town Council of Cape Charles,

I would like to add my voice to those of the other townsfolk and town merchants who have expressed dismay at the selection of the manager for the CapeCharlesBytheBay.com website.

I was part of the original committee that selected Steve Van Leeuwen's company, Ciniva, to create the site and also assisted with concept and content for the site. Hotel Cape Charles has had an expanded listing on the site since it was launched and is paid in full for such through next year already.

It is our wish that the manager selected for this website have the following qualities and qualifications:

- Demonstrated facility and fluency with all major social media platforms.
- Year-round resident of Cape Charles.

- Dossier of past work in promotion of tourism sites, venues, and/or destinations.
- Demonstrated positive attitude toward local businesses; cooperative spirit; truthful.

It appears to us that the candidate selected to manage the website does not reside in Cape Charles; does not reside year-round on the Eastern Shore; does not have a solid background in tourism, marketing, or development of websites aimed at such; and has demonstrated an antagonistic set of behaviors toward many individuals and business entities via a highly tendentious blog that purports to be journalistic. In short, it would be difficult to locate a less desirable candidate for this sort of work. A desirable candidate would be present in town 12 months of the year and able to feed content to social media year-round, using photographs taken at many sorts of events/occasions; would be able to work cooperatively and cheerfully with business owners and individuals in town, not just with a very small subset of citizens; and would have demonstrated ability to use social media of all types.

If a suitable replacement candidate cannot be located, we request to be removed from the website altogether and to have our \$165 refunded in full to us. Any manager or editor of content on this website needs to have the trust and faith of the community and the business community at the outset. We will be willing to work with such a person and will be willing to remain a part of the website if such a person is retained for this work.

Yours very sincerely,  
Edward Brinkley

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*George & Dorie Southern, Cape Charles Wave*  
Dear Cape Charles Town Council,

We were very pleased to be notified that our family company, Cape Charles Wave, LLC, was awarded the contract for Cape Charles By the Bay Website Maintenance, Support and Social Media Marketing. A contract was signed with the town on June 10, and we have already begun selling advertising. Our goal is to double the number of ads currently on the website.

I would like to take this opportunity to point out that Cape Charles Wave LLC should not be confused with the online newspaper we publish under the name *Cape Charles Wave*. This is important to understand, because the *Wave* newspaper will have no connection to the Cape Charles By the Bay tourism website. The two websites will be wholly separate endeavors, albeit both under the management of Cape Charles Wave LLC.

The situation is similar to this past year when Cape Charles By the Bay was serviced by Flash of G Marketing, owned by the Kohlers, who also own Fig Street Inn. That did not mean that the Fig Street Inn was in charge of Cape Charles By the Bay. In some way, our online *Wave* newspaper will not be running Cape Charles By the Bay.

In winning the bid for web services, we noted that our family company's editor and publisher are professionally trained journalists. The webmaster is a Ph.D. candidate in computer engineering with work experience both at Apple headquarters in Cupertino, California, and Samsung's computer headquarters in San Jose. Graphics expertise is provided by a former graphics artist for Walt Disney World. We want to make it clear that our family operation is well qualified to assume this contract.

During its three years of operation *Cape Charles Wave* has publicized some 400 events in and near the town of Cape Charles. We are also experienced in social media, using Facebook to promote stories and readership.

We are excited about the opportunity to invigorate the Cape Charles By the Bay website by greatly increasing the advertising contained on it. As owners of vacation rental property in Cape Charles, we are particularly desirous of seeing the town attract more visitors, and appreciate this opportunity to be part of that effort.

Sincerely,  
George & Dorie Southern

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*Nan Bennett, 100 Creekside Lane*

I think the signage for Cape Charles at the corner of Route 13 and Stone Road does nothing to promote us as a vacation destination. It could serve a more useful purpose to the business community if it stated something like "Shop, Stay, Play."

Thank you.



***DRAFT***  
**TOWN COUNCIL**  
**Special Meeting**  
Cape Charles Civic Center  
June 30, 2015  
6:00 PM

At approximately 6:00 p.m., Mayor George Proto, having established a quorum, called to order the Town Council Special Meeting. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Brown, Godwin and Wendell, and Councilwoman Natali. Councilman Bennett was not in attendance. Also in attendance were Town Manager Brent Manuel, Recreation/Community Events Coordinator Jen Lewis, Public Works/Utilities Director Dave Fauber, Sergeant Chelsea Pfeiffer and Town Clerk Libby Hume. There were 12 members of the public in attendance.

Mayor Proto announced the business for the evening would be to discuss the status of the safety improvements at the beach.

Town Manager Brent Manuel informed Council that the float line had been put in place earlier in the day by staff members and a number of volunteers. There were still some minor adjustments to be made and the Town was still waiting for the buoys to arrive.

There was much discussion regarding the following: i) The issue and difference between a boat exclusionary area and a swim only area. Prior to the first drowning last year, staff had begun work on a boat exclusionary area in an effort to create a safe area prohibiting no motorized boats and jet skis. This area would serve both purposes; ii) The issue with swimmers going outside the float line. There was nothing the Town could do to mandate that swimmers stay inside the float line; iii) The issue and cost associated with lifeguards. The certification was more stringent for lifeguards in open water vs. swimming pools. Kiptopeke State Park had a designated swim area but no lifeguards. It was noted that the drowning occurred after 6:00 p.m. and even if the Town had lifeguards, they most likely would not have been on duty. Staff was instructed to poll other localities with lifeguards on their beaches to gather information regarding the costs, certification and staffing for lifeguards. Mayor Proto wanted to know the footage of beaches in Virginia Beach, Norfolk, on the Eastern Shore and Ocean City which were covered by lifeguards and those that were not; iv) The depth of the water at the float line. The depth at the float line was approximately 4' at high tide; v) Signage placement and size. Dave Fauber stated that the signs were approximately 2' x 2' and 12 signs had been ordered, in both English and Spanish, and would be spaced along the beachfront. It was suggested that additional signage be placed at each entrance to the beach; vi) The distance to the channel. Dave Fauber stated that the float lines were closer to the beach than the channel; and vii) The possible future expansion of the area.

Brent Manuel stated that staff would prepare answers to the questions and provide them to Council as soon as possible.

**Motion made by Councilman Brown, seconded by Vice Mayor Bannon, to adjourn the Town Council Special Meeting. The motion was approved by unanimous vote.**

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Mayor Proto

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Town Clerk



**DRAFT**  
**TOWN COUNCIL**  
**Work Session**  
Cape Charles Civic Center  
July 9, 2015  
6:00 p.m.

At 6:00 p.m., Mayor George Proto, having established a quorum, called to order the Town Council Work Session. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilman Brown and Councilwoman Natali. Councilmen Bennett, Godwin and Wendell were not in attendance. Also in attendance were Town Manager Brent Manuel, Town Planner Larry DiRe, Treasurer Deborah Pocock and Town Clerk Libby Hume. There were no members of the public in attendance.

Mayor Proto stated that since the original resolution establishing the library and library board, dated February 14, 1949, had been located, this item would be removed from the agenda. The business for the evening would be to review and discuss: i) Relocation of the Dolphin at the Cape Charles Beach; and ii) Partial Tax Exemption Request from Gary Williams/BayView Engraving.

**A. *Library Board***

Councilwoman Natali read an item from Code of Virginia § 42.1-35 which stated that “any county or city entitled to representation of a library board of a library system of another jurisdiction pursuant to § 42.1-34 shall appoint a member to serve for a term of four years, or until the contract is terminated ...” and suggested that staff inquire regarding the possibility of a town-appointed representative to serve on the Eastern Shore Public Library Board. The current representative was appointed by the County.

**B. *Relocation of Dolphin at the Cape Charles Beach***

Town Manager Brent Manuel informed Council that a suggestion was received from a citizen to relocate the dolphin statue at the beachfront since it was overshadowed in its current location by the beach pavilion. The suggestion was to move the dolphin a block or two north near one of the entrances to the beach so it could become a distinct landmark on the beach path which would eventually become part of the proposed Art Walk. Brent Manuel went on to state that he had spoken with Public Works/Public Utilities Director Dave Fauber who told him that it would be fairly easy to relocate the dolphin and the cost would be minimal. If Council had no objections, staff would make plans for the relocation.

Councilman Brown added that the dolphin was initially in another location and was a fountain but was damaged when it toppled over due to people climbing over it. There was some discussion regarding possible locations, needed maintenance and a base to ensure that it would be secure. Council was in agreement to allow staff to determine the best location for visibility, construct a platform to ensure stability and organize the move.

**C. *Partial Tax Exemption Request – Gary Williams/BayView Engraving***

Brent Manuel stated that he and Town Planner Larry DiRe met with Mr. Gary Williams on May 29, 2015 regarding a rehabilitated structures tax exemption for the commercial property at 309 Mason Avenue. The Town’s program paralleled the County’s program and Mr. Williams stated that he had not realized that the Town had a separate process from the County.

Treasurer Deborah Pocock informed Council that the amount of the tax exemption amounted to \$200.30 per year for a period of 10 years.

There was some discussion regarding simplifying the process so property owners would not have to go through the process twice – once with the county and again with the town. This would also be the case with the Elderly and Handicapped Tax Relief Program. Brent Manuel stated that he had spoken with staff and a form could possibly be developed informing property owners of any available incentives. The property owner would acknowledge that they were made aware of any programs and whether they were interested in participating or not.

Mayor Proto agreed with the development of the form and added that a checklist should also be developed so property owners would know the processes for building or renovating their properties. Brent Manuel stated that he, Larry Dire and Code Official Jeb Brady had discussed a possible flowchart outlining the process.

Councilwoman Natali stated that there were a number of opportunities to inform property owners of available incentives: i) The Town should ask the county to inform a property owner of a similar program through the town; ii) Provide the Historic District Review Board with a checklist of available programs so they could inform the property owner at time of application review; and iii) Staff should also notify the property owner of any available programs during the building permit process. Councilwoman Natali concluded by stating that the town had come a long way since she moved here but there was always room for improving processes.

Town Clerk Libby Hume informed Council that this item would be on the July 16, 2015 regular meeting agenda for a vote.

**Motion made by Vice Mayor Bannon, seconded by Councilman Brown, to adjourn the Town Council Work Session. The motion was approved by unanimous vote.**

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Mayor Proto

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Town Clerk

**MUNICIPAL CORPORATION OF CAPE CHARLES  
TREASURER'S REPORT  
June 30, 2015**

**CASH POSITION**

<b>Cash on Hand</b>	<b>5/31/2015</b>	<b>6/30/2015</b>	<b>Increase/(Decrease)</b>
Shore Bank Checking Account	\$ 790,165	\$ 365,995	\$ (424,170)
Shore Bank Money Market Account	\$ 250,007	\$ 650,232	\$ 400,225
LGIP Account 1 - Unrestricted	\$ 97,448	\$ 97,458	\$ 10
LGIP Account 2 - Unrestricted	\$298,861	\$298,895	\$ 33
<b>Total Cash On Hand</b>	<b>\$ 1,436,481</b>	<b>\$ 1,412,580</b>	<b>\$ (23,902)</b>

<b>Restricted and Reserved Cash Balances</b>	<b>5/31/2015</b>	<b>6/30/2015</b>	<b>Increase/(Decrease)</b>
Shore Bank Savings Account - Facility Fees Reserved (Utilities)	\$234,446	\$234,471	25
Shore Bank Checking Account - Police Funds	\$431	\$431	0
LGIP Account 2 - Restricted for USDA Police Vehicle loans	\$10,875	\$10,875	0
PNC Account- 2013 Bond Proceeds - Principal	\$958,993	\$958,993	0
PNC Account- 2013 Bond Proceeds - Interest	\$2,009	\$2,139	129
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,582	\$257,584	1
<b>Total Cash Held in Reserve</b>	<b>\$ 1,464,336</b>	<b>\$ 1,464,492</b>	<b>\$ 156</b>
<b>Total Cash - All Accounts</b>	<b>\$ 2,900,818</b>	<b>\$ 2,877,072</b>	<b>\$ (23,746)</b>

**DEBT SERVICE**

<b><u>Next Debt Service Payments:</u></b>	<b><u>Due Date</u></b>	<b><u>Amount</u></b>
2006B VML/VACO	7/20/2015	\$121,963.75
2010D VML/VACO	8/5/2015	\$39,201.26

## REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY15
<b>GENERAL</b>						
REVENUES	86,126	2,617,927	2,311,836	(306,091)	3,707,715	62.35%
EXPENDED	193,816	2,422,045	1,954,429	(467,616)	3,707,715	52.71%
NET	(107,690)	195,883	357,408	161,525	0	
<b>PUBLIC UTILITIES</b>						
REVENUES	130,367	1,654,337	1,646,702	(7,635)	1,648,921	99.87%
EXPENDED	71,586	1,678,784	1,449,667	(229,117)	1,648,921	87.92%
NET	58,781	(24,446)	197,035	221,482	0	
<b>HARBOR</b>						
REVENUES	104,181	878,596	828,051	(50,545)	1,157,987	71.51%
EXPENDED	133,695	1,129,497	916,163	(213,333)	1,157,987	79.12%
NET	(29,514)	(250,901)	(88,112)	162,788	0	
<b>SANITATION</b>						
REVENUES	14,366	167,569	176,299	8,730	171,800	102.62%
EXPENDED	14,275	168,227	155,655	(12,572)	171,800	90.60%
NET	91	(658)	20,644	21,302	0	

## FY 2015 Capital Improvement Project Tracking Report

As of:  
6/30/2015

	FY15 Status or Start Date	Percent of Completion	FY15 Budgeted	FY15 QTR 1 Expended	FY15 QTR 2 Expended	FY15 QTR 3 Expended	FY15 QTR 4 Expended	FY15 YTD Expended	(Over)/Under Budget
<b>General Fund</b>									
Dump Truck	Complete	100%	\$ 30,000	\$ -	\$ 34,574	\$ -	\$ -	\$ 34,574	\$ (4,574)
Cape Chas Multi-Use Trail Phase 2	Completion in FY2016	1%	\$ 1,570,000	\$ 24	\$ 3,414	\$ 5,193	\$ -	\$ 8,631	\$ 1,561,369
Library Building HVAC 2nd Floor	Complete	100%	\$ 10,000	\$ -	\$ -	\$ -	\$ 8,848	\$ 8,848	\$ 1,152
Furniture and Equip - Civic Center	Complete	100%	\$ 18,925	\$ 13,895	\$ 2,098	\$ 92	\$ 3,577	\$ 19,661	\$ (736)
New Phone System	Completed in March	100%	\$ 11,213	\$ -	\$ -	\$ 5,490	\$ -	\$ 5,490	\$ 5,723
Replacement Police Vehicle	Completed in November	100%	\$ 23,200	\$ -	\$ 25,326	\$ -	\$ -	\$ 25,326	\$ (2,126)
Shore Scan Products	Completed	100%	\$ 8,200	\$ 6,188	\$ 2,013	\$ -	\$ -	\$ 8,200	\$ -
Pine St Parking/Waste Mgmt Design	\$10K original, \$10K added in March	52%	\$ 20,000	\$ 1,273	\$ 1,554	\$ -	\$ 7,672	\$ 10,500	\$ 9,500
Mason St RR Parking Lot Improvements	\$20K added in March	94%	\$ 20,000	\$ -	\$ -	\$ -	\$ 18,754	\$ 18,754	\$ 1,246
Beach Swimming Area	Work Complete, payments pending	32%	\$ 10,000	\$ -	\$ -	\$ -	\$ 3,189	\$ 3,189	\$ 6,811
<b>subtotal</b>			<b>\$ 1,721,538</b>	<b>\$ 21,379</b>	<b>\$ 68,979</b>	<b>\$ 10,775</b>	<b>\$ 42,040</b>	<b>\$ 143,173</b>	<b>\$ 1,578,365</b>
<b>Water Fund</b>									
Keck wells Engineering & Construction	Ongoing	68%	\$ 60,000	\$ 7,995	\$ 15,604	\$ 15,190	\$ 2,107	\$ 40,895	\$ 19,105
Automatic Flush (1/5)	Started in February	67%	\$ 10,000	\$ -	\$ -	\$ 5,896	\$ 793	\$ 6,689	\$ 3,311
Truck (shared) revised mid-year	Delivered, payment pending	0%	\$ 11,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,900
Chloramine System	Will begin in FY16	0%	\$ 33,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,000
<b>subtotal</b>			<b>\$ 114,900</b>	<b>\$ 7,995</b>	<b>\$ 15,604</b>	<b>\$ 21,086</b>	<b>\$ 2,900</b>	<b>\$ 47,584</b>	<b>\$ 67,316</b>
<b>Sewer Fund</b>									
Truck (shared) revised mid year	Delivered, payment pending	0%	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,500
Pump Station Redesign Engineering	Ongoing	28%	\$ 30,000	\$ -	\$ -	\$ 6,244	\$ 2,065	\$ 8,309	\$ 21,691
Manhole Rehab (adjusted mid-year)	Completion-Fall 2015	14%	\$ 45,000	\$ -	\$ -	\$ 6,175	\$ -	\$ 6,175	\$ 38,825
<b>subtotal</b>			<b>\$ 87,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,419</b>	<b>\$ 2,065</b>	<b>\$ 14,484</b>	<b>\$ 73,016</b>
<b>TOTAL</b>		<b>11%</b>	<b>\$ 1,923,938</b>	<b>\$ 29,374</b>	<b>\$ 84,583</b>	<b>\$ 44,279</b>	<b>\$ 47,004</b>	<b>\$ 205,240</b>	<b>\$ 1,718,698</b>
<b>TOTAL excluding the Trail Project and Chloramine system</b>		<b>64.0%</b>							

**MUNICIPAL CORPORATION OF CAPE CHARLES**  
**June 30, 2015**

**YTD 2014 Real Estate Tax Collections**

Total Land Value	\$	206,709,800	
Total Improvement Value	\$	<u>203,219,700</u>	
<b>Total Real Estate Value</b>	<b>\$</b>	<b>409,929,500</b>	

**6/30/2015**

Total Budgeted	\$	1,073,856	
Total Bills Mailed	\$	1,140,276	
Total Collected per Budget	\$	<u>1,064,741</u>	99%
<b>Amount Due</b>	<b>\$</b>	<b>75,535</b>	

**YTD 2014 Personal Property Tax, Machinery and Tools Tax, &  
2015 License Tax Collections**

<b>Total Personal Property Value</b>	<b>\$</b>	<b>13,577,500</b>	
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**6/30/2015**

Total Budgeted FY14	\$	160,000	
Total Bills Mailed	\$	173,253	
Total Adjusted	\$	(6,179)	
Total Collected per Budget	\$	<u>137,700</u>	86%
<b>Amount Due</b>	<b>\$</b>	<b>29,374.64</b>	

**FY 2015 YTD Prior Year Real Estate Tax, Personal Property Tax,  
Interest and Penalty Collections**

**6/30/2015**

Total Budgeted FY 2015	\$	125,000	
Total Collected	\$	<u>132,846</u>	106%
<b>Amount Anticipated/Over</b>	<b>\$</b>	<b>(7,846)</b>	

# Planning Department Report for Town Council

From: Larry DiRe   
To: Town Council  
Date: July 8, 2015  
Subject: Report for Planning Department  
Attachment: Historic District Review Board draft minutes June 16, 2015 meeting; BZA Annual Report July 1, 2014 – June 30, 2015

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## Permits:

No Applications for Zoning Clearance were received this month.

## Planning Commission:

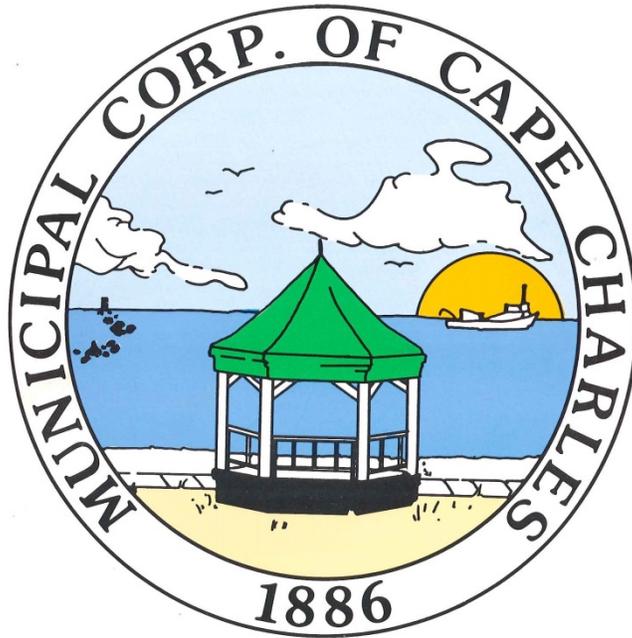
1. The Planning Commission met in a regular meeting on July 7<sup>th</sup>. The Commissioners continued their review of the Draft Tourism Zone Ordinance. They came to consensus on the part-time employment hours required for eligibility. Other issues discussed included the distinction between “seasonal”, and “full time” tourism businesses, and the inclusion of the term “depreciable asset” to replace “machinery and tools” for qualifications. Mr. Andrew Fulmer, president of the Cape Charles Business Association, spoke about the Tourism Zone Ordinance during the public comment period.
2. The Commissioners continued review of the Satellite Dish Ordinance, including receiving the draft minutes from the June 16<sup>th</sup> Historic District Review Board meeting conversation with Mr. David Lettkeman of Dish. Staff was asked to present a final draft text amendment at the August meeting. If found acceptable, the Commissioners will forward that draft to the Town Council.
3. There is disagreement between the Zoning Ordinance and the Comprehensive Plan on Accessory Dwelling Units. The Commissioners requested staff to provide a draft Accessory Dwelling Unit Zoning Ordinance text amendment at the August meeting.
4. Staff presented the Planning Commission with preliminary information regarding signage regulations, content-based zoning, and the strict scrutiny standard for local sign ordinances. This is within the context of the June 18<sup>th</sup> Supreme Court ruling in the Reed v Town of Gilbert case. A full report is going to the Commissioners in August.

## Historic District Review Board:

1. The Historic District Review Board received one application and met on June 16<sup>th</sup>. The Board approved a Certificate of Appropriateness (COA) for that application, which requested the installation of a residential elevator and shaft at 600 Pine Street.
2. The Board approved revision of the application form reflecting the new fee schedule adopted by Town Council and effective July 1, and including the new comprehensive checklist for applicants.
3. The Board approved Saturday September 26<sup>th</sup> as the date for the historic homes tour.
4. The Board approved language for a foundation elevation element to be included in the Historic District Guidelines.
5. The Board held a Skype conversation with Mr. David Lettkeman, Governmental Association Liaison for Dish. That conversation is attached as the June 16<sup>th</sup> meeting's draft minutes.
6. The Board also directed staff to draft an element on roof-mounted solar panels for the Historic District Guidelines as part of their on-going review of that document.

## Board of Zoning Appeals:

1. As required by the Code of Virginia §15.2-2308(C) please see the Annual Report.



Town of Cape Charles  
Board of Zoning Appeals

2014-2015 Annual Report  
(July 1, 2014-June 30, 2015)

Gene Kelly  
Chairman

Jay Wiegner  
Vice Chairman

**2014-2015 Board of Zoning Appeals Members**

Gene Kelly, Chairman

Jay Wiegner, Vice Chairman

Pete Baumann

Diane D'Amico

Bill Murphy

**2014-2015 Staff**

Robert Testerman (July – November 2014)

Lawrence DiRe, Town Planner (beginning February 2015)

## **Introduction**

Section 15.2-2308.C of the Code of Virginia states the following, “The board shall keep a full public record of its proceedings and shall submit a report of its activities to the governing body or bodies at least once each year.”

## **Board and Staff Updates**

Diane D’Amico was appointed to the Board for a term expiring October 31, 2019(May 2015).

There was a staff change to the Board of Zoning Appeals in 2014. Town Planner Rob Testerman, AICP resigned to take a similar position in another jurisdiction (November).

## **Variance and Exceptions**

**Approved**, zoning exception for a portion of the Bay Creek Nicklaus Golf Course for shoreline protection and erosion and sediment control measures (January 2015); zoning variance for an accessory building at 119 Fig Street for side and rear yard setback, distance to main building setback, and lot coverage (May 2015).

**Denied**, none.

**DRAFT HISTORIC DISTRICT REVIEW BOARD MINUTES  
JUNE 16, 2015**

**OLD BUSINESS:**

*A. Satellite Dish Ordinance – Mr. David Lettkeman presentation*

Larry DiRe stated that Mr. David Lettkeman was available via Skype. The Civic Center was currently unable to accommodate the Skype feature, so the HDRB moved the meeting to the Town Hall.

At the May 19, 2015 HDRB meeting, the Board tasked staff with contacting a professional involved with satellite dish/antennae installation to speak to the Board regarding location and installation as it pertained to device placement on facades in the Historic District.

Mr. David Lettkeman was the Governmental Association Liaison for Dish Network. Mr. Lettkeman gave a brief overview of Over-the-Air Reception Devices (OTARD) rule of the U.S. Federal Communications Commission (FCC).

David Gay stated that he had heard from some installers that they couldn't put a satellite dish on the roof of a house because they didn't have tall enough ladders. David Gay went on to state that many homes had satellite dishes installed on the front porch roof which created a problem with the historic integrity and asked if this was something the Board could restrict. Mr. Lettkeman stated that the company had access to 40' ladders and competitors probably had something similar, but stated that roof penetration was discouraged due to possible damages but typically, dishes were installed on porch roofs because they were not over a direct living area.

Joe Fehrer stated that it was not the Board's intent to restrict satellite dishes, but to maintain the historic integrity and aesthetic value of properties. Mr. Lettkeman stated that the FCC precluded the charge of any fees such as permits due to the unreasonable delay clause but, it was the Board's right to restrict placement provided a line of sight could be obtained and to require a customer to notify the Town of their intent to install a dish.

David Gay questioned alternative options of placement. Mr. Lettkeman stated that a metal pole could be supplied and put in the ground as an alternative placement of the satellite dish, although this was discouraged due to possible damage to underground utilities. Poles were limited to 8' in height; 5' above ground and 3' below.

David Gay questioned non-working dishes which were left on structures. Mr. Lettkeman stated that once a dish was installed on a structure, it became part of the property, but the Board had the recourse to address the property owner regarding the removal of the satellite dish.

Mr. Lettkeman commented on the draft Zoning Ordinance Section 4.9 stating that the antenna safety hazard text needed more depth and needed to be clearly defined. He also noted that the location of the dish needed to be more clearly defined with the HDRB's preference of dish location, i.e. rear roofline of structure and backyard. Mr. Lettkeman expressed the importance of communication and education to residents. Terry Strub suggested including a notice in the utility bills.

There was much discussion regarding the satellite dish presentation.

## Code Enforcement

Month of June FY 2015

### Building Permits Issued/Permit Fees Collected:

Permits this month: 21	
Permits this year: 364	Total permits last year: 269
Total construction this month: \$158,798	
Total construction this year: \$6,699,479	Total construction last fiscal year: \$6,874,978
Permit fees this month: \$2,235.80	
Total permit fees this fiscal year: \$186,198.10	Total permit fees last fiscal year: \$95,845.65
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: \$0	
Old-Town Water/Sewer Tap fees: \$0	
Total Tap fees this year: \$111,150	Total Tap fees last fiscal year: \$37,050
Fire Dept. levy this month: \$199.62	
Total Fire Dept. levies this year: \$5,612.52	Total Fire Dept. levies last fiscal year: \$3,343.33
State levy this month: \$39.93	
Total state levies this year: \$1,122.65	Total state levies last fiscal year: \$943.38
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: 1	
Grass cutting: 5	
Enforcement fees charged this month: \$1,000	
Enforcement fees charged this year: \$9,825	Fees charged last fiscal year: \$10,050
Enforcement fees collected: \$0	
<b>Enforcement fees collected this year: \$17,823.48</b>	<b>Fees collected last fiscal year: \$1,129.36</b>

### 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 June FY 2015

**Other items of note:**

1. Completed **63** inspections
2. Conducted 0 zoning clearances
3. Completed 2 courtesy residential inspections
4. Conducted 6 courtesy commercial inspection
5. Conducted 28 E & S control inspections
6. Conducted 0 commercial plan reviews for Erosion and Sedimentation Control.
7. Completed 1 residential plan reviews
8. Issued 0 Public Utilities Shallow Well permits
9. Cape Charles Lofts is moving along. Some final inspections for trade work are being requested. Site Work is finishing up.
10. Hotel Northampton initial plans have been reviewed and comments have submitted to architect.
11. Strawberry Street Station will be submitting plans soon once an approved Site Plan is in place.
12. Helped with placement of boat exclusion area float line.

07/02/15

# Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PP150030	Plumbing	06/15/2015	605 Carousel Place	2 Tankless Water Heaters	\$56.00	\$1,700
083A3-0100-42	PP150031	Plumbing	06/22/2015	119 Fig Street	Plumbing for Alteration	\$64.40	\$4,000
	PB150049	Building	06/11/2015	205 Jefferson Avenue	Rear Covered Porch	\$196.00	\$20,000
	PB150050	Building	06/17/2015	511 Jefferson Avenue	Stairway & Landing from existing back doo	\$84.00	\$1,300
	PP150026	Plumbing	06/03/2015	319 Marina Village Cir	New Plumbing for Villa	\$86.80	\$8,000
	PM150048	Mechanical	06/03/2015	319 Marina Village Cir	New Mechanical for Villa	\$70.00	\$5,000
	PP150027	Plumbing	06/03/2015	321 Marina Village Cir	New Plumbing for Villa	\$86.80	\$8,000
	PM150049	Mechanical	06/03/2015	321 Marina Village Cir	New Mechanical for Villa	\$70.00	\$5,000
	PP150028	Plumbing	06/03/2015	323 Marina Village Cir	New Plumbing for Villa	\$86.80	\$8,000
	PM150050	Mechanical	06/03/2015	323 Marina Village Cir	New Mechanical for Villa	\$70.00	\$5,000
	PP150025	Plumbing	06/03/2015	700 Marina Village Cir	New Plumbing for Kitchen	\$100.80	\$4,000
	PM150047	Mechanical	06/03/2015	700 Marina Village Cir	New Mechanical for Kitchen	\$308.00	\$20,000
	PE150029	Electrical	06/03/2015	700 Marina Village Cir	New Electrical for Kitchen	\$145.60	\$8,000
083A3-0100-59	PB150048	Building	06/09/2015	425 Mason Avenue	Tear off/roof	\$96.32	\$3,600
	PB150053	Building	06/29/2015	632 Monroe Avenue	New landing and stairs on rear of house	\$56.00	\$500
	PB150052	Building	06/29/2015	600 Pine Street	Residential Exterior Elevator Shaft	\$168.00	\$15,000
	PM150044	Mechanical	06/01/2015	420 Plum Street	New Air to Air Heat Pump	\$71.04	\$5,185
	PM150045	Mechanical	06/01/2015	222 Randolph Avenue	1 New Air to Air Heat Pump	\$62.72	\$3,700
083A3-0100-49	PM150046	Mechanical	06/04/2015	327 Randolph Avenue	1 New Air to Air Heat Pump	\$82.32	\$7,199
	PP150029	Plumbing	06/15/2015	509 Randolph Avenue	New on site water line	\$56.00	\$1,650
	PEL 15000	Elevator	06/15/2015	171 Sunset Blvd.		\$218.20	\$23,964

**\$2,235.80**

**\$158,798**

**Total Permits: 21**

PerDateIssued Range from 06/01/2015 to  
06/30/2015

**Code Enforcement  
Totals for FY 2015**

**Building Permits Issued/Permit Fees Collected:**

Permits this year: 364

Total permits last year: 269

Total construction this year: \$6,699,479

Total construction last fiscal year: \$6,874,978

\*Total permit fees this fiscal year: \$186,198.10

Total permit fees last fiscal year: \$98,845.65

Bay Creek Water/Sewer Tap fees: \$12,350

The Colony/Sewer Water Tap fees: \$24,700

Marina Village/Marina Village East Sewer/Water Tap fees: \$18,525

Bayside Village Sewer/Water Tap fees: \$24,700

Old-Town Water/Sewer Tap fees: \$30,875

Total Tap fees this year: \$111,150

Total Fire Dept. levies this year: \$5,612.52

Total state levies this year: \$1,122.65

\*Permit Fees include paid connection and facility fees below.

Code Enforcement Performed a Total of 1,150 Inspections this Fiscal Year.

07/02/15

# Permit/Construction Fee Report

Permits For FY15

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PE150009	Electrical	01/28/2015	504 Bay Avenue	Rewiring Kitchen	\$56.00	\$600
	PB150010	Building	01/28/2015	504 Bay Avenue	Residential Alteration	\$644.00	\$100,000
	PM150028	Mechanical	01/29/2015	504 Bay Avenue	New Mechanical for Rehab	\$151.20	\$12,000
	PP150013	Plumbing	03/24/2015	504 Bay Avenue	Plumbing Alteration	\$56.00	\$500
	PB140052	Building	07/21/2014	3 Bay Vistas Way	New S/F Res	\$15,354.87	\$324,000
	PE140046	Electrical	08/25/2014	3 Bay Vistas Way	100 Amp Temp Pole	\$56.00	\$150
	PM140032	Mechanical	10/23/2014	3 Bay Vistas Way	New Mechanical for S/F Res	\$240.80	\$28,000
	PE140055	Electrical	10/28/2014	3 Bay Vistas Way	New Electrical for S/F Res	\$151.20	\$12,000
	PP140041	Plumbing	10/30/2014	3 Bay Vistas Way	New Plumbing for S/F Res	\$92.40	\$9,000
	PG140013	Gas	10/30/2014	3 Bay Vistas Way	New Gas Piping for S/F Res	\$56.00	\$700
	PF140008	Fire Suppressio	07/22/2014	1134 Bayshore Lane	Fireworks Display on August 2, 2014	\$0.00	\$5,000
	PF140010	Fire Suppressio	10/27/2014	1134 Bayshore Lane	FIREWORKS DISPLAY 12/31/14	\$0.00	\$5,000
	PF150001	Fire Suppressio	05/06/2015	1134 Bayshore Lane	FIREWORKS DISPLAY JULY 4, 2015	\$0.00	\$15,000
	PB140096	Building	10/31/2014	16 Burford Court	Interior Alteration	\$224.00	\$25,000
	PB150046	Building	05/27/2015	605 Carousel Place	Interior remodel due to water damage	\$812.00	\$130,000
	PP150030	Plumbing	06/15/2015	605 Carousel Place	2 Tankless Water Heaters	\$56.00	\$1,700
	PU140003	PU Shallow W	07/08/2014	634 Carousel Place	Shallow Well for Irrigation	\$100.00	\$1,500
	PE140048	Electrical	09/10/2014	638 Carousel Place	20kw generator	\$84.00	\$7,500
0090-00-00-00	PES15000	Erosion & Sed	04/07/2015	1 Clubhouse Way	Nicklaus Course 4 & 5 Bulkhead Revetment	\$860.00	\$18,512
	PG140010	Gas	08/19/2014	15 East Bay Drive	Outdoor Fire Pit	\$56.00	\$300
	PE140043	Electrical	08/19/2014	15 East Bay Drive	Circuit for Hot Tub	\$56.00	\$600
	PM150019	Mechanical	01/12/2015	114 Fig Street	1 new air to air heat pump	\$75.59	\$5,997
083A4-0300-00	PM150020	Mechanical	01/05/2015	118 Fig Street	1 New Geothermal Unit	\$224.00	\$25,000
083A3-0100-42	PB150039	Building	05/13/2015	119 Fig Street	Residential Alteration	\$151.20	\$12,000
	PP150031	Plumbing	06/22/2015	119 Fig Street	Plumbing for Alteration	\$64.40	\$4,000
	PB150001	Building	01/07/2015	407 Harbor Avenue	Tear off/roofer	\$95.20	\$9,500
	PM150037	Mechanical	03/09/2015	409 Harbor Avenue	2 Replacement Heat Pumps	\$152.88	\$12,300
	PB150015	Building	02/12/2015	505 Harbor Avenue	Residential Interior Alteration	\$98.00	\$10,000
	PB140058	Building	08/21/2014	138 Heron Pointe Driv	New S/F Res	\$17,803.89	\$650,000
	PE140053	Electrical	10/29/2014	138 Heron Pointe Driv	New Electrical for S/F Res	\$173.60	\$16,000
	PE140052	Electrical	10/29/2014	138 Heron Pointe Driv	60 Amp Temp Pole	\$56.00	\$200

07/02/15

# Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PP150014	Plumbing	03/23/2015	138 Heron Pointe Driv	New Plumbing for S/F Res	\$184.80	\$18,000
	PT150003	UST/ AST	04/06/2015	138 Heron Pointe Driv	500 Gallon UST	\$56.00	\$250
	PG150008	Gas	04/06/2015	138 Heron Pointe Driv	New Gas Line	\$56.00	\$200
	PM150041	Mechanical	04/28/2015	138 Heron Pointe Driv	NEW GEOTHERMAL SYSTEM FOR S/F RES	\$352.80	\$48,000
	PM150042	Mechanical	05/01/2015	138 Heron Pointe Driv	Vent Free Fireplace	\$56.00	\$600
	PG150010	Gas	05/01/2015	138 Heron Pointe Driv	5 Gas Outlets	\$56.00	\$1,200
	PB140070	Building	10/09/2014	155 Heron Pointe Driv	New S/F Res	\$5,219.12	\$400,000
	PE140060	Electrical	11/18/2014	155 Heron Pointe Driv	New Electrical for S/F Res	\$154.00	\$12,500
	PE140059	Electrical	11/18/2014	155 Heron Pointe Driv	100 Amp Temp Pole	\$56.00	\$500
	PM150022	Mechanical	01/14/2015	155 Heron Pointe Driv	New Mechanical for S/F Res	\$218.40	\$24,000
	PP150008	Plumbing	02/11/2015	155 Heron Pointe Driv	New Plumbing for S/F Res	\$184.80	\$18,000
	PG150002	Gas	02/11/2015	155 Heron Pointe Driv	New Gas applicances and piping	\$81.20	\$7,000
	PM150035	Mechanical	03/04/2015	155 Heron Pointe Driv	2 Sets of Gas Logs	\$56.00	\$1,500
	PU150001	PU Shallow W	03/05/2015	155 Heron Pointe Driv	Shallow Well for irrigation	\$100.00	\$650
	PT150002	UST/ AST	03/12/2015	155 Heron Pointe Driv	330 Gallon UST	\$56.00	\$250
	PG150006	Gas	03/12/2015	155 Heron Pointe Driv	New Gas Line	\$56.00	\$200
	PEL 15000	Elevator	04/15/2015	155 Heron Pointe Driv	Residential Elevator	\$192.08	\$19,300
	PB150049	Building	06/11/2015	205 Jefferson Avenue	Rear Covered Porch	\$196.00	\$20,000
083A1-0100-10	PB140105	Building	12/08/2014	209 Jefferson Avenue	Re-siding house & siding rear addition	\$98.00	\$10,000
083A1-0100-10	PB150023	Building	03/16/2015	209 Jefferson Avenue	Rear Deck	\$56.00	\$2,000
083A1-0100-09	PM150038	Mechanical	03/23/2015	217 Jefferson Avenue	2 New Air to Air Heat Pumps	\$159.94	\$13,560
083A1-0100-09	PE150018	Electrical	03/23/2015	217 Jefferson Avenue	Electrical Alteration	\$56.00	\$400
083A1-010018	PB140100	Building	12/08/2014	404 Jefferson Avenue	New S/F Res	\$7,800.56	\$68,000
083A1-010018	PE150003	Electrical	01/08/2015	404 Jefferson Avenue	60 amp temp pole	\$56.00	\$150
083A1-010018	PP150006	Plumbing	02/09/2015	404 Jefferson Avenue	New Plumbing for S/F Res	\$84.00	\$7,500
083A1-010018	PM150029	Mechanical	02/09/2015	404 Jefferson Avenue	New Mechanical for S/F Res.	\$84.00	\$7,500
083A1-010018	PE150017	Electrical	03/17/2015	404 Jefferson Avenue	New Electrical for S/F Res	\$67.20	\$4,500
083A3-0100-06	PD140001	Demolition	07/23/2014	415 Jefferson Avenue	Demolish Structure due to fire damage	\$50.00	\$4,875
	PB150050	Building	06/17/2015	511 Jefferson Avenue	Stainway & Landing from existing back doo	\$84.00	\$1,300
083A1-0100-03	PP140032	Plumbing	07/07/2014	535 Jefferson Avenue	New Sewer Line	\$56.00	\$1,425
	PM140027	Mechanical	08/13/2014	540 Jefferson Avenue	1 New Mini Split	\$63.24	\$3,792

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# Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PP150004	Plumbing	01/26/2015	602 Jefferson Avenue	New Plumbing for S/F Res	\$61.60	\$3,500
	PM150024	Mechanical	01/26/2015	602 Jefferson Avenue	New Mechanical for S/F Res	\$151.20	\$12,000
	PG150001	Gas	01/26/2015	602 Jefferson Avenue	New Gas Piping	\$56.00	\$1,000
	PE150008	Electrical	01/26/2015	602 Jefferson Avenue	New Electrical for S/F Res	\$70.00	\$5,000
	PB150007	Building	01/26/2015	602 Jefferson Avenue	New Modular Home	\$14,680.11	\$150,000
	PB150030	Building	04/16/2015	615 Jefferson Avenue	New Siding	\$89.60	\$8,500
	PM140038	Mechanical	12/17/2014	8 Madison Avenue	Replacing Heat Pump	\$63.84	\$3,900
083A3-0207-00	PM150031	Mechanical	02/24/2015	200 Madison Avenue	1 NEW AIR TO AIR HEAT PUMP	\$68.06	\$4,651
	PB140060	Building	08/19/2014	203 Madison Avenue	Tear off/reroof front porch	\$58.80	\$3,000
	PB150012	Building	02/12/2015	206 Madison Avenue	Residential Alteration per Application	\$280.00	\$35,000
	PE150012	Electrical	03/02/2015	206 Madison Avenue	Replacing meter base and panels	\$56.00	\$2,500
	PP150018	Plumbing	04/13/2015	206 Madison Avenue	Plumbing Alteration	\$157.20	\$13,070
	PE150021	Electrical	04/23/2015	206 Madison Avenue	Rewiring Kitchen & Baths	\$75.60	\$6,000
	PM150040	Mechanical	04/27/2015	206 Madison Avenue	New Mechanical	\$218.40	\$24,000
	PE140034	Electrical	07/22/2014	516 Madison Avenue	New electrical work due to fire damage	\$56.00	\$1,300
	PB140055	Building	07/22/2014	516 Madison Avenue	Interior Demo & Remodel from Fire Damage	\$195.73	\$19,950
083A1-0100-03	PB150029	Building	04/09/2015	533 Madison Avenue	Screened in Porch on rear	\$70.00	\$5,000
	PB140101	Building	11/19/2014	647 Madison Avenue	Exterior Alteration	\$140.00	\$10,000
	PB150035	Building	05/04/2015	647 Madison Avenue	Raising house with new foundation	\$252.00	\$30,000
	PB140073	Building	10/14/2014	11 Marina Road	Tent for Event	\$50.00	\$500
	PB140106	Building	12/23/2014	319 Marina Village Cir	New R-1 Villa	\$7,474.20	\$100,000
	PE150026	Electrical	05/18/2015	319 Marina Village Cir	New Electrical for Villa	\$77.84	\$6,400
	PP150026	Plumbing	06/03/2015	319 Marina Village Cir	New Plumbing for Villa	\$86.80	\$8,000
	PM150048	Mechanical	06/03/2015	319 Marina Village Cir	New Mechanical for Villa	\$70.00	\$5,000
	PB140107	Building	12/23/2014	321 Marina Village Cir	New R-1 Villa	\$6,924.20	\$100,000
	PE150027	Electrical	05/18/2015	321 Marina Village Cir	New Electrical for Villa	\$77.84	\$6,400
	PP150027	Plumbing	06/03/2015	321 Marina Village Cir	New Plumbing for Villa	\$86.80	\$8,000
	PM150049	Mechanical	06/03/2015	321 Marina Village Cir	New Mechanical for Villa	\$70.00	\$5,000
	PB140108	Building	12/23/2014	323 Marina Village Cir	New R-1 Villa	\$6,924.20	\$100,000
	PE150028	Electrical	05/18/2015	323 Marina Village Cir	New Electrical for Villa	\$77.84	\$6,400
	PP150028	Plumbing	06/03/2015	323 Marina Village Cir	New Plumbing for Villa	\$86.80	\$8,000

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# Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PM150050	Mechanical	06/03/2015	323 Marina Village Cir	New Mechanical for Villa	\$70.00	\$5,000
	PB150040	Building	05/18/2015	700 Marina Village Cir	Finish Off Kitchen Addition	\$168.00	\$10,000
	PP150025	Plumbing	06/03/2015	700 Marina Village Cir	New Plumbing for Kitchen	\$100.80	\$4,000
	PM150047	Mechanical	06/03/2015	700 Marina Village Cir	New Mechanical for Kitchen	\$308.00	\$20,000
	PE150029	Electrical	06/03/2015	700 Marina Village Cir	New Electrical for Kitchen	\$145.60	\$8,000
	PES15000	Erosion & Sed	03/31/2015	900 Marina Village Cir	Breakwater & Stabilization @ Aqua	\$360.00	\$20,000
	PB150016	Building	02/23/2015	1 Mason Avenue	Interior Demolition & Porches	\$420.00	\$30,000
	PP140061	Plumbing	12/15/2014	109 Mason Avenue	Adding Mop & Kitchen Sink & Hose Bibb	\$84.00	\$1,875
	PB150020	Building	02/25/2015	117 Mason Avenue C	Residential Alteration	\$224.00	\$25,000
	PP150010	Plumbing	03/06/2015	117 Mason Avenue C	Plumbing Alteration	\$56.00	\$2,500
	PE150016	Electrical	03/12/2015	117 Mason Avenue C	Relocating Wiring for Kitchen & Bath Alterat	\$70.00	\$5,000
	PB150025	Building	03/25/2015	203 Mason Avenue	New Membrane Roof	\$243.33	\$14,225
	PB140099	Building	11/18/2014	245 Mason Avenue 10	Alteration to Convert Space to A-3	\$476.00	\$35,000
	PE150011	Electrical	02/19/2015	245 Mason Avenue 10	New Electrical for Commercial Area	\$84.00	\$2,500
	PE150020	Electrical	04/17/2015	245 Mason Avenue 10	Commercial Electrical Alteration	\$100.80	\$4,000
	PP150017	Plumbing	04/20/2015	245 Mason Avenue 10	Rough - In Plumbing for 2 Baths	\$84.00	\$2,000
	PM150039	Mechanical	05/05/2015	245 Mason Avenue 10	New Mechanical	\$238.56	\$13,800
083A3-0A00-0	PD140004	Demolition	12/12/2014	300 Mason Avenue	Demo Old Grocery Store	\$100.00	\$20,000
	PM150036	Mechanical	03/10/2015	301 Mason Avenue	1 New Air to Air Heat Pump	\$127.68	\$6,400
083A3-0100-61	PB140104	Building	12/04/2014	307 Mason Avenue	Adding roof drains	\$84.00	\$1,895
083A3-0100-61	PB150017	Building	02/23/2015	321 Mason Avenue	Commercial Alteration	\$434.00	\$31,250
083A3-0100-59	PB150048	Building	06/09/2015	425 Mason Avenue	Tear off/reroof	\$96.32	\$3,600
	PE140054	Electrical	10/27/2014	529 Mason Avenue	Upgrading to 200 Amp Service	\$56.00	\$750
083A3-0100-55	PB140068	Building	09/11/2014	609 Mason Avenue	Change of Use to R-5 & M	\$364.00	\$50,000
083A3-0100-55	PP140040	Plumbing	10/02/2014	609 Mason Avenue	New Plumbing for Change of Use	\$112.00	\$5,000
083A3-0100-55	PE140051	Electrical	10/08/2014	609 Mason Avenue	New Electrical for Change of Use	\$100.80	\$4,000
083A3-0100-55	PM140035	Mechanical	11/19/2014	609 Mason Avenue	2 New Air to Air Heat Pumps	\$173.55	\$15,988
	PB140069	Building	09/18/2014	9 Monroe Avenue	Porch Structural Repair	\$70.00	\$5,000
	PB140074	Building	10/14/2014	9 Monroe Avenue	Interior Demo	\$56.00	\$2,000
	PB140072	Building	10/14/2014	9 Monroe Avenue	Tear off/reroof with Standing Seam Metal	\$308.00	\$40,000
	PE150006	Electrical	01/22/2015	9 Monroe Avenue	Upgrading Duplex to 2 - 200 Amp Panels	\$56.00	\$1,500

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Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PB150008	Building	01/27/2015	9 Monroe Avenue	Residential Alteration	\$86.80	\$8,000
	PB150024	Building	03/20/2015	9 Monroe Avenue	Interior Framing	\$56.00	\$2,500
	PP150021	Plumbing	05/01/2015	9 Monroe Avenue	New Plumbing for Duplex	\$75.60	\$6,000
	PM150043	Mechanical	05/01/2015	9 Monroe Avenue	New Mechanical for Duplex Renovation	\$252.00	\$30,000
	PE150023	Electrical	05/01/2015	9 Monroe Avenue	Complete Re-Wire of Duplex	\$70.00	\$5,000
	PP150024	Plumbing	05/26/2015	9 Monroe Avenue	New On-Site Water & Sewer Line	\$70.00	\$5,000
	PB150033	Building	04/27/2015	102 Monroe Avenue	Porch Repair & New Steps	\$92.16	\$8,955
	PB150031	Building	04/16/2015	201 Monroe Avenue	Tear off/rooof small roofs	\$64.96	\$4,100
083A3-0100-27	PE140045	Electrical	08/20/2014	501 Monroe Avenue	upgrading to 400 amp panel	\$83.44	\$7,400
083A3-0100-27	PB140064	Building	09/11/2014	501 Monroe Avenue	Kitchen Remodel	\$201.60	\$21,000
	PP150012	Plumbing	03/20/2015	506 Monroe Avenue	Residential Alteration	\$64.40	\$4,000
	PG150007	Gas	03/20/2015	506 Monroe Avenue	New Gas Line & Tankless Water Heater	\$58.80	\$3,000
	PB140098	Building	11/14/2014	522 Monroe Avenue	Tear off/rooof	\$88.21	\$8,250
	PP150002	Plumbing	01/21/2015	522 Monroe Avenue	New onsite sewer line	\$56.00	\$1,800
083A3-0100-26	PM140028	Mechanical	08/13/2014	525 Monroe Avenue	2 new air to air heat pumps	\$56.00	\$2,050
083A3-0100-26	PP150015	Plumbing	03/24/2015	525 Monroe Avenue	New Onsite Water Line	\$56.00	\$1,400
083A3-0100-26	PG150011	Gas	05/26/2015	525 Monroe Avenue	New Gas Line	\$56.00	\$250
083A3-0100-25	PP150022	Plumbing	05/04/2015	603 Monroe Avenue	New Onsite Water Line	\$56.00	\$2,500
083A3-0100-24	PE140033	Electrical	07/21/2014	619 Monroe Avenue	New Can Lights for Porch	\$56.00	\$500
	PB150053	Building	06/29/2015	632 Monroe Avenue	New landing and stairs on rear of house	\$56.00	\$500
083A3-0100-23	PE140038	Electrical	08/06/2014	643 Monroe Avenue	Upgrading to 200 Amp Service	\$56.00	\$1,400
083A3-0100-23	PM140031	Mechanical	10/15/2014	643 Monroe Avenue	New Mechanical to include duct work	\$70.00	\$5,000
	PB140075	Building	10/16/2014	702 Monroe Avenue	Tear off/rooof	\$91.28	\$8,800
083A1-0900-00	PP150023	Plumbing	05/19/2015	508 Nectarine Street	New on-site sewer and water line	\$56.00	\$2,000
	PE150005	Electrical	01/21/2015	300 Nicklaus Drive	Permanent Temp Pole for Communications	\$84.00	\$150
	PF140011	Fire Suppressio	11/24/2014	301 Patrick Henry Av	Upgrade existing fire alarm system	\$220.45	\$12,183
	PB150011	Building	01/29/2015	301 Patrick Henry Av	Commercial interior alteration	\$128.80	\$6,500
	PP150005	Plumbing	02/05/2015	301 Patrick Henry Av	Water and Sewer line alterationsLaundr	\$134.40	\$7,000
	PE150010	Electrical	02/09/2015	301 Patrick Henry Av	Adding Circuits	\$84.00	\$600
	PB140033	Building	07/12/2014	11 Peach Street	Tear off/rooof 1 side	\$58.80	\$3,000
	PP140038	Plumbing	09/09/2014	11 Peach Street	New On-Site Water Line	\$56.00	\$800

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Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PB140103	Building	12/02/2014	112 Peach Street	Porch Repair	\$56.00	\$1,400
083A1-0100-48	PB150027	Building	04/01/2015	118 Peach Street	Tear off/reroof	\$146.72	\$11,200
083A3-0100-49	PP140039	Plumbing	09/16/2014	123 Peach Street	New On-Site Sewer Line	\$56.00	\$1,850
083A3-0100-49	PP140033	Plumbing	07/16/2014	127 Peach Street	New On-Site Sewer Line	\$56.00	\$1,100
	PB140067	Building	09/10/2014	217 Peach Street	Frame out house	\$70.00	\$5,000
	PB140097	Building	11/03/2014	603 Peach Street	Converting back to a duplex	\$56.00	\$2,500
	PB150052	Building	06/29/2015	600 Pine Street	Residential Exterior Elevator Shaft	\$168.00	\$15,000
	PB150005	Building	01/21/2015	416 Plum Street	Residential Alteration	\$420.00	\$80,000
	PE150015	Electrical	03/12/2015	416 Plum Street	Electrical Alteration	\$98.00	\$10,000
	PM150044	Mechanical	06/01/2015	420 Plum Street	New Air to Air Heat Pump	\$71.04	\$5,185
	PE140039	Electrical	08/06/2014	423 Plum Street	200 Amp Temp Pole	\$100.80	\$4,000
	PP140042	Plumbing	11/13/2014	423 Plum Street	New Plumbing for Shell	\$99.68	\$3,900
	PF140013	Fire Suppressio	12/12/2014	423 Plum Street	Sprinkler System for Building	\$431.20	\$62,000
	PF140012	Fire Suppressio	12/17/2014	423 Plum Street	Monitored Fire Alarm System for Building	\$239.57	\$10,000
	PM150002	Mechanical	01/05/2015	423 Plum Street	New mechanical for common area	\$103.92	\$4,277
	PE140061	Electrical	01/05/2015	423 Plum Street	New Electrical for Common Area	\$352.80	\$24,000
	PES15000	Erosion & Sed	04/07/2015	423 Plum Street	1 Acre	\$860.00	\$1,896
	PB140079	Building	10/30/2014	423 Plum Street 101	Change of Use	\$543.13	\$10,559
	PP140043	Plumbing	11/13/2014	423 Plum Street 101	New Plumbing for R-2 unit	\$70.00	\$5,000
	PM150001	Mechanical	01/05/2015	423 Plum Street 101	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140062	Electrical	01/05/2015	423 Plum Street 101	New Electrical for Unit	\$86.80	\$8,000
	PB140080	Building	10/30/2014	423 Plum Street 102	Change of Use	\$143.13	\$10,559
	PP140044	Plumbing	11/13/2014	423 Plum Street 102	New Plumbing for R-2 unit	\$70.00	\$5,000
	PM150003	Mechanical	01/05/2015	423 Plum Street 102	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140063	Electrical	01/05/2015	423 Plum Street 102	New Electrical for Unit	\$86.80	\$8,000
	PB140081	Building	10/30/2014	423 Plum Street 103	Change of Use	\$143.13	\$10,559
	PP140045	Plumbing	11/13/2014	423 Plum Street 103	New Plumbing for R-2 unit	\$70.00	\$5,000
	PM150004	Mechanical	01/05/2015	423 Plum Street 103	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140064	Electrical	01/05/2015	423 Plum Street 103	New Electrical for Unit	\$86.80	\$8,000
	PB140082	Building	10/30/2014	423 Plum Street 104	Change of Use	\$143.13	\$10,559
	PP140046	Plumbing	11/13/2014	423 Plum Street 104	New Plumbing for R-2 unit	\$70.00	\$5,000

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Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PM150005	Mechanical	01/05/2015	423 Plum Street 104	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140065	Electrical	01/05/2015	423 Plum Street 104	New Electrical for Unit	\$86.80	\$8,000
	PB140083	Building	10/30/2014	423 Plum Street 105	Change of Use	\$143.13	\$10,559
	PP140047	Plumbing	11/13/2014	423 Plum Street 105	New Plumbing for R-2 unit	\$70.00	\$5,000
	PM150006	Mechanical	01/05/2015	423 Plum Street 105	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140066	Electrical	01/05/2015	423 Plum Street 105	New Electrical for Unit	\$86.80	\$8,000
	PB140084	Building	10/30/2014	423 Plum Street 106	Change of Use	\$143.13	\$10,559
	PP140057	Plumbing	11/17/2014	423 Plum Street 106	New Plumbing for R-2 Apartment	\$98.00	\$10,000
	PM150007	Mechanical	01/05/2015	423 Plum Street 106	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140067	Electrical	01/05/2015	423 Plum Street 106	New Electrical for Unit	\$86.80	\$8,000
	PB140085	Building	10/30/2014	423 Plum Street 108	Change of Use	\$143.13	\$10,559
	PP140048	Plumbing	11/13/2014	423 Plum Street 108	New Plumbing for R-2 unit	\$70.00	\$5,000
	PM150008	Mechanical	01/05/2015	423 Plum Street 108	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140068	Electrical	01/05/2015	423 Plum Street 108	New Electrical for Unit	\$86.80	\$8,000
	PB140086	Building	10/30/2014	423 Plum Street 109	Change of Use	\$143.13	\$10,559
	PP140058	Plumbing	11/17/2014	423 Plum Street 109	New Plumbing For R-2 Apartment	\$70.00	\$5,000
	PM150009	Mechanical	01/05/2015	423 Plum Street 109	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140069	Electrical	01/05/2015	423 Plum Street 109	New Electrical for Unit	\$86.80	\$8,000
	PB140087	Building	10/30/2014	423 Plum Street 110	Change of Use	\$252.00	\$10,559
	PP140059	Plumbing	11/17/2014	423 Plum Street 110	New Plumbing for R-2 Apartment	\$151.20	\$12,000
	PM150010	Mechanical	01/05/2015	423 Plum Street 110	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140070	Electrical	01/05/2015	423 Plum Street 110	New Electrical for Unit	\$86.80	\$8,000
	PB140088	Building	10/30/2014	423 Plum Street 201	Change of Use	\$143.13	\$10,559
	PP140049	Plumbing	11/13/2014	423 Plum Street 201	New Plumbing for R-2 unit	\$70.00	\$5,000
	PM150011	Mechanical	01/05/2015	423 Plum Street 201	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140071	Electrical	01/05/2015	423 Plum Street 201	New Electrical for Unit	\$86.80	\$8,000
	PB140089	Building	10/30/2014	423 Plum Street 202	Change of Use	\$143.13	\$10,559
	PP140050	Plumbing	11/13/2014	423 Plum Street 202	New Plumbing for R-2 unit	\$70.00	\$5,000
	PM150012	Mechanical	01/05/2015	423 Plum Street 202	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140072	Electrical	01/05/2015	423 Plum Street 202	New Electrical for Unit	\$86.80	\$8,000
	PB140090	Building	10/30/2014	423 Plum Street 203	Change of Use	\$143.13	\$10,559

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Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Value
	PP140051	Plumbing	11/13/2014	423 Plum Street 203	New Plumbing for R-2 unit	\$70.00	\$5,000
	PM150013	Mechanical	01/05/2015	423 Plum Street 203	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140073	Electrical	01/05/2015	423 Plum Street 203	New Electrical for Unit	\$86.80	\$8,000
	PB140091	Building	10/30/2014	423 Plum Street 204	Change of Use	\$143.13	\$10,559
	PP140052	Plumbing	11/13/2014	423 Plum Street 204	New Plumbing for R-2 unit	\$70.00	\$5,000
	PM150014	Mechanical	01/05/2015	423 Plum Street 204	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140074	Electrical	01/05/2015	423 Plum Street 204	New Electrical for Unit	\$86.80	\$8,000
	PB140092	Building	10/30/2014	423 Plum Street 205	Change of Use	\$143.13	\$10,559
	PP140053	Plumbing	11/13/2014	423 Plum Street 205	New Plumbing for R-2 unit	\$70.00	\$5,000
	PM150015	Mechanical	01/05/2015	423 Plum Street 205	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140075	Electrical	01/05/2015	423 Plum Street 205	New Electrical for Unit	\$86.80	\$8,000
	PB140093	Building	10/30/2014	423 Plum Street 206	Change of Use	\$143.13	\$10,559
	PP140054	Plumbing	11/13/2014	423 Plum Street 206	New Plumbing for R-2 unit	\$70.00	\$5,000
	PM150016	Mechanical	01/05/2015	423 Plum Street 206	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140076	Electrical	01/05/2015	423 Plum Street 206	New Electrical for Unit	\$86.80	\$8,000
	PB140094	Building	10/30/2014	423 Plum Street 207	Change of Use	\$143.13	\$10,559
	PP140055	Plumbing	11/13/2014	423 Plum Street 207	New Plumbing for R-2 unit	\$70.00	\$5,000
	PM150017	Mechanical	01/05/2015	423 Plum Street 207	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140077	Electrical	01/05/2015	423 Plum Street 207	New Electrical for Unit	\$86.80	\$8,000
	PB140095	Building	10/30/2014	423 Plum Street 208	Change of Use	\$143.13	\$10,559
	PP140056	Plumbing	11/13/2014	423 Plum Street 208	New Plumbing for R-2 unit	\$70.00	\$5,000
	PM150018	Mechanical	01/05/2015	423 Plum Street 208	New Mechanical for R-2 Unit	\$65.96	\$4,277
	PE140078	Electrical	01/05/2015	423 Plum Street 208	New Electrical for Unit	\$86.80	\$8,000
083A1-0100-05	PB140050	Building	07/11/2014	614 Plum Street	Interior Demo Only due to water damage	\$56.00	\$1,900
083A1-0100-05	PB150021	Building	03/02/2015	614 Plum Street	Residential Alteration	\$193.20	\$19,500
	PB150018	Building	02/25/2015	722 Prestwick Turn	Repair from flood damage	\$56.00	\$2,500
	PB150019	Building	02/25/2015	724 Prestwick Turn	Repair Water Damage	\$56.00	\$2,500
	PB150022	Building	03/16/2015	724 Prestwick Turn	Repair water damage	\$56.00	\$2,100
	PB150042	Building	05/19/2015	222 Randolph Avenue	Residential Alteration	\$98.00	\$10,000
	PM150045	Mechanical	06/01/2015	222 Randolph Avenue	1 New Air to Air Heat Pump	\$62.72	\$3,700
	PB140077	Building	10/16/2014	237 Randolph Avenue	Structural Alterations	\$56.00	\$2,500

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# Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PB150009	Building	01/27/2015	237 Randolph Avenue	Residential alteration + Master bath additio	\$252.00	\$80,000
	PM150030	Mechanical	02/09/2015	237 Randolph Avenue	2 New Air to Air Heat Pumps for Rehab	\$96.88	\$9,800
	PE150013	Electrical	03/05/2015	237 Randolph Avenue	New Electrical for Rehab	\$81.20	\$7,000
	PP150011	Plumbing	03/06/2015	237 Randolph Avenue		\$92.40	\$9,000
	PT150005	UST/ AST	05/29/2015	237 Randolph Avenue	250 Gallon UST	\$56.00	\$250
	PG150012	Gas	05/29/2015	237 Randolph Avenue	New Gas Line with 3 outlets	\$56.00	\$250
	PB150006	Building	01/21/2015	315 Randolph Avenue	Tear off/rooof porch	\$56.00	\$500
083A3-0100-49	PM150046	Mechanical	06/04/2015	327 Randolph Avenue	1 New Air to Air Heat Pump	\$82.32	\$7,199
083A3-0100-60	PP140034	Plumbing	08/15/2014	328 Randolph Avenue	New Plumbing for Rehab	\$67.20	\$4,500
083A3-0100-60	PE140037	Electrical	08/18/2014	328 Randolph Avenue	New Electrical for House Renovation	\$57.68	\$2,800
083A3-0100-60	PG140011	Gas	08/29/2014	328 Randolph Avenue	2 new outlets & on demand water heater	\$58.80	\$3,000
083A3-0100-60	PT140007	UST/ AST	10/08/2014	328 Randolph Avenue	320 Gallon UST	\$56.00	\$1,500
083A3-0100-60	PM140034	Mechanical	11/12/2014	328 Randolph Avenue	2 New Air to Air Heat Pumps	\$58.80	\$3,000
083A3-0100-49	PB150036	Building	05/05/2015	339 Randolph Avenue	Residential Alteration per application	\$60.21	\$3,250
083A3-0100-48	PE150024	Electrical	05/05/2015	415 Randolph Avenue	Upgrading Electric	\$89.60	\$8,500
083A3-0100-48	PB150047	Building	05/27/2015	415 Randolph Avenue	Residential Alteration Per Application	\$240.80	\$28,000
	PB140061	Building	08/20/2014	425 Randolph Avenue	Porch Repair	\$56.00	\$1,000
	PB140063	Building	08/29/2014	425 Randolph Avenue	tear off /reeroof front porch	\$56.00	\$1,000
	PB140065	Building	09/04/2014	425 Randolph Avenue	Reframe side porch roof & reeroof	\$58.80	\$3,000
	PM150033	Mechanical	02/23/2015	506 Randolph Avenue	1 New Mini Split	\$67.20	\$4,500
	PM150032	Mechanical	02/23/2015	506 Randolph Avenue	1 New Mini Split System	\$78.40	\$6,500
	PP150029	Plumbing	06/15/2015	509 Randolph Avenue	New on site water line	\$56.00	\$1,650
083A3-0100-58	PP140036	Plumbing	08/15/2014	516 Randolph Avenue	New On-Site Water Line	\$56.00	\$800
083A3-0100-58	PP140035	Plumbing	08/15/2014	516 Randolph Avenue	Plumbing Alteration	\$61.60	\$3,500
083A3-0100-58	PE140040	Electrical	08/15/2014	516 Randolph Avenue	Adding 5 new circuits	\$56.00	\$200
083A3-0100-58	PB140059	Building	08/15/2014	516 Randolph Avenue	Kitchen Remodel, Bath Remodel	\$70.00	\$5,000
	PG140009	Gas	08/07/2014	530 Randolph Avenue	2 Gas Outlets	\$56.00	\$800
83A3-0100-434	PB150032	Building	04/21/2015	629 Randolph Avenue	Residential Alteration	\$70.00	\$5,000
	PD140003	Demolition	12/10/2014	654 Randolph Avenue	Demo House	\$50.00	\$8,200
	PE150025	Electrical	05/11/2015	710 Randolph Avenue	New 200 Amp Service	\$0.00	\$2,000
	PE140047	Electrical	09/02/2014	715 Randolph Avenue	100 Amp Permanent Temp Pole for Spay Tr	\$84.00	\$600

07/02/15

# Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PM150026	Mechanical	01/29/2015	814 Randolph Avenue	2 New air to air heat pumps	\$262.23	\$15,914
	PB150028	Building	03/31/2015	125 Strawberry Street	Interior Demo	\$56.00	\$2,500
	PB150044	Building	05/21/2015	202 Strawberry Street	Finish house to obtain C.O.	\$56.00	\$2,500
	PU140004	PU Shallow W	09/15/2014	138 Sunset Blvd	Shallow Well	\$100.00	\$1,000
	PEL 14000	Elevator	09/26/2014	138 Sunset Blvd	Dumbwaiter	\$148.40	\$11,500
	PB140054	Building	07/25/2014	156 Sunset Blvd	New S/F Res	\$15,268.98	\$350,000
	PE140042	Electrical	08/18/2014	156 Sunset Blvd	New Electrical for S/F Res	\$162.40	\$14,000
	PE140041	Electrical	08/18/2014	156 Sunset Blvd	100 amp temp pole	\$56.00	\$200
	PP140037	Plumbing	09/05/2014	156 Sunset Blvd	New Plumbing for S/F Res	\$92.40	\$9,000
	PM140029	Mechanical	09/19/2014	156 Sunset Blvd	New Mechanical for S/F Res	\$148.40	\$11,500
	PM140030	Mechanical	10/02/2014	156 Sunset Blvd	Vent Free Fireplace	\$56.00	\$575
	PG140012	Gas	10/02/2014	156 Sunset Blvd	New Gas Piping	\$56.00	\$1,200
	PT140009	UST/ AST	11/05/2014	156 Sunset Blvd	500 Gallon UST	\$56.00	\$250
	PG140014	Gas	11/05/2014	156 Sunset Blvd	New Gas Line	\$56.00	\$250
	PU140006	PU Shallow W	12/12/2014	156 Sunset Blvd	Shallow Well for irrigation	\$100.00	\$750
	PE140036	Electrical	07/31/2014	145 Sunset Blvd.	Electrical for new S/F Res	\$154.00	\$12,500
	PE140035	Electrical	07/31/2014	145 Sunset Blvd.	100 Amp Temp Pole	\$56.00	\$500
	PU140005	PU Shallow W	09/15/2014	145 Sunset Blvd.	Shallow Well	\$100.00	\$1,000
	PM150021	Mechanical	01/14/2015	145 Sunset Blvd.	New Mechanical for S/F Res	\$224.00	\$25,000
	PP150009	Plumbing	02/11/2015	145 Sunset Blvd.	New Plumbing for S/F Res	\$184.80	\$18,000
	PG150003	Gas	02/11/2015	145 Sunset Blvd.	New Gas appliances and piping	\$70.00	\$5,000
	PT150001	UST/ AST	03/12/2015	145 Sunset Blvd.	250 Gallon UST	\$56.00	\$250
	PG150005	Gas	03/12/2015	145 Sunset Blvd.	New Gas Line	\$56.00	\$200
	PEL 15000	Elevator	04/01/2015	145 Sunset Blvd.	Residential Elevator	\$192.37	\$19,350
	PES14000	Erosion & Sed	12/10/2014	157 Sunset Blvd.	Install Breakwaters	\$500.00	\$10,000
	PB140062	Building	08/29/2014	171 Sunset Blvd.	New S/F Res	\$16,540.62	\$500,000
	PE140050	Electrical	09/16/2014	171 Sunset Blvd.	New Electrical for S/F Res	\$156.80	\$13,000
	PE140049	Electrical	09/16/2014	171 Sunset Blvd.	60 Amp Temp Pole	\$56.00	\$275
	PT140010	UST/ AST	11/05/2014	171 Sunset Blvd.	500 Gallon UST	\$56.00	\$250
	PG140015	Gas	11/05/2014	171 Sunset Blvd.	New Gas Line	\$56.00	\$250
	PP140060	Plumbing	11/18/2014	171 Sunset Blvd.	New Plumbing for S/F Res	\$92.40	\$9,000

07/02/15

# Permit/Construction Fee Report

Map Number	Permit #	Type	Date	Address	Work description	Permit Fee	Value
	PM140036	Mechanical	11/26/2014	171 Sunset Blvd.	New Mechanical for S/F Res	\$174.16	\$16,100
	PG140016	Gas	12/10/2014	171 Sunset Blvd.	5 New Gas Outlets	\$56.00	\$2,500
	PUI40007	PU Shallow W	12/12/2014	171 Sunset Blvd.	Shallow Well	\$100.00	\$750
	PEL 15000	Elevator	06/15/2015	171 Sunset Blvd.		\$218.20	\$23,964
	PT140008	UST/ AST	10/14/2014	4 Tazewell Avenue	Demolish UST	\$100.00	\$1,500
	PP150016	Plumbing	03/25/2015	4 Tazewell Avenue	New Onsite Water & Sewer Line	\$58.80	\$3,000
	PB140076	Building	10/16/2014	9 Tazewell Avenue	Tear off/rooftop	\$96.43	\$9,720
083A3-0203-00	PE150019	Electrical	04/01/2015	10 Tazewell Avenue	Electrical Alteration	\$72.80	\$5,500
083A3-0203-00	PP150019	Plumbing	04/27/2015	10 Tazewell Avenue	PLUMBING ALTERATION	\$56.00	\$1,500
	PM150023	Mechanical	01/26/2015	109 Tazewell Avenue	New Mechanical	\$183.12	\$17,700
	PE150007	Electrical	01/26/2015	109 Tazewell Avenue	Upgrading to 200 amp services	\$70.00	\$5,000
	PE150022	Electrical	04/29/2015	211 Tazewell Avenue	Panel & Service Cable Replacement	\$56.00	\$1,400
	PM140033	Mechanical	11/05/2014	221 Tazewell Avenue	1 new air to air heat pump	\$75.04	\$5,900
	PM140037	Mechanical	12/17/2014	221 Tazewell Avenue	1 New air to air heat pump	\$69.44	\$4,900
083A3-0100-52	PB150037	Building	05/07/2015	226 Tazewell Avenue	Porch Rebuild	\$79.52	\$6,700
	PB150004	Building	01/13/2015	229 Tazewell Avenue	Residential Alteration	\$182.56	\$17,600
	PP150001	Plumbing	01/15/2015	229 Tazewell Avenue	New Plumbing for Bath & Kitchen Remodel	\$71.12	\$5,200
	PE150014	Electrical	03/12/2015	229 Tazewell Avenue	Electrical Alteration	\$145.60	\$11,000
	PB150043	Building	05/19/2015	229 Tazewell Avenue	Porch Rebuild	\$67.20	\$4,500
	PB150034	Building	04/28/2015	234 Tazewell Avenue	Porch Rebuild to include 2nd Floor	\$86.80	\$8,000
	PE140032	Electrical	07/07/2014	237 Tazewell Avenue	New Electrical for Renovation	\$112.00	\$5,000
	PF140009	Fire Suppresio	09/30/2014	237 Tazewell Avenue	Upgrading Fire Alarm system to include ne	\$84.00	\$1,960
083A3-0100-48	PE140056	Electrical	10/30/2014	237 Tazewell Avenue	Adding 4 new lighting circuits	\$95.20	\$3,500
	PB140109	Building	12/23/2014	408 Tazewell Avenue	Re-siding 400 square feet	\$63.84	\$3,900
083A3-0100-38	PB150026	Building	03/25/2015	415 Tazewell Avenue	Residing Structure	\$207.19	\$21,999
	PB150045	Building	05/26/2015	500 Tazewell Avenue	Chimney Removal & Roof Repair	\$0.00	\$2,500
083A3-0100-37	PB140057	Building	08/05/2014	501 Tazewell Avenue	Tear off/rooftop, new siding and accessor	\$229.60	\$26,000
083A3-0100-37	PE140044	Electrical	08/20/2014	501 Tazewell Avenue	100 amp subfed panel	\$56.00	\$1,800
	PP150020	Plumbing	04/27/2015	533 Tazewell Avenue	PLUMBING ALTERATION	\$56.00	\$1,500
	PB140102	Building	11/24/2014	542 Tazewell Avenue	New Siding on 2 sides	\$151.20	\$12,000
	PE150004	Electrical	01/12/2015	638 Tazewell Avenue	Upgrading to 400 Amp Service	\$56.00	\$2,300

07/02/15

# Permit/Construction Fee Report

Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Value
	PB150003	Building	01/12/2015	638 Tazewell Avenue	Interior Demo	\$56.00	\$2,500
	PB150041	Building	05/21/2015	638 Tazewell Avenue	Residential Remodel	\$795.20	\$127,000
083A3-0100-32	PB140051	Building	07/16/2014	653 Tazewell Avenue	Tear off/reroof	\$158.50	\$16,700
	PD140002	Demolition	11/24/2014	721 Tazewell Avenue	Demolish Old Dr.'s Office	\$100.00	\$13,000
	PE150002	Electrical	01/08/2015	721 Tazewell Avenue	60 Amp temp pole	\$56.00	\$150
083A4-0200-00	PB140071	Building	10/14/2014	711 Tazewell Avenue,	Exterior Alteration of Accessory Building	\$66.08	\$4,300
	PE150001	Electrical	01/07/2015	819 Turnberry Arch	Electrical work to finish for C.O.	\$56.00	\$2,500
	PB150002	Building	01/07/2015	819 Turnberry Arch	Work to finish for C.O.	\$56.00	\$2,500
	PM150025	Mechanical	01/29/2015	819 Turnberry Arch	Permit to finish work for C.O.	\$56.00	\$2,500
	PP150007	Plumbing	02/09/2015	819 Turnberry Arch	Permit to finish for C.O.	\$56.00	\$500
	PB150038	Building	05/21/2015	412 Walbridge Bend	New S/F Res	\$15,672.27	\$425,000
	PB140078	Building	10/28/2014	525 Walbridge Bend	New S/F Res	\$15,177.86	\$358,000
	PE140058	Electrical	11/17/2014	525 Walbridge Bend	New Electrical for S/F Res	\$98.00	\$10,000
	PE140057	Electrical	11/17/2014	525 Walbridge Bend	60 Amp Temp Pole	\$56.00	\$250
	PP150003	Plumbing	01/21/2015	525 Walbridge Bend	New Plumbing for S/F Res	\$92.40	\$9,000
	PM150034	Mechanical	03/04/2015	525 Walbridge Bend	Gas Logs	\$56.00	\$2,000
	PG150004	Gas	03/04/2015	525 Walbridge Bend	New Gas Piping	\$56.00	\$2,000
	PM150027	Mechanical	03/17/2015	525 Walbridge Bend	New Mechanical for S/F Res	\$172.48	\$15,800
	PT150004	UST/ AST	04/06/2015	525 Walbridge Bend	500 Gallon UST	\$56.00	\$250
	PG150009	Gas	04/06/2015	525 Walbridge Bend	New Gas Line	\$56.00	\$200
	PB150014	Building	02/12/2015	526 Washington Aven	Repair Water Damage	\$162.40	\$14,000
083A1-0100-02	PB150013	Building	02/12/2015	528 Washington Aven	Repair Water Damage	\$162.40	\$14,000
	PB140066	Building	09/08/2014	5 Waters Edge Drive	Porch Structural Repair	\$252.00	\$30,000

**Total Permits: 364**

**\$186,198.10**

**\$6,699,479**

PerDateIssued Range from 07/01/2014 to  
06/30/2015



***Town Harbor  
Town Council Report  
June, 2015***

July 1, 2015

**Maintenance:**

1. We repaired the rear cross section of the boat trailer that had rusted out.
2. Continued replacing and re-screwing deck boards around the harbor.
3. We are continuing an overhaul on the 2007 UTV

**Upcoming Items that needs to be completed:**

1. Re-tighten all cleats on floating docks (In Progress 10% completed).
2. Re-nail all rubber bumpers (In Progress 25% completed).
3. Paint the boat ramp parking stripes. (In Progress 45% complete)
4. Re screw all boards on the board walk in the inner harbor with stainless screws.(In Progress 60% complete)
5. Re-tighten all bolts on the floating docks (0% complete)
6. Scale, prime & paint dirty oil tank. (0% % Complete)
7. Replace misc. light sensors on pedestals. (0% Complete)
8. Continue to clean all electric pedestal bus bars. (0% Complete)
9. Replace Broken window in the men's restroom

**Capital Projects and Harbor improvements:**

1. Offshore Breakwaters – We met with Tom Langley and we expect surveying of the area to begin around July 8 -15. We also met with Bayshore Concrete and it seems they may have a good amount of concrete shapes that we may be able to utilize again.
2. Dredging (No Change) – First phase is done, awaiting the completion of the upland site to begin the inner harbor. This seems to be taking a bit longer than the expected June start date. The boardwalk and cart/pedestrian path will be reconfigured during this time.
3. Watermen's Memorial – The form has been set and the concrete has been poured for the base of the light house. The form for the pad will soon be constructed and poured. In the meantime, staff has roped off the area and placed no parking signs as we feared it would be damaged because not only was the carts parking there, so where trucks and cars.
4. Virginia Port Authority – We were awarded the carryover request for \$830,000 for FY 15/16

**Other Items:**

1. Follow us on Face Book (**Cape Charles Town Harbor**) over 2550 likes!!! 4.6 out of 5 stars from 111 reviews
2. Current Office Hours – 8:00 am to 6:00 pm 7 days a week thru Labor Day Weekend.

**Harbor Events:**

**4<sup>th</sup> Annual Tall Ships @ Cape Charles: June 13 – 14, 2015.** This event went well, there were a few hiccup's, such as staff had to build steps for the Picton Castle and Thanks to Patrick Coady for letting us use his portable pump out unit, we were able to safely remove all the Black Water from the Tall Ships that couldn't get to our pump out station. Due to a few last minute cancellations we were not as full as recent years as we had two vacant slips. It was reported that around 2000 tickets were sold to visitors and all cruises were booked.

**Clam Slam 2015 & 5<sup>th</sup> Annual Boat Docking contest:** Will be July 31, 2015 through August 2<sup>nd</sup>, 2015  
**See Poster Attached**

**3<sup>rd</sup> Annual Trick or Treat with Pirate Pete:** October 24, 2015: More details to follow

**4<sup>th</sup> Annual Lighted Boat Parade:** More Details to follow

**2<sup>nd</sup> Annual Dropping of the Crab Pot:** December 31<sup>st</sup> at 10pm. Mason Ave.

**9<sup>th</sup> Annual Blessing of the Fleet:** April 29<sup>th</sup>, 2016 @ 6pm.

**28<sup>th</sup> Annual Clean the Bay Day:** June 4, 2016 @ 8:00 am.



*Town Harbor  
Town Council Report  
June, 2015*

# Clam Slam 2015

and

**5<sup>th</sup> Annual Boat  
Docking Contest**

## **CARNIVAL RIDES**

**7/31 – 8/2, 2015**

**Friday:**

Opening @4pm  
Black Elvis 4pm – 6pm  
Games and Carnival Rides  
begin @4pm  
Vendors @4pm  
Registration for races  
@4pm  
2<sup>nd</sup> annual steamed clam  
eating championship  
@6pm  
DJ Flea 6pm – 7pm  
Kacey Rae Meeks Band  
7pm – 10pm  
Admission \$5 12 and  
under free

**Saturday:**

Shriners Parade @10am  
Games & Carnival Rides  
@11am  
Vendors @11am  
DJ Flea 11 am – 12 pm  
Championship Corn Hole  
12pm-5pm  
Live Music In from Chi-  
Town "The Nikki Love  
Project" 12 pm – 2 pm  
Smith Island Skiff Races  
2pm – 3 pm  
Live Music Mercy Creek  
3 pm – 6 pm  
Boat Docking Practice  
runs @6 pm  
Live Music, The Janitors  
7 pm – 10:30 pm  
Fireworks @9:30  
Admission \$10 12 and  
under free

**Sunday:**

Gates Open @11am  
Music by Hannah Dimarino  
Practice Runs @12:15  
National Anthem by Angela  
Bowers @ 1 pm  
Grand Marshall - TBD  
5<sup>th</sup> running of the Cape Charles  
Boat Docking Contest @1:05pm  
featuring current Champion &  
record holder Captain Jamie  
Marshall aboard the Heather  
Nichole II, and our local favorite,  
Captain Kenny Heath aboard the  
Pound Netter  
Crab Pot Cork Race will be at  
half time!!!  
Awards and Trophies @4pm  
Live Music, Melinda & The  
Benders @4:15pm  
Admission \$10 12 and under \$5



[www.capecharles.org](http://www.capecharles.org)  
At Cape Charles Town Harbor



**Town Harbor  
Town Council Report  
June, 2015**

**Business YTD:**

Rentals

	<b>2012/2013</b>	<b>2013/2014</b>	<b>2014/2015</b>
<b>Monthly</b>	<b>743 = \$113,863</b>	<b>762 = \$122,703</b>	<b>788 = \$131,884</b>
<b>Weekly</b>	<b>347 = \$ 15,610</b>	<b>237 = \$ 12,471</b>	<b>151 = \$ 11,158</b>
<b>Nightly</b>	<b>1,424 = \$ 68,758</b>	<b>1,705 = \$ 83,447</b>	<b>2,147 = \$107,707</b>
<b>Hourly</b>	<b>3 = \$ 15</b>	<b>26 = \$ 130</b>	<b>195 = \$ 975</b>

Fuel

	<b>2012/2013</b>	<b>2013/2014</b>	<b>2014/2015</b>
<b>Diesel</b>	<b>80,744 = \$280,501</b>	<b>83,434 = \$295,062</b>	<b>87,453 = \$260,915</b>
<b>Transport</b>	<b>42,149 = \$139,661</b>	<b>29,469 = \$ 98,162</b>	<b>7,346 = \$ 18,862</b>
<b>Regular</b>	<b>32,808 = \$115,335</b>	<b>38,478 = \$130,510</b>	<b>34,669 = \$102,707</b>
<b>Plus (Non Ethanol)</b>	<b>27,359 = \$114,565</b>	<b>24,914 = \$106,905</b>	<b>23,708 = \$ 93,978</b>

Wharfees (Lbs)

	<b>2012/2013</b>	<b>2013/2014</b>	<b>2014/2015</b>
<b>Conchs</b>	<b>32,630 = \$ 251</b>	<b>44,427 = \$ 341</b>	<b>20,556 = \$ 158</b>
<b>Crabs</b>	<b>752,433 = \$8,056</b>	<b>731,970 = \$7,930</b>	<b>948,476 = \$10,539</b>
<b>Fish</b>	<b>358,436 = \$ 489</b>	<b>492,405 = \$ 662</b>	<b>326,069 = \$ 1,075</b>
<b>Horse Shoe Crabs</b>	<b>296,526 = \$ 673</b>	<b>13,480 = \$ 45</b>	<b>30,060 = \$ 155</b>
<b>Oysters</b>	<b>1,100 = \$ 3</b>	<b>3,600 = \$ 9</b>	<b>2,400 = \$ 12</b>

Accounts Receivable

	<b>April 30</b>	<b>May 31</b>	<b>June 30</b>
<b>Current</b>	<b>\$ 2,248</b>	<b>\$ 803</b>	<b>\$ 1,195</b>
<b>1-30</b>	<b>\$17,111</b>	<b>\$21,397</b>	<b>\$23,048</b>
<b>31-60</b>	<b>\$ 1,961</b>	<b>\$ 2,702</b>	<b>\$ 6,366</b>
<b>61-90</b>	<b>\$ 1,518</b>	<b>\$ 344</b>	<b>\$ 1,559</b>
<b>91 +</b>	<b>\$73,565</b>	<b>\$72,661</b>	<b>\$71,810</b>

Credit Card Fees this month = \$1,857.02

Credit Card fees YTD = \$4,018.37

Finance Charges YTD = \$5,181.43

Finance Charges Collected YTD = \$2,580.82

Gross Sales by Customer Type

	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Annual Renters:</b>			
Non Resident	\$ 26,495	\$31,535	\$ 32,955
Resident	\$ 50,289	\$45,331	\$ 43,479
Commercial Watermen	\$ 84,132	\$50,673	\$ 39,115
Commercial Charter	\$ 7,524	\$ 4,211	\$ 8,814
Commercial Other	\$ 22,914	\$ 9,745	\$ 21,205



**Town Harbor  
Town Council Report  
June, 2015**

	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Seasonal Renters:</b>			
Non- Resident	\$ 6,294	\$ 9,105	\$ 9,429
Resident	\$ 9,235	\$ 6,399	\$ 10,516
Winter	\$ 4,762	\$ 381	\$ 1,065
Commercial Waterman	\$ 63,370	\$ 67,507	\$129,827
Commercial Charter	\$ 0	\$ 0	\$ 324
Commercial Other	\$ 0	\$ 9,604	\$ 16,977
<b>Other:</b>			
Commercial Watermen	\$176,791	\$169,088	\$ 19,574
Commercial Charter	\$ 6,937	\$ 4,439	\$ 4,793
Commercial Other	\$173,251	\$133,970	\$ 55,677
Government Agencies	\$ 14,841	\$ 902	\$ 3,250
Transient	\$260,894	\$373,694	\$430,921
Inner Department Acct.	\$ 37,656	\$ 35,890	\$ 37,285

Waiting List as of 6/30/2015

<u>Length</u>	<u>Annual</u>	<u>Seasonal</u>	<u>Total</u>
20ft	2	5	7
24ft	1	2	3
30ft	6	2	8
36ft	4	1	5
45ft	11	1	12
50ft	0	0	0
60ft	2	0	2
Total	26	11	37

Clubs Reserved for the season = 21

Cape Charles Memorial Library  
Monthly Report  
June 2015

1. Below is the monthly attendance for **programs** held at the Library:

**Children's Programs**

Preschool Story time – 4(weekly)	19
Toddler Storytime – 4(weekly)	42
Chess Club – 2	10
Imagine/Create	26
Crafts	24
Kritters of Kiptopeke State Park	10
<i>Red, White &amp; Ewe</i> read by author Andrew Barber	19
Jewelry Making with Moonrise Jewelry -2	35
Lego Club 2	12

**Adult programs**

Summer Author Series	14
TOTAL	211

2. On Friday, June12, Library Assistant Sharon Silvey visited Kiptopeke Elementary school to talk to the students about the Summer Reading Program.

3. The 2015 Summer Library Reading Program, **Read to the Rhythm** began on June 15. Children sign up to read books and pick up a Reading Folder to keep track of their books read. As of today 205 children have signed up to read books.

4. On June 15 at 7:00 the **Friends of the Cape Charles Memorial Library** held their first Summer Author Series at the Library featuring special guests Bill Morris, author of *Motor City Burning* and John Schultz, author of *Songs from a Distant Cockpit*. A great program and great refreshments! This month the friends will be hosting Lenore Hart, author of *Water Woman* and Cape Charles own Rip Phipps, reading from his book of poetry, *Open Border*.

5. For additional information about library programs and library related information check out our **Facebook** page.



# CAPE CHARLES POLICE DEPARTMENT

## MONTHLY STATISTICS

June 2015

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

- Calls for service in Cape Charles: 61
- Calls for service outside of Cape Charles: 10
- Felony arrests: 4
- Misdemeanor Arrests: 3
- D.U.I. Arrests: 1
- Traffic Summons: 7 ( see page 2.)
- Traffic Warnings: 31 (written& verbal):
- Parking tickets: 27
- Building Checks: 34
- Assisted Northampton County Sheriff's Office: 6
- Assisted Virginia State Police: 2
- Assisted Federal Agencies: 0
- Assisted Fire& Rescue: 9
- Foot Patrol Hours: 94.5
- Bay creek patrol hours: 50.5

The following took place in June:

- Drowning off the beach front body recovered less than 24 hours

Traffic summons:

- |                                 |                        |
|---------------------------------|------------------------|
| 1. Speeding 42/25 zone          | 5. Expired inspection  |
| 2. Operate golf cart on highway | 6. Expired inspection  |
| 3. Expired inspection           | 7. Speeding 41/25 zone |
| 4. Speeding 44/25 zone          |                        |

Arrests:

- |                            |                     |
|----------------------------|---------------------|
| 1. Abduction               | 5. Unauthorized use |
| 2. Intimidate witness      | 6. Unauthorized use |
| 3. Assault & batter police | 7. D.U.I.           |
| 4. Assault & batter        | 8. Obstruction      |



# Public Utilities

## Monthly Report June 2015



### Production Summary

- Miss Utility Tickets: 15
- Emergency Call Outs After Hours and Weekends:  
Number of times called out: 5  
Total Man Hours: 8.5
- Fire Calls: Man Hours: 0
- Sludge: 29 Tons
- Water: Total Production: Info Not Available  
High: N/A  
Low: N/A

Average	Raw Water	Finished Water
Hardness	N/A	N/A
Iron	N/A	N/A
Manganese	N/A	N/A

All Data in PPM

- Waste Water: Average Flow N/A gpd  
Maximum N/A gpd on May 24th  
Total for Month N/A Gallons  
Nutrients:  
Phosphorus Average N/A Limit .3 mg/l annual average  
Nitrogen Average N/A Limit 4 mg/l annual average

### Personnel

- Water
  - Scottie Neville Operator Class 3 Water, Operator in Charge
  - Patrick Christman Operator Class 3 Water,
  - Ron Bailey Operator Class 3 Water
  - Freddie Meditz Trainee
  - Gerald Elliott Maintenance
- Waste Water
  - Patrick Christman Operator Class 2 WW, Operator in Charge
  - Freddie Meditz Operator Class 3 WW
  - Dan Dabinett Operator Class 3 WW, Maintenance
  - Billy Powell Maintenance Supervisor

### Completed Projects

- According to our DEQ permit writer, we should be receiving the Ground Water Withdrawal Permit very soon.
- Installed water fountains in Central Park

## Public Utilities

### In Progress

- Working with GHD on preparing for upgrades to the Plum Street and Pine Street Pump Stations.
- Pipe line from Keck Wells. 90% Engineering submitted to VDH.
- Working with VDOT engineers on the new road from 184 to Bayshore Road. According to the engineers on the project, out of 2,000 projects in this district, our project is #2 on the priorities list.

### Upcoming Projects

- Install water fountains in the Library and at Beach Bathrooms.
- Install auto-flush on Creekside Lane.

### Capital Projects

- Water:
  - Engineering for Keck Wells \$60k
    - Under Task Order No.2, 90% drawings and specifications have been completed and presented to the Town for review. Approved by the Town, they have been submitted to the Department of Health, Office of Drinking Water for review.
    - Up to 3 months or so for permitting agency review
    - 1 month to produce 100% documents once permitting comments are received
    - 1 month final review
    - 2 months bid period
    - 5 months construction
  - Preliminary Engineering for the installation of the chlorination equipment. Under Task Order No.4 a PER was prepared and submitted to the VDH-ODW for review. A response is being prepared for comments received from the ODW. We received some helpful comments from the ODW this month. An estimated \$30k will need to be budgeted for next year to install.
- Waste Water
  - Pump Station Improvements
    - GHD has prepared a PER under Task Order No. 5 for improvements to the Pine Street and Plum Street Pump Stations. We had a kick off meeting in January. The intent is to upgrade the controls and equipment at both stations and to increase capacity at the Plum Street Station. We are looking at diverting some, or all, of this flow away from the Mason Avenue Pump Station, directly into the Mason Avenue Force Main.

# PUBLIC WORKS

## June 2015

### Dump Fees    0

- Recycled 7 truckloads of bags & leaves
- Recycled 10 truckloads of non-chip able brush

### Staff Report

- Amanda & Pete attended recycle seminar in Melfa (Wednesday 6-10)
- Willie Lyons on Vacation (8<sup>th</sup> thru 12<sup>th</sup>)

### Completed Projects

- Monthly meter reads & training of new areas in progress
- King Neptune installed
- Jefferson Avenue beach stairs and fence completed
- Installed anchor/ rope/ float system from Fishing Pier to Monroe Avenue (Tuesday 6-30)
- Alley road surface maintenance 1<sup>st</sup> phase
- Central Park Bathroom landscape area re-sodded
- Central Park water fountain pump replaced
- Shop vehicle lift installed
- 2-outdoor drinking water fountains installed in Central Park
- Vehicle maintenance: checked all P.W. fleet and topped of fluids
- Library exterior photo cell replaced for outdoor rear security lights
- Mason Avenue new parking area gravel spread
- Replaced bad diaphragm on utilities pump
- L.O.F. Performed on 1- Police vehicle, 1- P.W. truck, 1-John Deere Gator & golf cart charger repaired
- Harbor/Shanty/Railroad/Golf cart path - scraped shell road surface (3 times each)
- Mowed 10 Town properties 3 times & weed wacked 2 times
- Watered all Town plants 5 times

### Events

- King Neptune Maquette dedication (Saturday 6-13)
- Tall Ships (Saturday & Sunday 6-13<sup>th</sup> & 14<sup>th</sup>)

### In Progress

- Manual street gutter clean - 90% complete
- Tennis court 1 new light fixture modification to install
- Town wide street tree & bush trimming - 85% complete
- Mason Avenue parking lot fencing & signage to be installed
- Vehicle/equipment maintenance
- Alley maintenance
- Safety & on the job training

**Upcoming Projects**

- Beach / boat zone rope area
- Alley tree & bush right of way trimming
- 2- water fountain installs (1 @ Beach bathrooms, 1 @ Library)
- Equipment clean, wax or repaint
- Bay Avenue Re-Paint no parking @ all Beach sidewalk stairs
- Re-paint no parking curbs (yellow) Town wide & handicapped areas (blue) on Mason Avenue
- Re-paint Municipal building 1<sup>st</sup> floor entrance & down stairs offices
- P.W. shop office space
- Bay Avenue Gazebo trim repair
- Polaris UTV front axle bearing boot replacement

**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
15	29	58	137	22	76	33	62	69	60	67	13

## **Recreation Department July 2015 Council Report**

### Programs and Events:

1. Arts and Crafts  
June 24 – 0 Attended  
July 1 – 5 Attended
2. Scrapbooking  
June 8 – 0 Attended  
June 22 – 2 Attended
3. Bingo  
June 19 – 13 Attended  
June 26 – 13 Attended
4. Mommy and Me  
June 9 – 0 Attended  
June 23 – 5 Attended
5. Beach Fitness  
June 23 – 0 Attended  
June 25 – 0 Attended  
June 30 – 4 Attended
6. Beach Volleyball  
June 23 – 16 Attended  
June 25 – 6 Attended  
June 27 – Tornado watch  
June 30 – 16 Attended
7. Cornhole  
June 24 – 24 Attended
8. Basketball  
June 24 – 12 Attended
9. Soccer  
June 26 – 24 Attended
10. Beach Activities  
June 25 – Sandcastles – 20 Attended  
Capture the Flag 16 Attended  
June 30 – Sandcastles – 14 Attended  
Capture the Flag – 28 Attended

4<sup>th</sup> of July Street Fair – The parade which begins at 10 a.m. on Saturday has had a lot of response from participants. Trina Veber will once again serve as our MC. Food, art and craft vendors will be in place and ready for the public as soon as the parade is over. The Street Fair will shut down at 8 p.m. this year. Fireworks are scheduled at dark. Thank you to all who assist in preparations and support this great event.

  <b>TOWN OF CAPE CHARLES</b>	<b>AGENDA TITLE:</b> Public Service Authority (PSA) and Regional Wastewater.		<b>AGENDA DATE:</b> July 16, 2015
	<b>SUBJECT/PROPOSAL/REQUEST:</b> Update on Southern Node regional wastewater project.		<b>ITEM NUMBER:</b> 7A
	<b>ATTACHMENTS:</b> None.		<b>FOR COUNCIL:</b> Action ( ) Information (X)
	<b>STAFF CONTACT (s):</b> Bob Panek	<b>REVIEWED BY:</b> Brent Manuel, Town Manager	

**BACKGROUND:**

The PSA has been exploring a limited Southern Node service area focused on 68 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. The capital cost for construction would be financed via a combination of tax revenues from a Special Tax District and the general fund. The operations cost would include treatment at the Cape Charles wastewater treatment plant and collection system maintenance, meter reading and billing. These costs would be included in customer service rates in the new service district. The Town has provided estimates for these operational costs.

At the joint BOS/PSA meeting on March 24, 2014, the BOS reaffirmed their support of the project and approved creation of a subcommittee of two members each of the BOS, the PSA and Cape Charles to negotiate the provision of treatment services. The BOS also requested evaluation of the Bayview wastewater system as a treatment alternative. The evaluation found that the system would require an extensive upgrade in both capacity and quality of treatment, costing an estimated \$2.3M (plus solids disposal capability and land acquisition). The report recommended that this option not be pursued.

The PSA subcommittee met on May 13, 2015 to review the initial draft of a PSA-Cape Charles agreement for treatment services as offered by the PSA Board. The subcommittee reached consensus on some changes to the draft, and agreed that two items required further study and discussion:

1. Amount of the surcharge over the base price per gallon - 26% vs.10%.
2. Should a connection charge be applied?

At the June 4, 2015 Work Session, Council reached consensus that:

1. The surcharge should be 26%.
2. A connection charge should be required.
3. An agreement should be reached with the BOS on the US 13/SR 184 zoning overlay district proposed by the Town to guide future development in the area.

**DISCUSSION:**

The PSA met with the BOS on June 22, 2015 to brief the status of the project including:

1. Engineering progress.
2. Cost estimate.
3. Engineering & construction timeline.
4. Draft treatment agreement with Cape Charles, including outstanding issues.
5. Special Tax District (STD) and STD/General Fund tax ratios.
6. County advance for operations costs and first bond payment.
7. County obligation for PSA bonds.
8. PSA operations and maintenance costs.

The BOS voted to suspend further work on the project until the issues with Cape Charles can be resolved.

**RECOMMENDATION:**

Provided for information.

 <p><b>TOWN OF CAPE CHARLES</b></p>	<b>AGENDA TITLE:</b> Partial Tax Exemption Request		<b>AGENDA DATE:</b> 07/16/15
	<b>SUBJECT/PROPOSAL/REQUEST:</b> Request for retroactive rehabilitated commercial structures partial tax abatement.		<b>ITEM NUMBER:</b> 7B
	<b>ATTACHMENTS:</b> Letter from Gary and Christine Williams, Town Code relative to subject tax exemption.		<b>FOR COUNCIL:</b> Action ( X ) Information ( )
	<b>STAFF CONTACT (s):</b> Deborah Pocock	<b>REVIEWED BY:</b> Brent Manuel, Town Manager	

**BACKGROUND:**

Town Code offers a real estate tax exemption for rehabilitation of certain commercial or industrial structures. The requirements for this exemption are identical to the exemption offered by the County of Northampton. The County provides the pre- and post- assessments of the property.

**DISCUSSION:**

Cape Charles Town Code requires that the property owner submit an application to the Town, but uses the Commissioner of the Revenue’s decision letter as a basis for admission to the Town’s program.

Gary and Christine Williams were apparently not made aware of the requirement to apply to the Town as well as the County. They have fulfilled all of the other required obligations and otherwise meet the criteria as stated in State, County and Town Codes.

The tax Reportabatement, at the current tax rate, would be just over \$200 per year for 10 years, beginning retroactively with tax year 2014.

**RECOMMENDATION:**

Staff recommends that Council vote to allow a retroactive partial tax abatement for tax year 2014 and the next 9 program years for Gary and Christine Williams’ commercial property located on 309 Mason Avenue.

Brent Manuel, Town Manager  
Municipal Corporation of Cape Charles  
2 Plum Street  
Cape Charles, VA 23310

June 23, 2015

Dear Sir,

Per your request, we are submitting this letter to obtain a rehabilitated structures tax exemption from Cape Charles for our commercial property located at 309 Mason Avenue, Cape Charles, VA 23310 effective for the tax year 2014. As indicated in the attached documents, we followed the appropriate procedure for being granted the exemption through Anne Sayers, Commissioner of the Revenue, Northampton County. The exemption was approved by the county at the completion of the renovations of our building. However we were unaware of the additional requirement to submit a similar application to the town of Cape Charles. We now understand that we misunderstood the procedure and should have also applied separately through the Municipal Corporation of Cape Charles. There was no income from said property previous to the completion of the renovations. The building was completely gutted to include plumbing and electrical at the time of purchase. Please review the enclosed application and documents and give approval for the exemption and prorate the taxes for 2014 for a refund. A summary of the timeline of our application related activities is given below:

DEC, 2011 At time of purchase, advised by Blue Heron realtor and Mr. Bonadeo to check with Northampton County about getting a rehabilitated structures tax exemption for the renovation of 309 Mason commercial property. No mention made about also filing with the Town of Cape Charles.

SEP 11, 2013 E-mail sent by Gary Williams to Anne Sayers requesting information on Tax Exemption for Rehabilitated Structures for commercial property on 309 Mason Avenue.

SEP 11, 2013 Response from Anne Sayers giving details of county procedures referring to obtaining copies of all permits, blue prints, etc. Follow up call to Ms. Sayers by Gary Williams gave recommendation to not submit application until actual renovation was to be initiated due to the 2 year requirement to complete the project after the application is submitted.

OCT 16, 2013 Issued Certificate of Appropriateness from the Municipal Corporation of Cape Charles Historic District Review Board for the renovations and addition on the rear of the shop.

NOV 7, 2013 Issued Town of Cape Charles Building permit No. PB130100 for commercial alteration & addition.

NOV 13, 2013 Application submitted and issued Assessment Prior to Rehabilitation Tax Map Number 083A3-01-00-611C from Northampton Commissioner of the Revenue Anne Sayers. Assessed value set at \$15,500.

JUN 27, 2014 Assessment after Rehabilitation Tax Map Number 083A3-01-00-611C issued by Anne G. Sayers, Commissioner of the Revenue Northampton County. Assessed value of the structure property after rehabilitation was set at \$88,000.00 meeting the qualification requirement of an increase in assessment of at least 60 percent.

NOV 21, 2014 Inquired at Town of Cape Charles about tax exemption for said property and informed by Ms. Pocock , Treasurer, that we should have submitted an application to the Town of Cape Charles in addition to Northampton County. Submitted the application via e-mail to Ms. Pocock as well as a request for a waiver of the requirement to submit prior to the initiation of the building renovation.

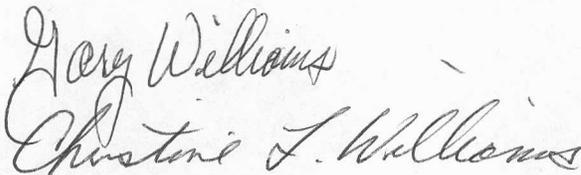
FEB 2, 2015 Informed by Ms. Pocock that she could not approve the waiver request since there was no precedence. We requested to file an appeal. Ms. Pocock replied that she would discuss the issue with the Town Manager and see if we may petition the Council for an exception.

FEB 23, 2015 Instructed by Ms. Pocock to wait until the new Town Manager starts.

MAY 6, 2015 Documentation resent to Mr. DiRe per his request.

MAY 29, 2015 Met with Mr. Manuel and Mr. DiRe and reviewed and discussed issue and request for waiver. Instructed to send this letter along with the past documentation and a summary timeline.

Sincerely,

Handwritten signatures of Gary Williams and Christine J. Williams in cursive ink.

Christine & Gary Williams  
8 Minchew Court  
Cape Charles, Virginia 23310

e-mail: [clwil20@gmail.com](mailto:clwil20@gmail.com)  
757-695-3829  
Cell: 936-499-7782

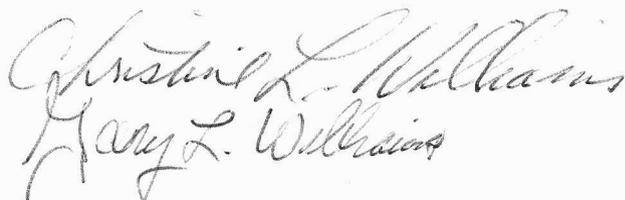
Municipal Corporation of Cape Charles  
2 Plum Street  
Cape Charles, VA 23310

November 21, 2014

Dear Sir,

We are requesting to obtain a rehabilitated structures tax exemption from Cape Charles for our commercial property located at 309 Mason Avenue, Cape Charles, VA 23310. We followed the appropriate procedure for being granted the exemption through Anne Sayers, Commissioner of the Revenue, Northampton County, with the understanding that the exemption would also cover the town of Cape Charles. We now understand that we misunderstood the procedure and should have also applied separately through the Municipal Corporation of Cape Charles. There was no income from said property previous to the completion of the renovations. The building was completely gutted to include plumbing and electrical at the time of purchase. Please review the enclosed application and documents and give approval for the exemption.

Sincerely,

Handwritten signatures of Christine L. Williams and Gary L. Williams in cursive ink.

Christine & Gary Williams  
8 Minchew Court  
Cape Charles, Virginia 23310

e-mail: [clwil20@gmail.com](mailto:clwil20@gmail.com)

Cell: 936-499-7782



# Municipal Corp. of Cape Charles

## APPLICATION FOR PARTIAL TAX EXEMPTION FOR REHABILITATED STRUCTURES

Application Date: 11/21/14 Tax Map Number: 083A3-01-00-611C

Name and Address of Owner: GARY L. WILLIAMS  
8 MINSCHWCT., CAPE CHARLES, VA 23310

Address of Subject Property: 309 MASON AVE Date Built: UNK (?)

Description of Structure: GUTTED BRICK BLDG.

Description of Work to be Done: Complete remodel of interior & add bldg ext.

Bldg Permit	Date Applied For	Description of Work/Cost	Date Permit Approved
<u>PB130100</u>	<u>10-15-13</u>		<u>11-7-13</u>

Date rehabilitation work to begin: NOV 2014 Estimated completion date: 4-30-14 (EST)  
7-5-14 (ACTUAL)  
Estimated Cost of Rehabilitation: \$ 1,14,000.00

**IMPORTANT:** Do not begin rehabilitation work until you have received written notification from the Commissioner of the Revenue that the County has inspected and photographed the qualifying structure and made an assessment of the buildings value prior to rehabilitation. Determination of qualification for partial tax exemption for rehabilitated structures is not made until the construction is substantially complete. Owner must show proof of age of structure with this initial application. Owner must submit with this application the previous three years income and expense statements. See Code of VA 58.1-3294.

I hereby request partial exemption from real estate taxes for qualifying property to be rehabilitated as provided by Town of Cape Charles' Ordinance.

I understand that a qualifying commercial/industrial structure must be at least twenty (20) years old as of the date of this initial application or fifteen (15) years of age if the structure is located in an area designated as an enterprise zone by the Commonwealth of Virginia and that the reassessed value after rehabilitation must be 60 percent or more than the original assessment. Work must be completed within two (2) years from date of this application. Such exemption shall run with the real estate for a period of ten (10) years.

I certify that the statements contained in this application are true and correct to the best of my knowledge. I acknowledge receiving a copy of the Town of Cape Charles' Ordinance with this application. I certify that I am the owner or have the authority of the owner to make this application.

Date: 11-21-14 Owner's or Agent's Signature: Gary L. Williams

Telephone Day: (757) 695-3829 Fax:

Telephone Evening: (757) 695-3829 E-Mail: gwilliams50@gmail.com

Northampton County

# APPLICATION FOR PARTIAL TAX EXEMPTION FOR REHABILITATED STRUCTURES

CIRCLE ONE

RESIDENTIAL

COMMERCIAL/INDUSTRIAL

Application Date \_\_\_\_\_ Tax Map Number \_\_\_\_\_

Name & Address of Owner: GARY L. WILLIAMS

8 MINCHEW CT., CAPE CHARLES, VA 23310

Address of Subject Property: 309 MASON AVE., CAPE CHARLES, VA 23310

Description of Structure: 2 GUTTED BRICK BLDG.

Description of Work To Be Done: REMODEL INTERIOR & ADD BLDG. EXTENSION.

Bldg. Permit #	Date Applied For	Cost of Work	Date Permit Approved
<u>083A-T600-003</u>	<u>10-15-13</u>	<u>\$114,000<sup>00</sup></u>	<u>11-7-13</u>

Date rehabilitation to begin \_\_\_\_\_ Estimated completion date APRIL 2014

Estimated Cost of Rehabilitation \$114,000<sup>00</sup>

**IMPORTANT DO NOT** begin rehabilitation work until you have received written notification from the Commissioner of the Revenue that the County has inspected and photographed the qualifying structure and made an assessment, in writing, of the building value prior to rehabilitation. Determination of qualification for partial tax exemption for rehabilitated structure is not made until the construction is complete. Owner must show proof of age of structure with this initial application. Owner must submit with this application the previous three years income and expense statements (commercial/industrial properties)> See Code of Virginia 58.1 - 3294.

I hereby request partial exemption from real estate taxes for qualifying property to be rehabilitated as provided by Northampton County Ordinance.

I understand that a qualifying commercial/industrial must be at least twenty (20) years old as of the date of this initial application or fifteen (15) years of age if the structure is located in a area designated as an enterprise zone by the Commonwealth of Virginia. Residential structures must be at least fifteen (15) years old as of the date of this initial application. The reassess value after rehabilitation must be 60% more than the original assessment. Work must be completed within two (2) years from the date of completion of this application. Such exemption shall run with the real estate for a period of ten (10) years.

I certify that the statements contained in this application are true and correct to the best of my knowledge. I acknowledge receiving a copy of the Northampton County Ordinance with this application. I certify that I am the owner or have the authority of the owner to make this application.

Date: 11/7/13 Owner or Agent Gary L. Williams

Telephone: Day (257) 695-3829 FAX \_\_\_\_\_

Evening (257) 695-3829 e-mail gwilliams50@gmail.com



# Town of Cape Charles

# Building

## Permit No: PB130100

Building Department

2 Plum Street

Cape Charles, VA 23310

Phone: (757) 331 3259

Fax: (757) 331 4820

### 309 Mason Avenue

Location

083A-T000-0030

Issued: 11/07/13

Zoning: Sec. No.

**PLEASE CALL (757) 331-2176**

**FOR AN INSPECTION 24 HOURS IN ADVANCE**

Gary & Christine Williams

Owner

8 Minchew Court

Cape Charles

VA 23310

Q S, LLC

Contractor

P.O. Box 2020

Ph# (757) 615 0355

Cheriton

VA 23316

**Work Description:** Commercial Alteration & Addition

**Stipulations:**

**Expiration Date: 05/06/2014**

### Inspection Requirements

Footer (Prior to concrete)

Foundation Walls

Slab (Prior to pour) Include Electrical & Plumbing

Sheathing (Walls & Roof nailing patterns)

Rough Electrical

Rough Plumbing (includes pressure tests)

Rough Mechanical

Insulation (after framing approval)

Framing (after elec & plumb & mech approval)

Final (All categories)

**Mechanic's Lien Agent:**

**Building Official**

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that this permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code.

I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Virginia and Cape Charles. All information on the permit application is accurate to the best of my knowledge.

**Payment of permit fee constitutes acceptance of the above terms.**

**NORTHAMPTON COUNTY  
CHANGE OF ASSESSMENT NOTICE  
FOR TAX YEAR 2013**

WILLIAMS, GARY L & CHRISTINE L

8 MINCHEW CT

CAPE CHARLES

VA 23310-2355

District/Town CAPE CHARLES

Map Number: 083A3 - 01 - 00 - 611C

Parcel Record: 11396

Permit Number:

**THIS IS NOT A BILL**

DUE TO THE REASON OR REASONS CHECKED BELOW. YOUR REAL ESTATE IN NORTHAMPTON COUNTY HAS BEEN REASSESSED AS PRESCRIBED BY LAW, CODE OF VIRGINIA 58.1-3281

- CONSTRUCTION OF NEW BUILDING
- IMPROVEMENT OR ADDITION TO EXISTING BUILDING
- SUB-DIVISION OF LAND
- REZONING
- DESTRUCTION OR REMOVAL OF IMPROVEMENTS

OTHER

	PREVIOUS ASSESSMENT	NEW ASSESSMENT
LAND	33,000	33,000
IMPROVEMENTS	35,700	88,100
TOTAL ASSESSMENT	68,700	121,100

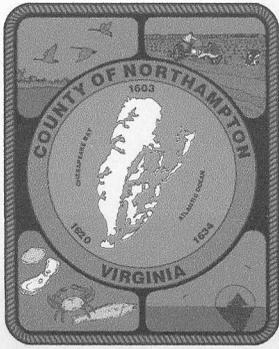
ALL REQUESTS FOR REDUCTION IN THE ASSESSMENT MUST CONTEND THAT THE REAL ESATE IS ASSESSED IN EXCESS OF FAIR MARKE' VALUE, OR IS NOT ASSESSED UNIFORMLY WITH OTHER SIMILAR REAL ESTATE WITHIN THE COUNTY.

IF YOU HAVE ANY QUESTIONS REGARDING THE NEW ASSESSMENT, PLEASE CALL 757-678-0446 OR VIST MY OFFICE ON OR BEFORE 10/09/2014

ANNE G. SAYERS, MCO  
COMMISSIONER OF REVENUE  
PO BOX 65  
EASTVILLE VA 23347

ASAYERS@CO.NORTHAMPTON.VA.US

PURSUANT TO SECTION 58.1 3330 OF THE CODE OF VIRGINIA AS AMENDED, ANY PERSON, FIRM OR CORPORATION, WHO RECEIVED TAX BILLS ON BEHALF OF THE OWNERS OF REAL PROPERTY, SHALL TRANSMIT THIS NOTICE TO THE OWNERS, IF THAT ADDRESS BE KNOWN, IMMEDIATELY.



ANNE G. SAYERS  
COMMISSIONER OF THE REVENUE  
NORTHAMPTON COUNTY

P O BOX 65  
EASTVILLE VA 23347  
757 678-0446  
asayers@co.northampton.va.us

To: Gary L & Christine L Williams

From: Anne G. Sayers, MCOR *maps*

Subject: Assessment after rehabilitation  
Tax Map Number 083A3-01-00-611C

Date: June 27, 2014

In accordance with Northampton County's Ordinance "Real Estate Tax Exemption for Rehabilitated Structure", the assessed value of the qualified structure on the above subject property after rehabilitation has been set at \$88,000.00. NOTE: Cost of construction does not necessarily equal the increase in market value. The base assessed value prior to the rehabilitation was set at \$15,500.00. This represents an increase in assessed value which exceeds the 60 percent requirement. This meets (x), does not meet ( ), the qualification requirement of and increase in assessment of at least 60 percent.

You have five (5) working days from the date of this notice to challenge the assessment.

By requesting the Commissioner of the Revenue's Office of Real Estate Assessment to reconsider the after rehabilitation valuation. Any assessment not so challenged shall be deemed to be correct. Any reconsideration of the assessment shall be deemed final.

 <b>TOWN OF CAPE CHARLES</b>	<b>AGENDA TITLE:</b> Payment of insurance proceeds.		<b>AGENDA DATE:</b> July 16, 2015
	<b>SUBJECT/PROPOSAL/REQUEST:</b> Appropriate funds and amend budget for contractually required payment.		<b>ITEM NUMBER:</b> 7C
	<b>ATTACHMENTS:</b> None.		<b>FOR COUNCIL:</b> Action (X) Information ( )
	<b>STAFF CONTACT (s):</b> Bob Panek, Asst. Town Manager	<b>REVIEWED BY:</b> Brent Manuel, Town Manager	

**BACKGROUND:**

The Town entered into a contract with Echelon Resources, Inc., dated June 28, 2014, for the sale, historic rehabilitation and redevelopment of the former Cape Charles School property into rental apartments. Paragraph 15.C. of the contract specifies that the Town "...shall pay to Purchaser to be applied toward Purchaser's Project expenses the amount of insurance proceeds received by Seller in connection with earthquake damage sustained by the Property on or about August 23, 2011." Insurance proceeds in the amount of \$41,073.91 were received in FY 2012 and deposited to the General Fund. As allowed, the contract was subsequently assigned by Echelon Resources to Charon Ventures, LLC.

Completion of the project was initially projected for June 2015. The insurance proceeds were in the General Fund Balance but the expenditure was not included in the FY 2015 budget because of construction schedule uncertainty. Council appropriated the funds and amended the FY 2015 budget at the April 16, 2015 meeting to pay the above amount to Charon Ventures.

**DISCUSSION:**

The construction schedule has extended beyond the end of FY 2015 and the developer has informed staff that the project will be ready for a certificate of occupancy within two to three weeks. At that time, the developer will pay the town about \$60K in water and sewer connection charges and the town needs to pay the above amount to Charon Ventures. Since FY 2016 started July 1<sup>st</sup>, Council will need to appropriate the funds again and amend the FY 2016 budget so that this contractually required payment may be made.

**RECOMMENDATION:**

Staff recommends a motion to appropriate \$41,073.91 and amend the FY 2016 budget for this purpose.

 <p><b>TOWN OF CAPE CHARLES</b></p>	<b>AGENDA TITLE:</b> Application for Harbor Development Certificate 300 Mason Avenue		<b>AGENDA DATE:</b> July 16, 2015
	<b>SUBJECT/PROPOSAL/REQUEST:</b> Consideration of application for Harbor Development Certificate		<b>ITEM NUMBER:</b> 7D
	<b>ATTACHMENTS:</b> Site plan and elevation drawings, photos		<b>FOR COUNCIL:</b> Action ( x ) Information ( )
	<b>STAFF CONTACT (s):</b> Larry DiRe	<b>REVIEWED BY:</b> Brent Manuel, Town Manager	

**BACKGROUND:**

On Monday April 20, 2015 the Harbor Area Review Board (HARB) met to consider two applications for Harbor Development Certificate. Besides approving the agenda format and the January 2, 2014 meeting minutes, these applications were the only business for the Board.

The owner applied for a review by the HARB for new construction of a mixed use commercial\residential development at the address cited above. The property owner has already appeared before the Board of Zoning Appeals (BZA) on April 14, 2014 and received four variances. In addition, a demolition permit was approved on December 12, 2014 and that work has been completed.

The applicant was questioned about the requirement to bury underground utility connection into the building. Applicant responded that utility connections will be underground and all mechanical equipment will be located on the roof and not visible from street view. The applicant was questioned about the wall materials and responded that “colonial style heavy brick” would be used. This is to give the building the appearance of an old warehouse. The Harbor Area Design Guidelines specify the materials that can be used (page 33). Next, the question of roof sloping was raised. Applicant further stated that the façade was broken up by setbacks, recessed terraces and cantilevered balconies. The applicant reported that sloped roof sections and the parapet walls extending past the roof line were added to comply with the Design Guidelines (page 33). The HARB unanimously recommended approval of the application.

Staff brought the Harbor Area Review Board’s recommendation for approval of a Harbor Development Certificate to Council on May 14<sup>th</sup> for Council action. At that time the Council denied the request for the following reasons: i) The plans showed the property being purchased by the Town as a “future phase”; ii) The proposed roof line was out of character with the surrounding buildings; iii) The materials need to be labeled on the drawings; iv) The lower balconies should be removed since they only appeared to be about 4’ off the ground and the exposed area beneath needed to be enclosed; v) It appeared that some of the windows shown on plan SD-2 were below floor level; vi) The drawings needed to show the locations of the mechanical equipment on the roof and the equipment needed to be screened; vii) The site plan did not appear to be in conformance with the guidelines; and viii) The plans (SD-2) needed to show which areas were residential and which were commercial.

During the week of July 6<sup>th</sup> the property owner submitted new plans and photographs addressing the eight points raised by Council in May. In addition, the property owner has submitted a survey plat showing the parcel for subdivision, which is planned for a town-owned public plaza (Town Council meeting February 18, 2015 as part of the Fiscal Year 2015 budget re-allocation).

**ITEM SPECIFICS:**

- i) *The plans showed the property being purchased by the Town as a “future phase”;* Property owner has submitted survey plat showing a 7,350 square foot parcel to be conveyed to the Town of Cape Charles. Submitted cover sheet now shows “future public plaza” for the area previously identified as “future phase.”

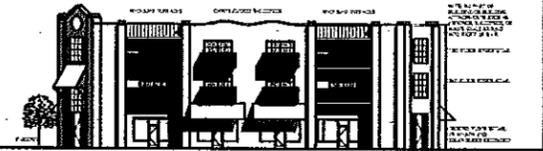
- ii) *The proposed roof line was out of character with the surrounding buildings; Property owner has submitted photographs of local commercial buildings with similar rooflines.*
- iii) *The materials need to be labeled on the drawings; Sheets A6 and A7 show the following narrative note, “Brick on block construction all around.”*
- iv) *The lower balconies should be removed since they only appeared to be about 4’ off the ground and the exposed area beneath needed to be enclosed;*
- v) *It appeared that some of the windows shown on plan SD-2 were below floor level; Sheet A7 shows the unaligned windows as the stairwell, with those window bottoms approximately one and one-half feet above stairwell landings on the second and third floors.*
- vi) *The drawings needed to show the locations of the mechanical equipment on the roof and the equipment needed to be screened; Sheet A5 shows the location of the HVAC equipment on the roof. Property owner states that the HVAC units will be located in center of building and will not be seen from the street.*
- vii) *The site plan did not appear to be in conformance with the guidelines; New site plan sheet submitted with narrative note “No part of building or building attachments such as awnings, balconies, or roofs shall extend into right of way.”*
- viii) *The plans (SD-2) needed to show which areas were residential and which were commercial. Sheet A2 shows the retail and residential uses on the First Floor. Sheet A6 shows the narrative note “Ground floor retail on Mason and Strawberry extended.” Sheet A7 shows the narrative note “Retail store fronts on Strawberry Street.”*

**RECOMMENDATION:**

After reviewing the attachments and following Town Council discussion, if deemed appropriate, approve a Harbor Development Certificate for 300 Mason Avenue.

# 300 MASON AVENUE

## 300 MASON AVENUE CAPE CHARLES, VA



- 1.1 DESCRIPTION OF THE PROJECT AND ARCHITECTURAL CONCEPT**  
 A. This project consists of the construction of a new 3 story Masonry multi-use structure in the Town of Cape Charles, VA Harbor District. The building has retail spaces on the first floor facing Mason Avenue and Strawberry street and the remainder is residential 1 bedroom units for sale as condominium units. The building design is based on a combination of existing Cape Charles masonry structures as well as the original industrial character of the old rail and harbor. There were many railroad related structures, the Museum is the only remaining building of that type.
- 1.2 PROJECT SEQUENCE AND CONSTRUCTION LIMITS**  
 A. The project shall be limited to area shown on plans. Contractor shall comply with all applicable codes and ordinances.
- 1.3 SCOPE OF WORK**  
 A. The scope of the project is shown and described in as great a detail as is practicable in the drawings and these specifications.  
 B. It is the intention of these drawings and specifications that all labor and materials required for this project whether or not specifically shown or specified shall be furnished and installed so that the new residence when turned over to the Owner will be ready for continuous and satisfactory occupancy.  
 C. The Contractor is invited to make suggestions and recommendations about different methods of accomplishing the work. The Contractor is responsible for getting to the Architect and Owner's attention work not specifically called for which, in his opinion should be considered at this time.  
 D. In general, written dimensions take precedence over scaled dimensions. Any discrepancies in the plans shall be brought to the Architect's attention and resolved prior to construction.
- 1.4 EXAMINATION OF SITE**  
 A. The Contractor shall be responsible for examining the site. The determination of the soil, underground conditions, water, access, utilities and other conditions not otherwise indicated in the contract documents, but affecting the execution of the agreement is the responsibility of the Contractor.
- 1.5 APPROVED EQUALS AND SUBSTITUTES**  
 A. Specified manufacturers shall be considered the standard for items called for. Equals will be considered by the Architect upon submission of substitute manufacturer's literature, specifications and samples if required.
- 1.6 DELIVERY, STORAGE AND HANDLING OF MATERIALS**  
 A. Materials shall be stored and handled with appropriate protection and care to prevent damage. Damaged materials shall not be installed if the damage is objectionable aesthetically, structurally or functionally.  
 B. Contractor shall be responsible for the ordering and delivery of materials so as not to impede the progress of the project.
- 1.7 INSTALLATION AND FINISHING OF MATERIALS**  
 A. Installation and finishing of materials shall be as recommended and specified by the manufacturer, whether or not the procedures are detailed in these specifications.
- 1.8 PROTECTION**  
 A. Adjacent property:  
 Contractor shall take all reasonable precautions to protect adjacent properties from damage due to this project. Contractor shall be responsible for repair and settlement of any such damage.  
 B. This property:  
 Contractor shall take all reasonable precautions to protect this site from damage and loss due to work performed under this contract. Contractor shall be responsible for repair and or replacement of any such damage.
- 1.9 SITE MAINTENANCE**  
 A. During construction, the Contractor shall keep the area free from excess trash and shall maintain the area as neatly as possible for safety, health and appearance.  
 B. Upon completion the Contractor shall clean the premises thoroughly, removing all construction debris, dust, brown and or vacuum etc. Wash all glass and appropriate surfaces.
- 1.10 SITE SAFETY AND FIRE PROTECTION**  
 A. Job safety is the sole responsibility of the Contractor and he shall conform to the safety requirements of all applicable authorities.
- 1.11 GUARANTEES**  
 A. The Contractor shall guarantee his workmanship and the workmanship of the subcontractors for a period of one (1) year after the project is completed.  
 B. The Contractor shall provide the new owner all guarantees and warranties provided by the several manufactures.
- 1.12 TEMPORARY FACILITIES**  
 A. Structure:  
 The Contractor shall provide sufficiently safe ramps, scaffolds, hoists, shoring, and guards as required to accomplish the work in this contract.  
 B. Temporary Utilities:  
 1. Heat - provide safe temporary heat as required for the work of the various trades, ventilation for human safety and proper drying.  
 2. Electricity and Water - Contractor shall coordinate with power company for temporary services as required.  
 3. Toilet - Contractor shall provide temporary facilities.
- 1.13 REGULATIONS AND PERMITS**  
 A. All work shall be in conformance with the regulations of all authorities having jurisdiction.  
 B. Contractor shall obtain and pay for all required permits. Contractor shall obtain and pay for all required inspections.

**Division 2 - Site Work**

- 1.1 EARTHWORK**  
 (Earthwork consists of excavating, filling, grading and seeding)  
 A. Excavation  
 1. Excavate to elevations, and dimensions indicated and normal practice dictates.  
 2. Remove topsoil from areas to be excavated and stock pile for future use.  
 3. If suitable bearing is not encountered at the depths indicated for foundations, the contractor shall immediately notify the Architect. He shall not proceed further until correct bearing is determined.  
 4. Contractor shall control the grading around the building so that ground is pitched to keep water from running into excavations. Maintain all trenches and pits where footings are to be placed free of water. Provide pumping necessary to keep excavated areas free of water during construction.  
 5. Where soil conditions permit, footing trenches may be excavated to the exact dimensions of the concrete and side forms omitted. Place footings and foundations on undisturbed and firm earth. Fill with concrete any excess cut under footings and foundations.  
 B. Filling  
 1. Remove from areas to be filled all debris subject to termite attack, rot, or corrosion and all discarded construction material such as blocks, concrete, or mortar.  
 2. Excavated material that is suitable may be used for fill and backfill, as required. All surplus excavated material not required for grading etc. shall be removed from the site.  
 3. Fill and backfill shall be compacted to a dry density of at least 95% of the modified Proctor maximum dry density (ASTM C-1557)  
 4. The compaction shall be accomplished by placing the fill in essentially level lifts of not more than 8" and mechanically compacting each lift to at least specified dry density.  
 C. Grading  
 1. Do all filling, compacting of fills and rough grading required to bring the areas outside and inside the building to subgrade for finish grades as shown.  
 2. Finish grading of all areas where work is to be performed, including excavated and fill sections and adjacent transition areas shall be necessary smooth, compacted and free from irregular surface change and free of debris.  
 3. Finish grading around structures shall pitch away from structures, arcways, etc.  
 4. Seeding and planting by others.
- 1.2 PAVING MATERIALS**  
 A. Repair or replace and install walks per town requirements and as shown.

**Division 3 - Concrete - See structural drawings**

- 1.1 FOOTINGS**  
 A. Concrete shall have 28 day strength of 3000 psi.  
 B. Assumed foundation pressure is 2000 psi. Contractor shall inform the Architect if there is any reason to doubt the soil bearing capacity.  
 C. Footings shall be placed on undisturbed soil or compacted fill no less than 2'-0" below finish grade.  
 D. Any fill material shall be free of organic or deleterious substances, rock, ice, or lumps larger than 8".
- 1.2 CONCRETE**  
 A. All concrete work including reinforcing materials and details, mixing placing and curing shall conform to ACI-318-77, and building code requirements for reinforced concrete.  
 B. Do not coat any Aluminum conduit or inserts in concrete. Cast concrete only against the surface of aluminum forms which have a protective bituminous coating.  
 C. Products  
 1. Cement - Portland cement, fresh stock, conforming to ASTM C150-78, Type 1.  
 2. Fine aggregate - clean, hard, washed natural sand conforming to ASTM C 40-78.  
 3. Coarse aggregate - ASTM C33-78c.  
 4. Water-reducer - fresh, free from harmful matter. All concrete shall be ready mixed in accordance with ASTM C94-78a.  
 5. Mix for grout and grout shall be one (1) part Portland cement and two (2) parts sand.  
 6. Follow recommendation procedures of ACI 304-73 for placing concrete.

- 1.3 CONCRETE REINFORCING - See structural drawings**  
 A. Concrete reinforcing shall conform to ASTM A615-78 and shall be manufactured from new billet steel, clean and free from rust.  
 B. Welded wire fabric shall conform to ASTM A 185-79.  
 C. Floor reinforcing generally in forms in secure and substantial manner in accordance with CRSI publication "Forming Reinforcing Bars", latest edition and to conform to code requirements.  
 D. Securely space and hold reinforcing and dowels with required ties, clips, and accessories to prevent displacement before and during concrete placement.  
 E. Protect reinforcing by thickness of concrete recommended in ACI 318-77.  
 F. Bending and tying of reinforcing bars shall be as per ACI 318-77.  
 G. Install wire fabric in lengths as long as possible. Lap adjoining edges and ends at least one full mesh, lace splices with 18 gauge wire.  
 H. Where drawings indicate continuous reinforcing bars, lap corners and splices a minimum of 36 bar diameters and tie lightly with wire.

**Division 4 - Masonry - See structural drawings**

- 1.1 CONCRETE MASONRY UNITS AND REINFORCING**  
 A. Provide all concrete block for foundation.  
 B. Provide concrete footings as shown.  
 C. Block to conform to ASTM C-90  
 D. Provide type M mortar below grade ASTM 270  
 E. Provide horizontal reinforcing, brick ties and expansion joints as shown and specified.  
 F. Brick exterior through out to be as selected, mortar color and profile to be as selected.

**Division 5 - Wood and Plastics**

- 1.1 ROUGH CARPENTRY**  
 A. All lumber shall conform to American Soft Wood Lumber Standard PS-20-70, ASTM D 245 and shall grade rules and shall bear the grade mark of National Forest Product Association approved agency.  
 B. All lumber shall be S4S, surfaced four sides, unless otherwise noted.  
 C. Moisture content of lumber 2" or less in thickness shall be 19% or less at time of delivery.  
 D. Roof and wall framing shall be adequately braced against lateral and other forces during construction.  
 E. Unless otherwise shown, all structures shall comply with International residential code as a minimum for all timber connections.  
 F. Framing lumber including roof sheathing to be in accordance with the standards and specifications of the American Institute of Timber Construction. AITC framing lumber shall be as follows:  
 1. minimum bending stress shall be 1200 psi  
 2. light framing #2  
 3. plates, blocking and nailers #2  
 4. studs, load and non-loadbearing #2  
 5. 2x4 and wider plates, blocking and nailers #2  
 6. posts and columns #2  
 7. boards - suitable for intended use by normal carpentry standards.  
 G. Treated lumber:  
 All wood used in contact with concrete or masonry, below grade or embedded therein and where indicated on the drawings shall be treated on all surfaces, including field cuts with Wolman C24 wood preservative and shall bear the trade mark "Koppers" by Koppers Co. Inc., or equal.  
 H. Provide structural connections by TEO, or Simpson Strongtie or equal. Provide hurricane ties at each rafter. Joist hangers, post bases etc. shall be size and type as required for the application.
- 1.2 FINISH CARPENTRY**  
 A. Interior wood work for paint finish  
 B. All exterior trim to be white cellular dimensional PVC as shown or equal.

**Division 7 - Thermal and Moisture Protection**

- 1.1 GENERAL**  
 A. It is the intention of this project to create water and air tight building envelope. The following special considerations shall be made:  
 1. Seal foundation walls as per manufacturer direction and at openings created by incoming or outgoing services. Insulate basement wall space.  
 2. Insulation in exterior walls shall run behind electrical boxes, piping, etc. for a continuous barrier and shall have vapor barrier.  
 3. Provide tyvek building wrap or equal on plywood siding, typical.  
 4. All walls around windows and doors shall be filled.
- 1.2 FLASHING**  
 A. Provide through wall flashing at all windows, doors, top of masonry walls, and at base of walls.
- 1.3 INSULATION**  
 A. All materials shall be Owens Corning or equal. Always install with vapor barrier toward the warm (heated) side. Install in accordance with manufacturers specifications.  
 B. Schedule  
 1. In exterior walls & floors R-19 min. batt with vapor barrier.  
 2. In ceiling/attic 10" R-38 min. batt with vapor barrier.  
 3. In interior walls at bedrooms and bedrooms, unfaced-sound attenuation blankets, 3 1/2" typical.
- 1.4 GULCHES**  
 A. Primer, joint filler, and caulk shall be of type, material and color appropriate to the installation.  
 B. Follow manufacturers recommendations and specifications in regard to use of primers and surface conditions, required for optimum adhesion and water resistant conditions.  
 C. Caulk of all windows and doors, joints, dissimilar materials and elsewhere to create a watertight condition.  
 D. Caulk joints immediately to ensure maximum contact between caulk and substrate.  
 E. Caulking shall have a smooth even appearance and finish.
- 1.5 ROOFING**  
 A. Provide aluminum standing seam .75" standing seam of 16" on center metal roofing.  
 Provide concealed metal fasteners and edge on terrace roofs as shown.  
 Provide EPDM membrane at all other areas.  
 Provide gutters and leaders as shown.

**Division 8 - Doors and Windows**

- 1.1 DOORS**  
 A. Interior doors to be flush panel hard wood as selected. See schedule.  
 B. Exterior doors to be as selected. See schedule. DP 35 min
- 1.2 FINISH HARDWARE**  
 A. Owner to select from standard hardware for exterior doors and windows.  
 B. Provide appropriate interior hardware as selected.
- 1.3 WINDOWS AND UNIT**  
 A. Windows as selected. See schedule. Install per manufacturers recommendations. DP 35 min  
 B. Provide roof vents as shown on the new roof.

**Division 9 - Finishes**

- 1.1 GYPSUM WALL BOARD**  
 A. Gypsum wall board to be manufactured by US Gypsum or equal.  
 B. Regular wall board to be 1/2" thick by 48" wide with tapered edges by the longest practicable length to minimize joints. Use WR or green board in damp locations. Wonderboard or equal at wet locations behind tile or marble.  
 C. Trim accessories - Corner bead - USG  
 D. Joint treatment  
 Tape and compound shall be by same manufacturer as the board.  
 Products shall conform to ASTM C474 and 0745.  
 E. Fasteners  
 Nails and or screws used for fastening board shall be of size, type and spacing recommended by the manufacturer for the specific location and use.  
 F. Installation  
 Installer shall inspect all parts of the supporting structure and notify contractor or correct any condition detrimental to the application.  
 Follow manufacturers recommendation and specification for installation and trim.  
 All joints shall be sanded smooth and finish work shall appear monolithic and be cleaned prior to painting. Any remaining of joints or nail pops shall be repaired to the satisfaction of the Owner.  
 G. Provide 5/8" type-X fire rated as noted.

**1.2 PAINTING**

- A. Contractor shall supply the Owner with color selection for the paint to be used. Acceptable manufacturers are:  
 - Sherwin Williams  
 - Benjamin Moore  
 - Martin Sencor  
 - Sherwin Williams or equal  
 B. No painting shall be done when the temperature is below 50 degrees.  
 C. Contractor shall take all necessary precautions to protect other work already installed.  
 D. All painted surfaces to be smooth, free of dirt, oil, wax, and dust.  
 E. All materials used for painting and resultant debris shall be removed from the site. Provide owner with paint for touch ups.  
 F. Contractor shall touch up the work, clean all splatters, glass, mirrors etc. for a first class product.  
 G. Schedule  
 Interior  
 Gypsum board - 1 coat primer  
 2 coats latex flat  
 Gypsum board-bathroom 1 coat oil base primer  
 2 coats semi gloss oil base  
 Wood work 1 coat oil base primer  
 2 coats semi gloss oil base  
 Exterior 2 coats exterior latex (or factory finish) (back prime of exterior finish wood trim) trim to receive 1 coat primer and 2 coats semi gloss oil base.  
 Floor 1 coat sealer  
 2 coats polyurethane semi gloss. follow manufacturer's direction for stone or ceramic tile selected.

**1.3 CERAMIC TILE and MARBLE**

- A. See drawings for locations.  
 B. Provide Wonderboard or equal backing for all ceramic or marble.

**1.4 FLOORING**

- A. Flooring to be red oak through out unless otherwise noted.

**Division 10 - Specialties**

- 1.1 BATHROOM ACCESSORIES**  
 A. Provide all bathroom fittings, fixtures and accessories see interior elevations.

**Division 11 - Equipment**

- A. Provide all appliances, coordinate with cabinets.

**Division 15/16 Mechanical / Electrical**

- 1.1 GENERAL NOTES**  
 A. These notes and requirements govern the work of the mechanical and electrical divisions.  
 B. Architectural drawings indicate wiring and HVAC for guidance only. Contractors are responsible for code conforming installation. Coordinate work with local cable TV, telephone company, LAL, and owner for installation and final location.  
 C. Provide 3 zone HVAC.
- 1.2 PERMITS, FEES, AND COPIES**  
 A. The Contractor shall obtain and pay for all permits and inspections required and all fees required by any local authority or utility for connections or changes to their equipment which may be required by work under this contract.  
 B. Work shall conform to all applicable codes, ordinances and regulations.  
 C. Contractors shall be licensed.  
 D. Contractors shall be responsible for design and installation of their work. All work to conform to current standards applicable.
- 1.3 WORKMANSHIP**  
 A. All materials and equipment shall be installed in a first class workman like manner and in compliance with the best methods and practices.  
 B. No beams, columns, structural members, etc. shall be cut for the passage of piping, ducts, conduits, etc. without consultation with Architect.  
 C. All wiring, ducts, etc. shall be run concealed.

**INDEX TO DRAWINGS:**

- C-1 COVER SHEET - SURVEY AND NOTES
- SP SITE PLAN
- A-1 FOUNDATION PLAN & DETAILS
- A-2 1ST FLOOR PLAN & DETAILS
- A-3 2ND FLOOR PLAN & DETAILS
- A-4 3RD FLOOR PLAN & DETAILS
- A-5 ROOF PLAN & DETAILS
- A-6 ELEVATIONS
- A-7 ELEVATIONS
- A-8 TRANSVERSE BUILDING & WALL SECTIONS
- A-9 LONGITUDINAL BUILDING SECTIONS
- A-10 LOBBY PLAN, STAIR & ELEVATOR DETAILS
- A-11 LOBBY SECTION, DETAILS & SIGHT ANGLE STUDY

**CODE & ZONING NOTES**

CAPE CHARLES HARBOR ZONING DISTRICT  
 THIS DESIGN CONFORMS TO JBC 2009  
 10588 GROSS TOTAL SF / FLOOR, 31,764 GROSS FOR 3 FLRS

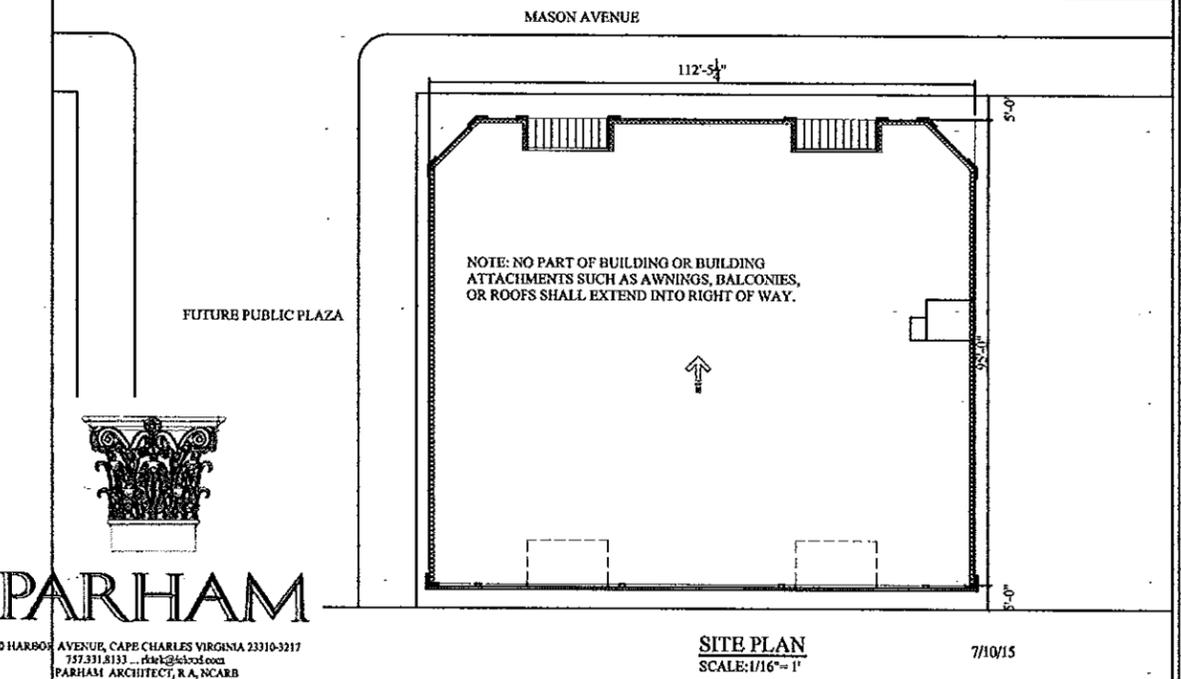
USE:  
 FIRST FLOOR- RESIDENTIAL R-2 4,572 GROSS SF  
 3 OR 4 UNITS  
 RETAIL M OR B 5,098 GROSS SF

SECOND FLOOR RESIDENTIAL R-2 10,061 GROSS SF  
 8 UNITS  
 THIRD FLOOR RESIDENTIAL R-2 10,061 GROSS SF  
 8 UNITS

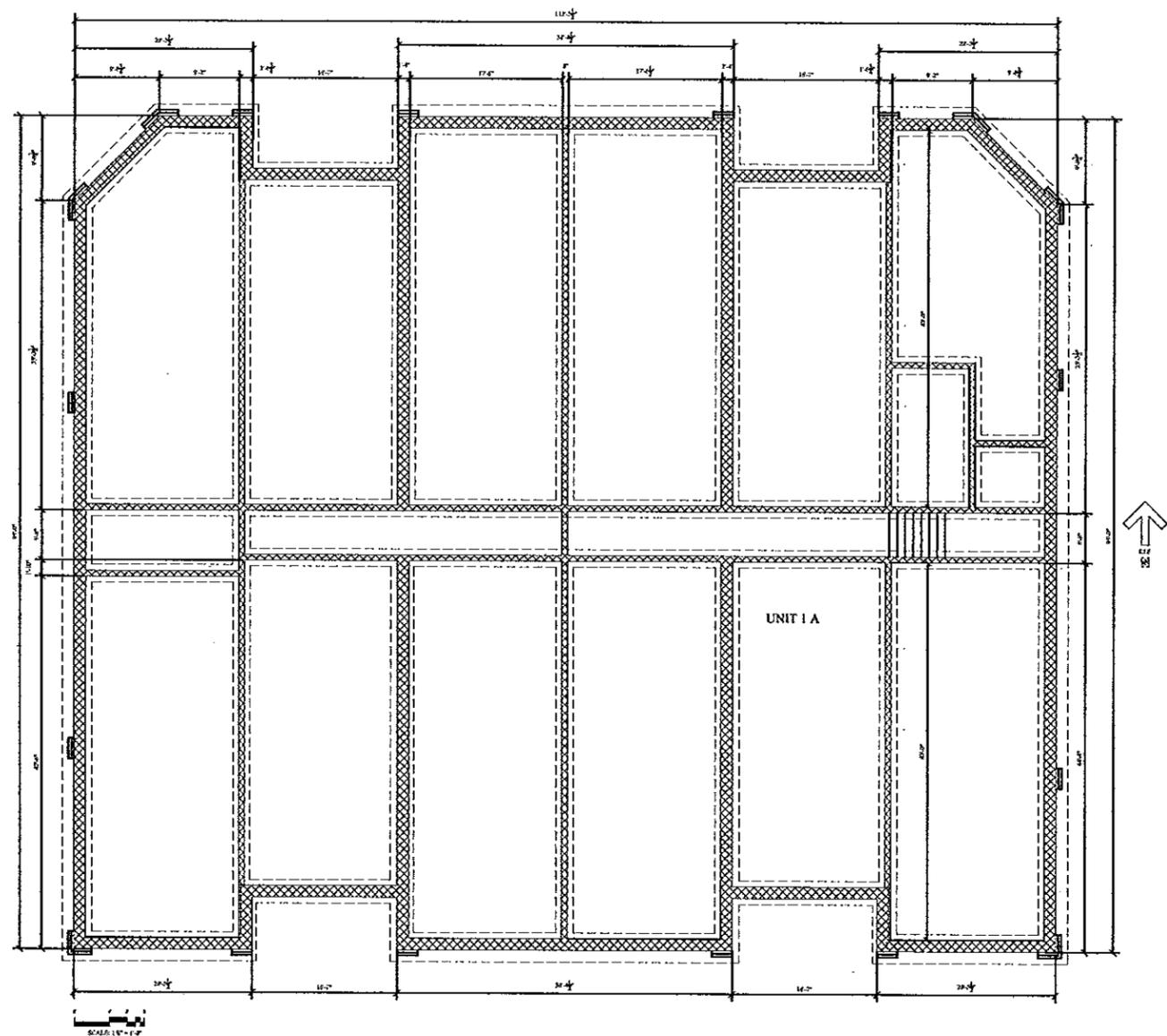
TOTAL R-2 24,694 SF  
 TOTAL M-B 5,098 SF

ACTUAL R-2 OCCUPANT LOAD: RESIDENTIAL  
 FIRST FLOOR 7  
 SECOND FLOOR 19  
 THIRD FLOOR 19  
 TOTAL 45

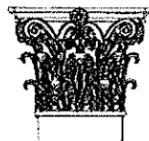
THIS STRUCTURE IS DESIGNED FOR 110 MPH  
 WIND EXPOSURE C PER ASE 7-05 MIN.  
 LOADS FOR BUILDING AND OTHER STRUCTURES



**PARHAM**  
 510 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23310-3217  
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 PARHAM ARCHITECT, R.A., NCARB



FOUNDATION PLAN

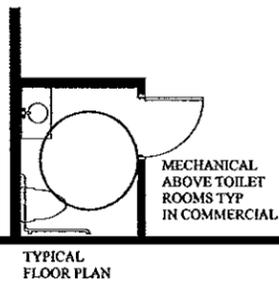
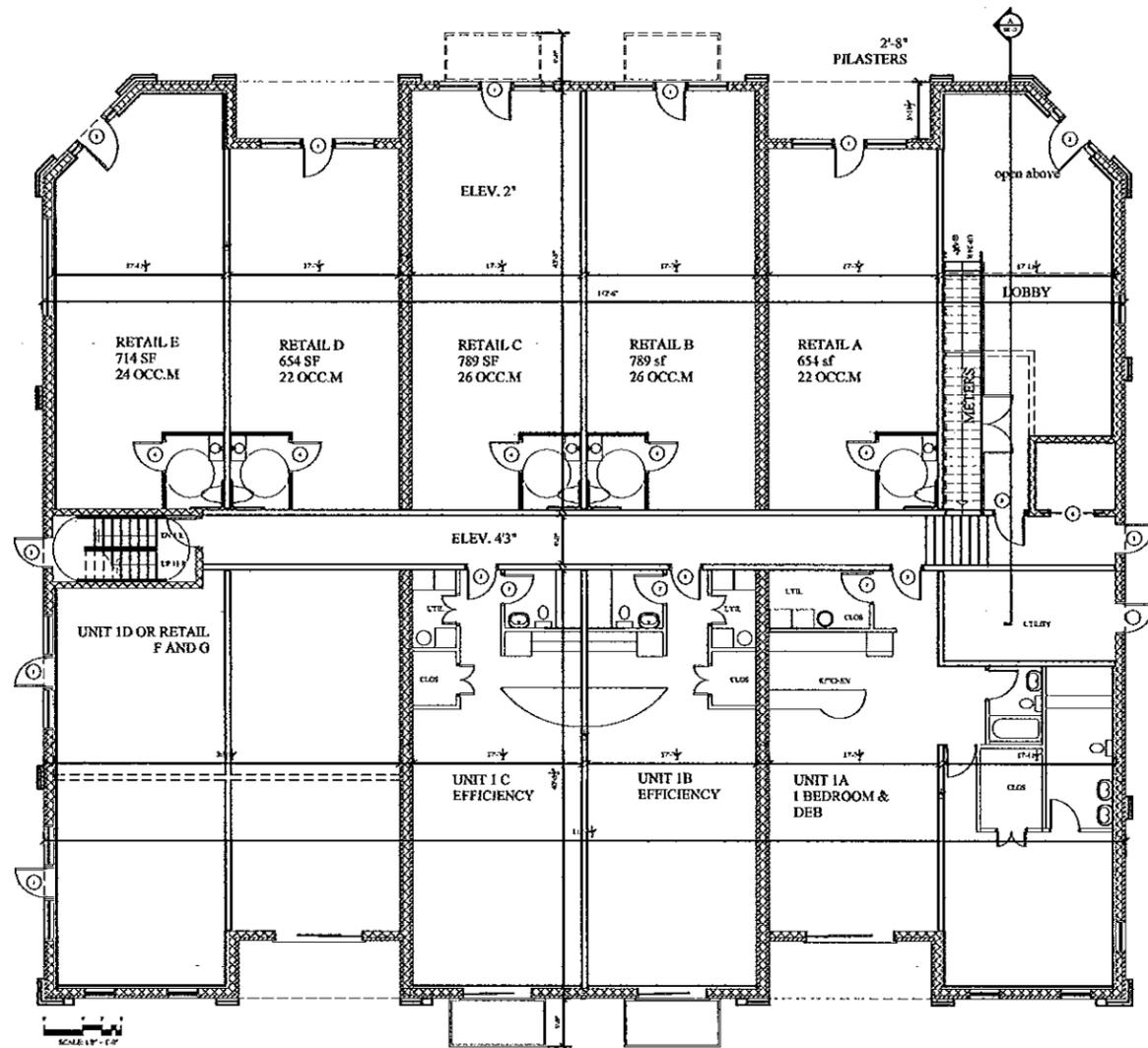


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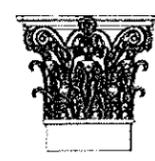
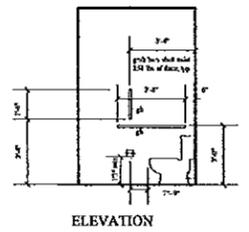
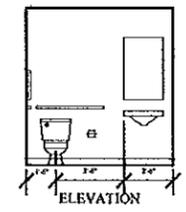
300 MASON AVENUE  
 CAPE CHARLES, VA

FOUNDATION PLAN & DETAILS

LP	4/16/15		A-1
6/29/15	201414	1/8"=1'	



MECHANICAL ABOVE TOILET ROOMS TYP IN COMMERCIAL



**PARHAM**

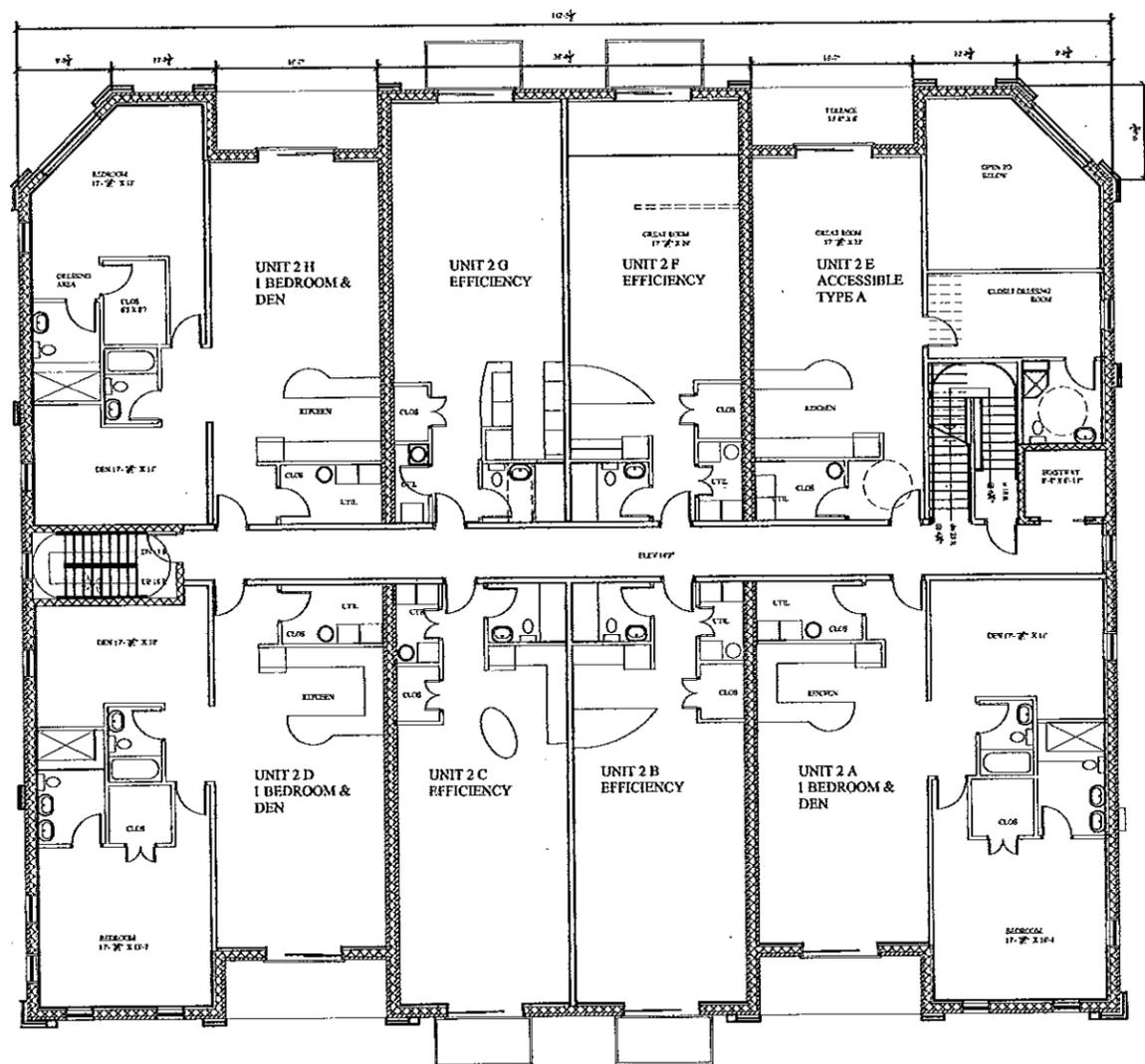
210 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23310-3217  
757.331.8133 ... rktek@verizon.net  
PARHAM ARCHITECT, R.A., NCARB

300 MASON AVENUE  
CAPE CHARLES, VA

1ST FLOOR PLAN & DETAILS

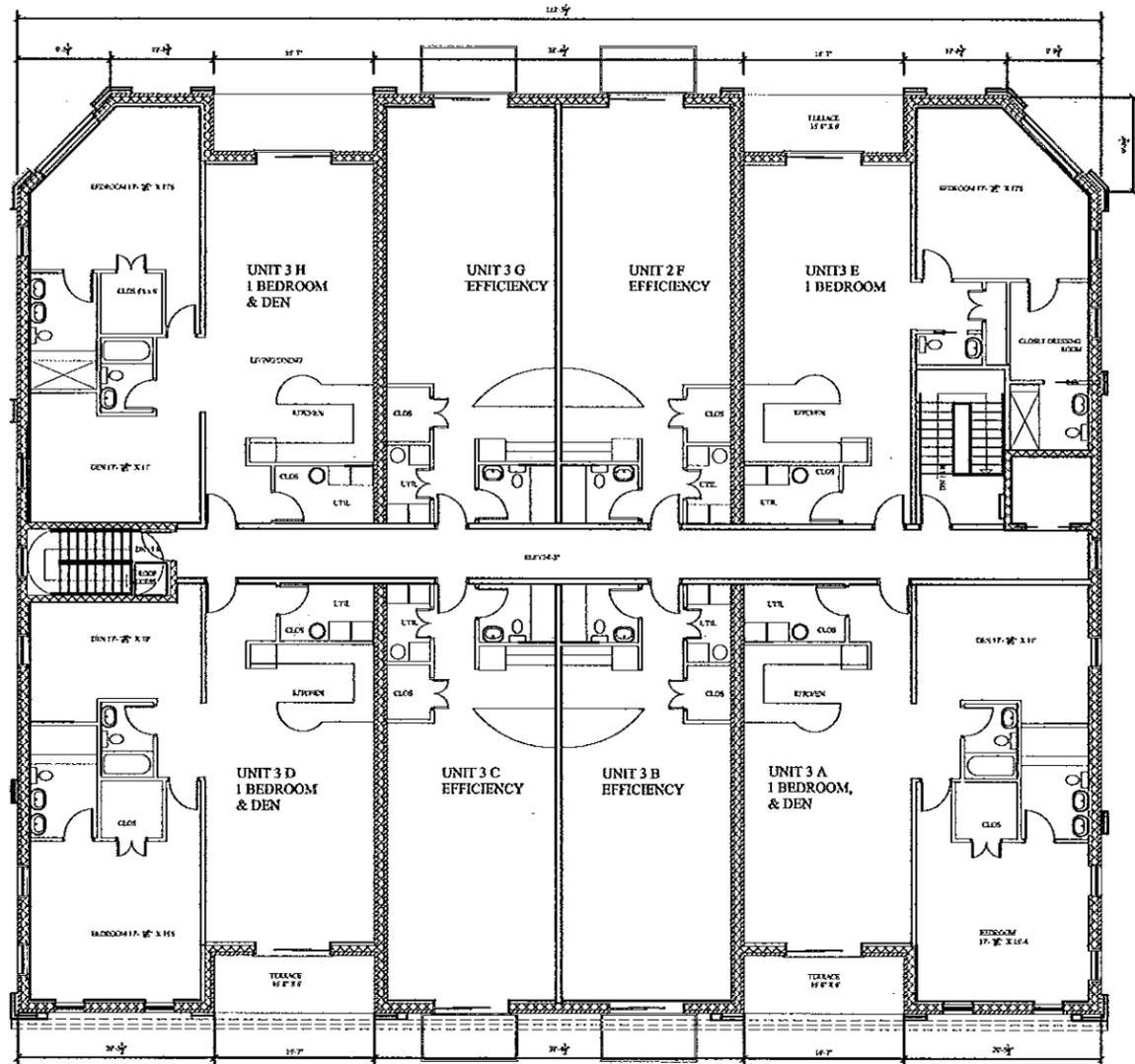
6/29/15

LP	5/18/15		A-2
201414	1/8"=1'		



SECOND FLOOR

LP	5/18/15		A-3
201414	1/8"=1'		



THIRD FLOOR



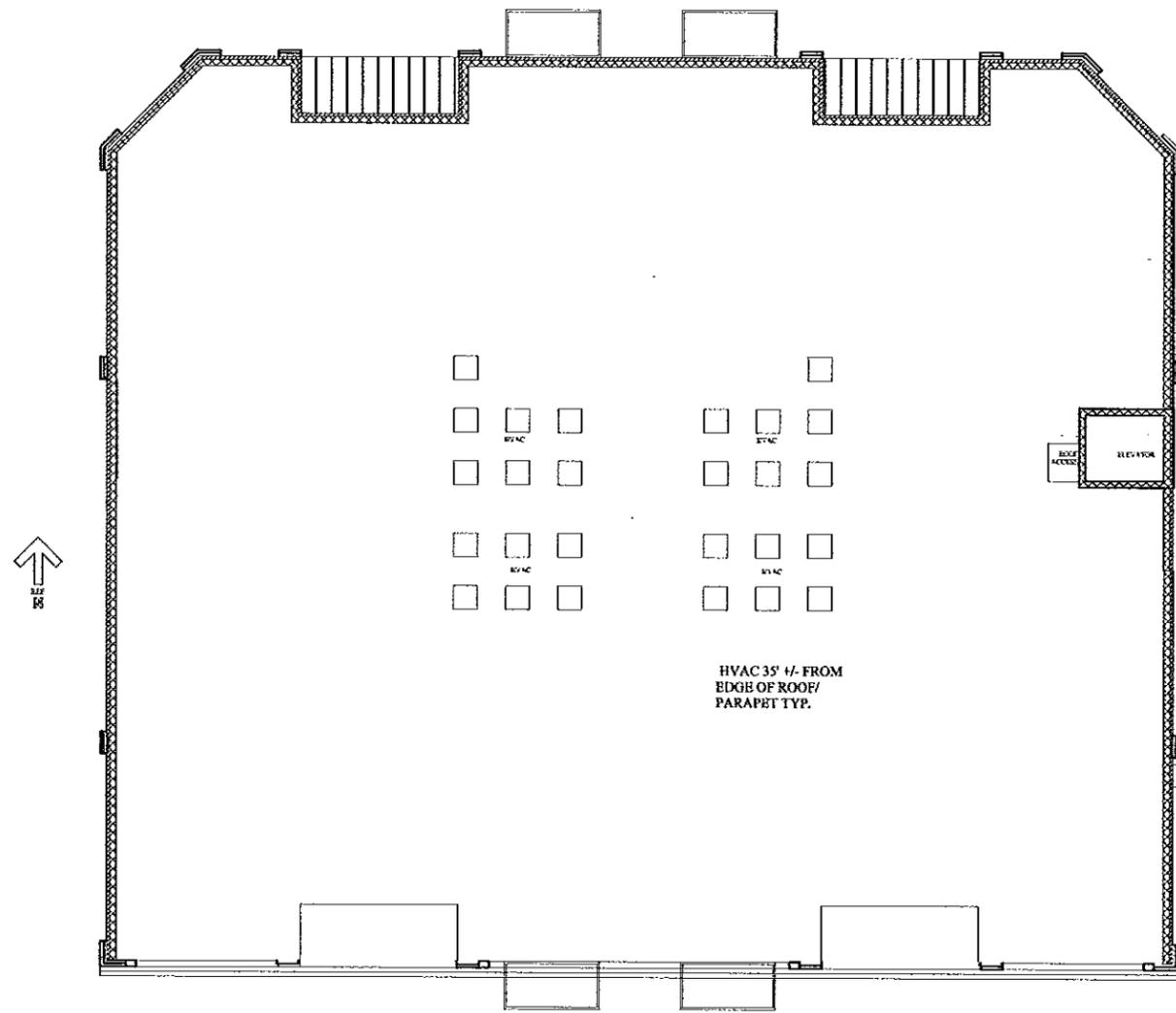
**PARHAM**  
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 PARHAM ARCHITECT, R.A., NCARB

300 MASON AVENUE  
 CAPE CHARLES, VA

3RD FLOOR PLAN

LP	5/18/15		
201414	1/8"=1'		A-4

6/29/15



ROOF PLAN



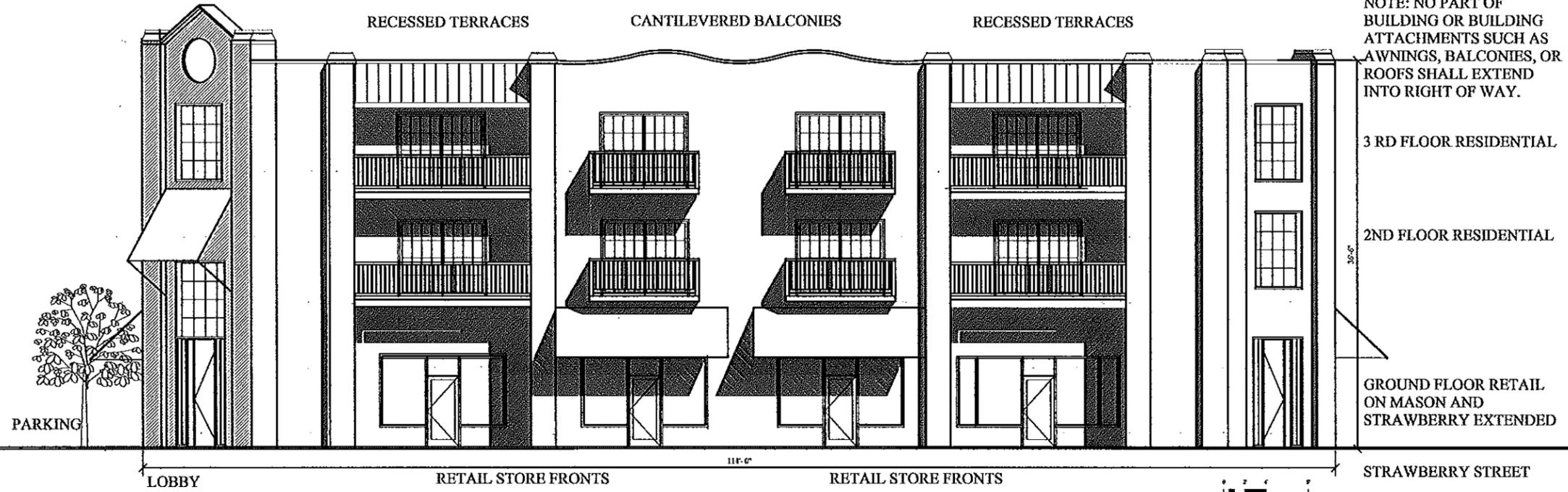
**PARHAM**

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

300 MASON AVENUE  
 CAPE CHARLES, VA

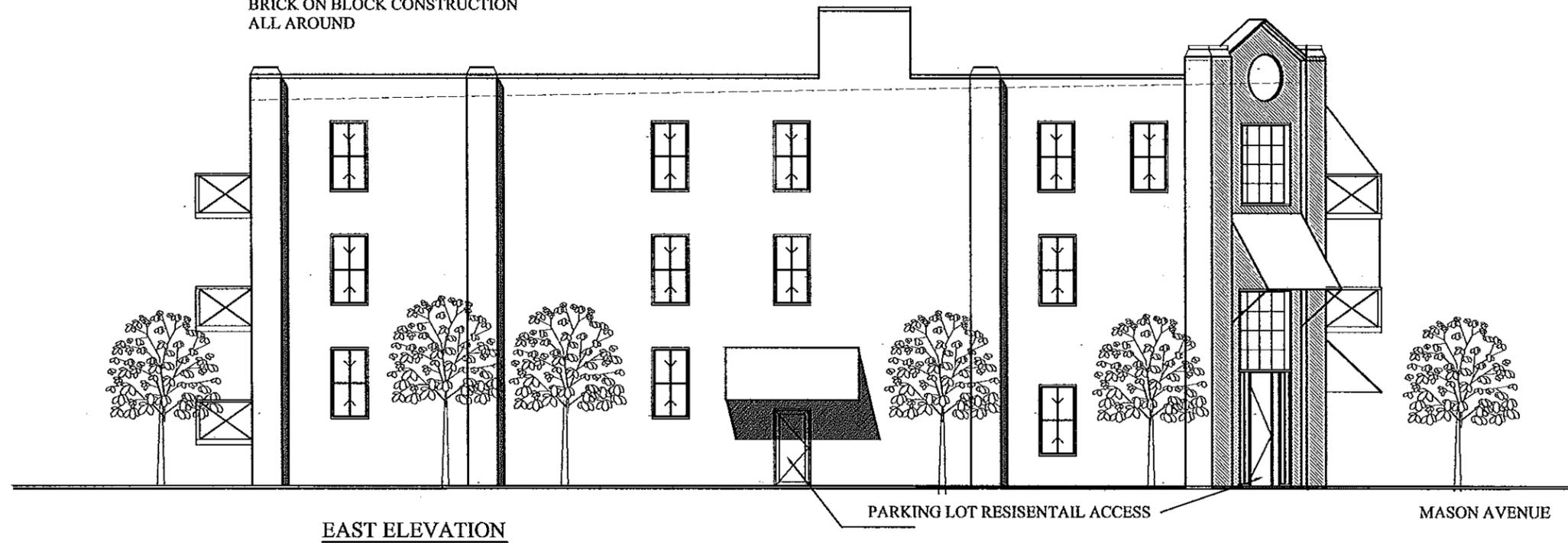
**ROOF PLAN AND DETAILS**

	LP	4/16/15		A-5
7/10/15	201414	1/8"=1'		



NORTH ELEVATION

BRICK ON BLOCK CONSTRUCTION  
ALL AROUND



300 MASON AVENUE  
CAPE CHARLES, VA

ELEVATIONS

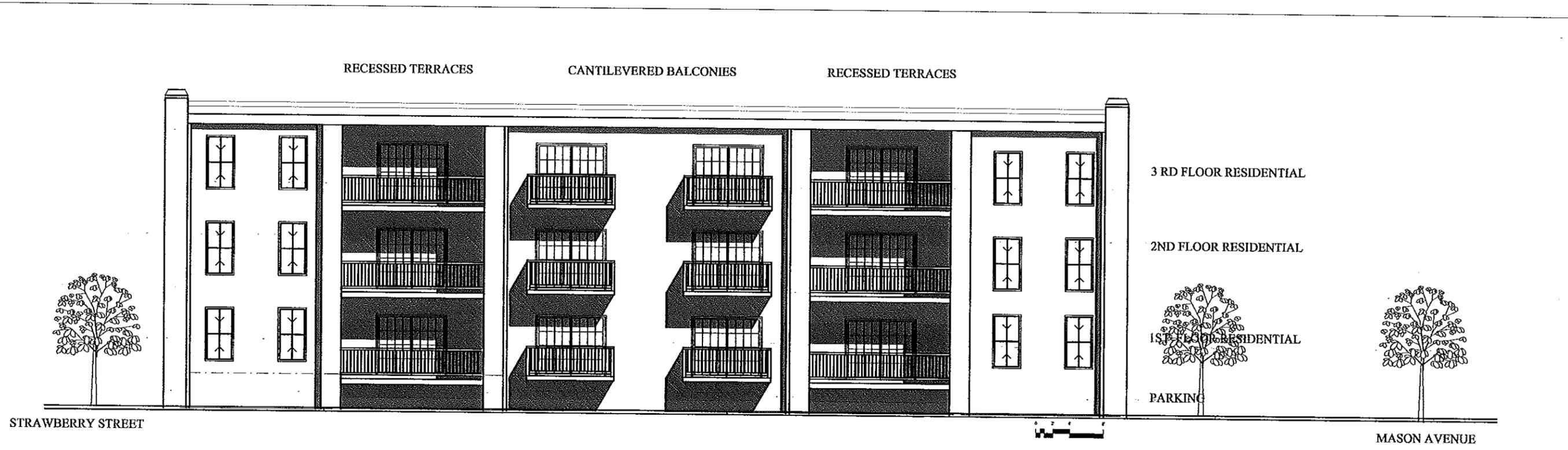
7/10/15

LP	4/6/15		A-6
201414	3/16"=1'		

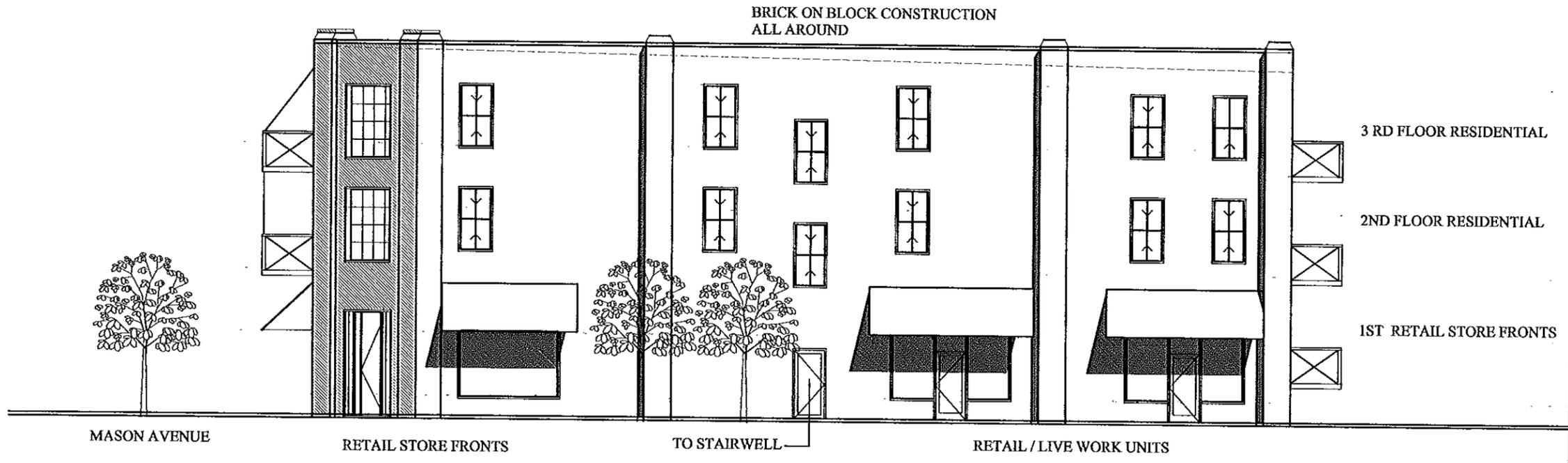


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SOUTH ELEVATION



WEST ELEVATION

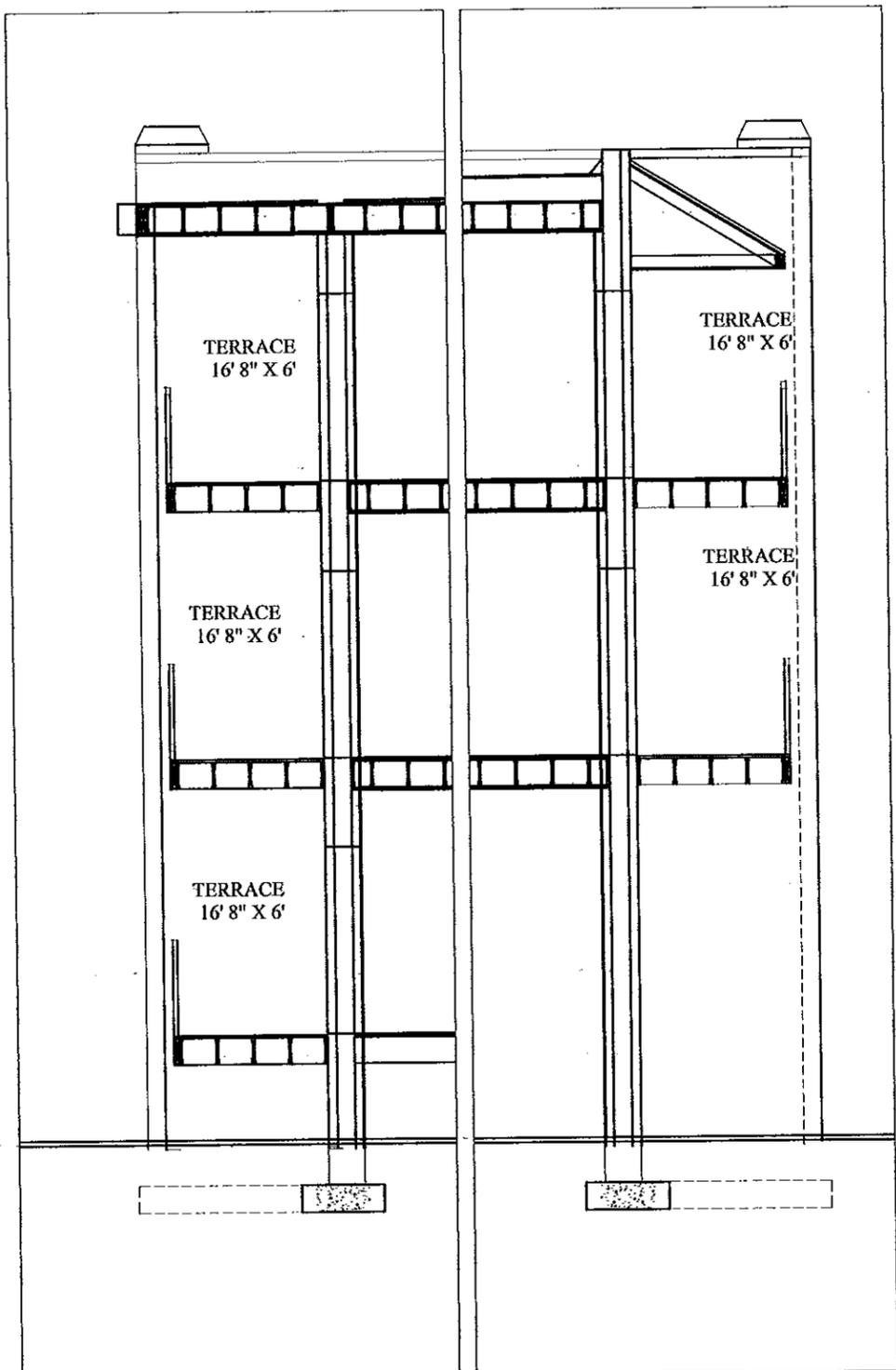


**PARHAM**  
 210 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23310-3217  
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 PARHAM ARCHITECT, R.A., NCARB

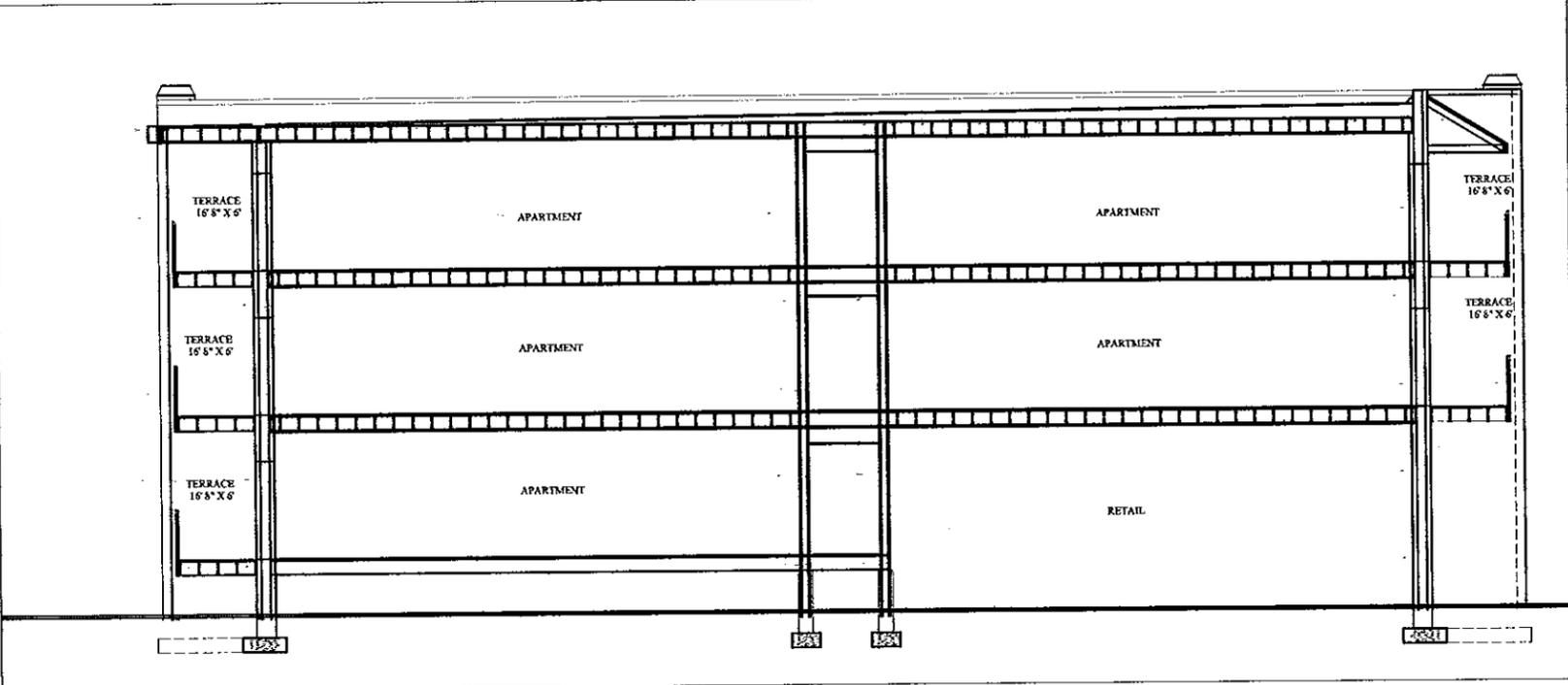
**300 MASON AVENUE**  
 CAPE CHARLES, VA  
**ELEVATIONS**

7/10/15

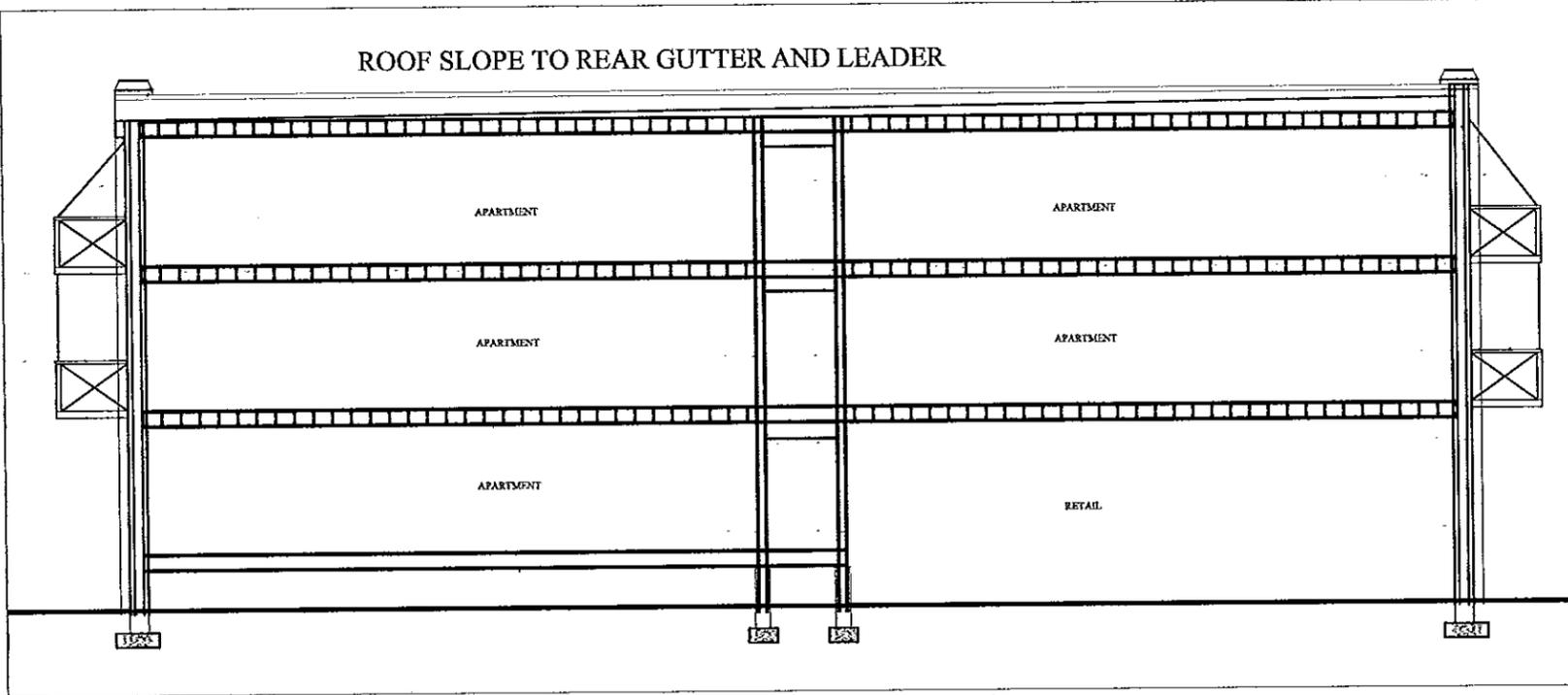
LP	4/6/15		
201414	3/16"=1'		A-7



WALL SECTIONS LOOKING WEST 3/8"



SECTION @ RECESSED BALCONIES LOOKING WEST



SECTION @ WINDOWS WALLS & CANTILEVER BALCONIES LOOKING WEST 3/16"

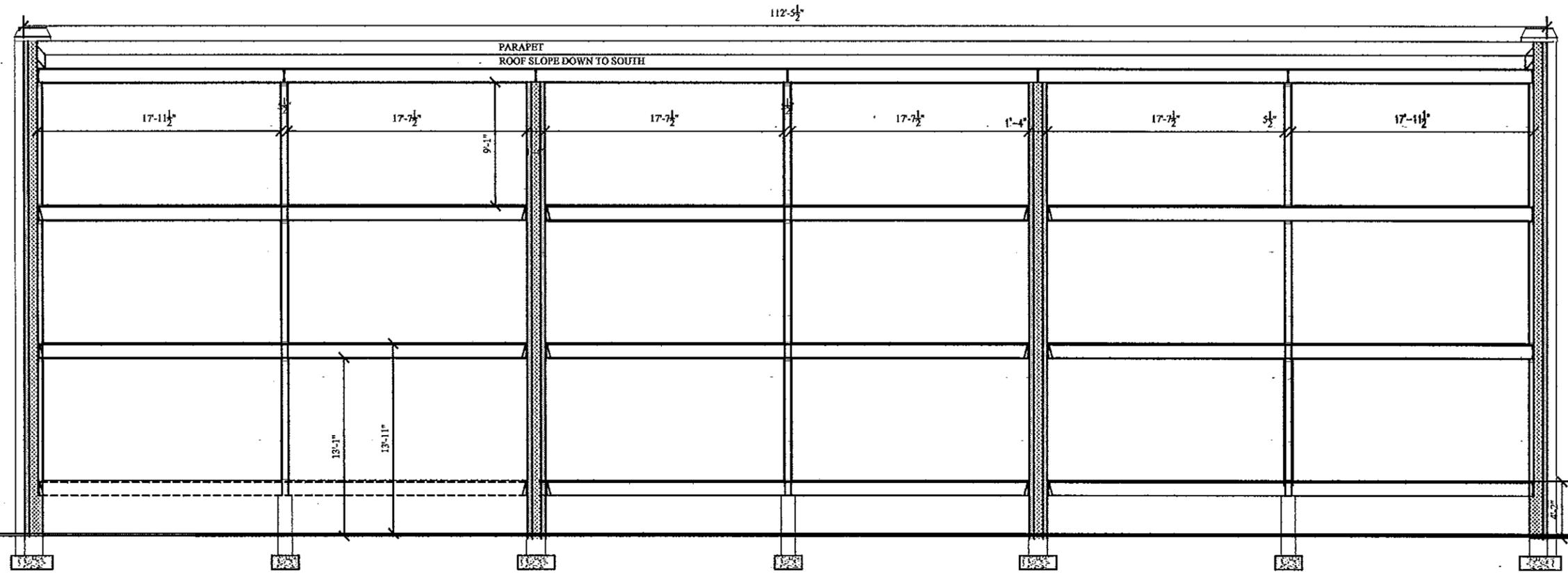


**PARHAM**  
 210 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23310-3217  
 757.331.8133 ... rklek@verizon.net  
 PARHAM ARCHITECT, R.A., NCARB

300 MASON AVENUE  
 CAPE CHARLES, VA

TRANSVERSE BUILDING AND WALL SECTIONS

LP	4/16/15		A-8
201414	AS		



LONGITUDINAL SECTION LOOKING NORTH



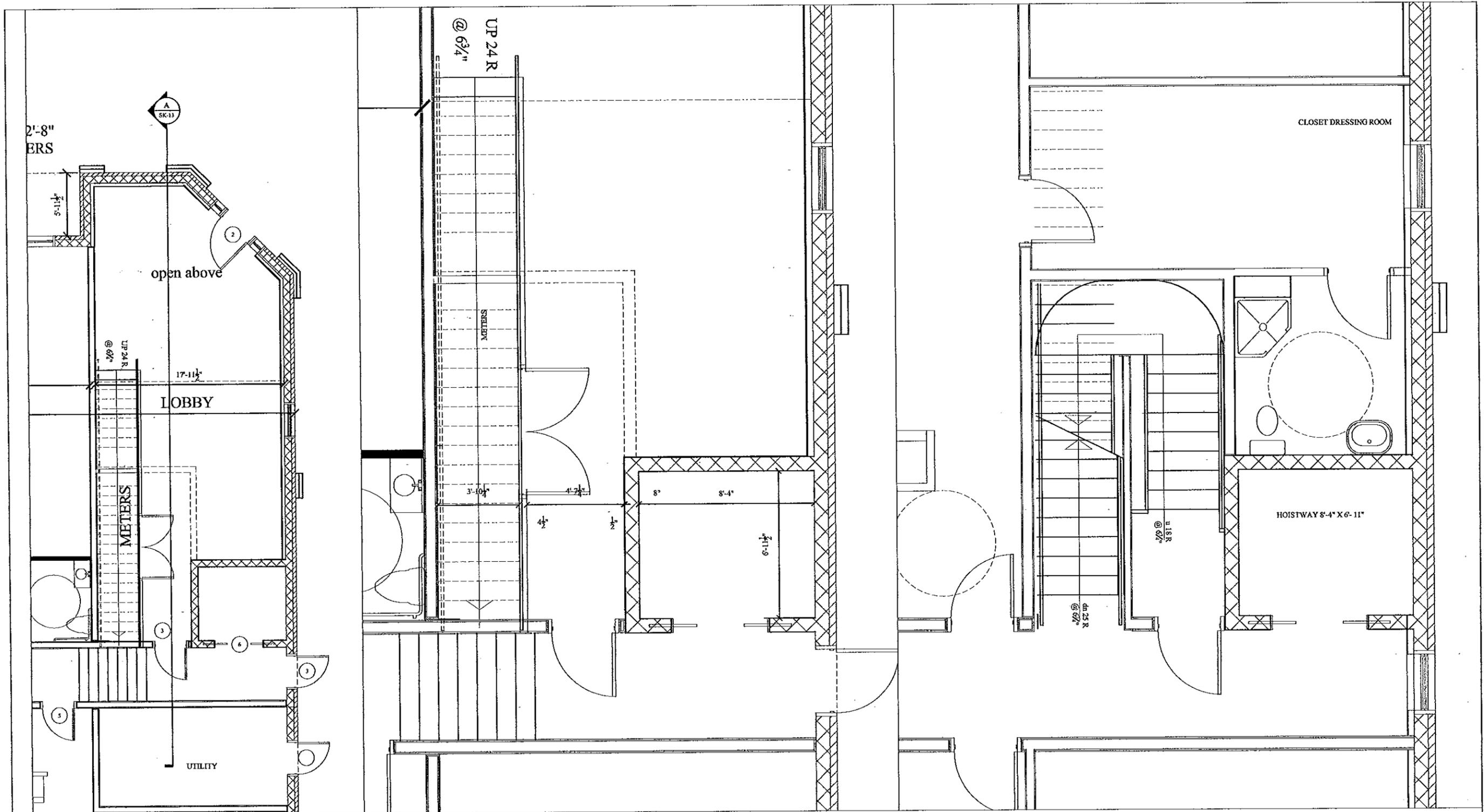
**PARHAM**

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

300 MASON AVENUE  
 CAPE CHARLES, VA

LONGITUDINAL BUILDING SECTION

LP	4/16/15		A-9
201414	1/4"=1'		



A LOBBY & STAIR PLAN  
1/4"=1'

B LOBBY STAIR AND ELEVATOR DETAIL PLAN  
1/2"=1'

C 2ND FLOOR STAIR & ELEVATOR  
1/4"=1'



**PARHAM**

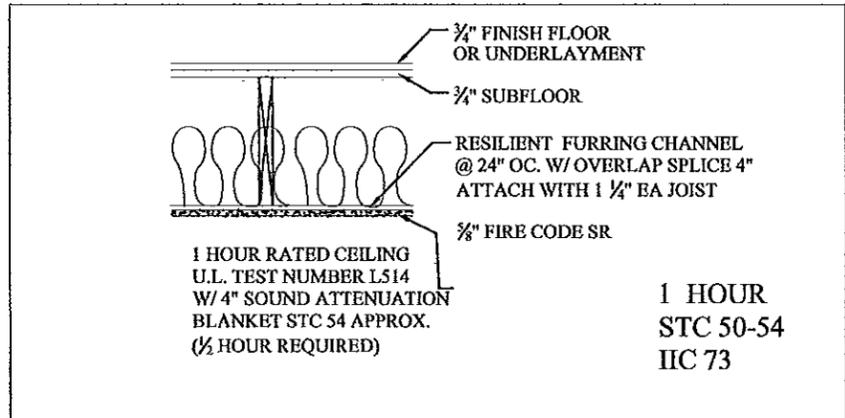
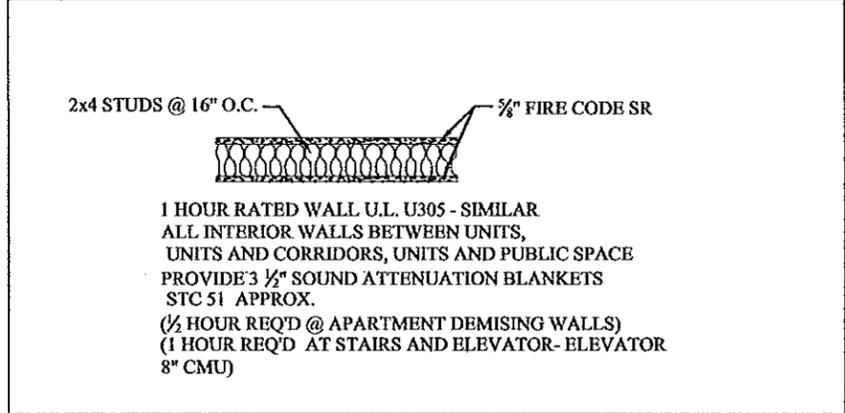
210 HARBOR AVENUE, CAPE CHARLES VIRGINIA 23110-3217  
757.331.8133 ... r1et@verizon.net  
PARHAM ARCHITECT, R.A., NCARB

300 MASON AVENUE

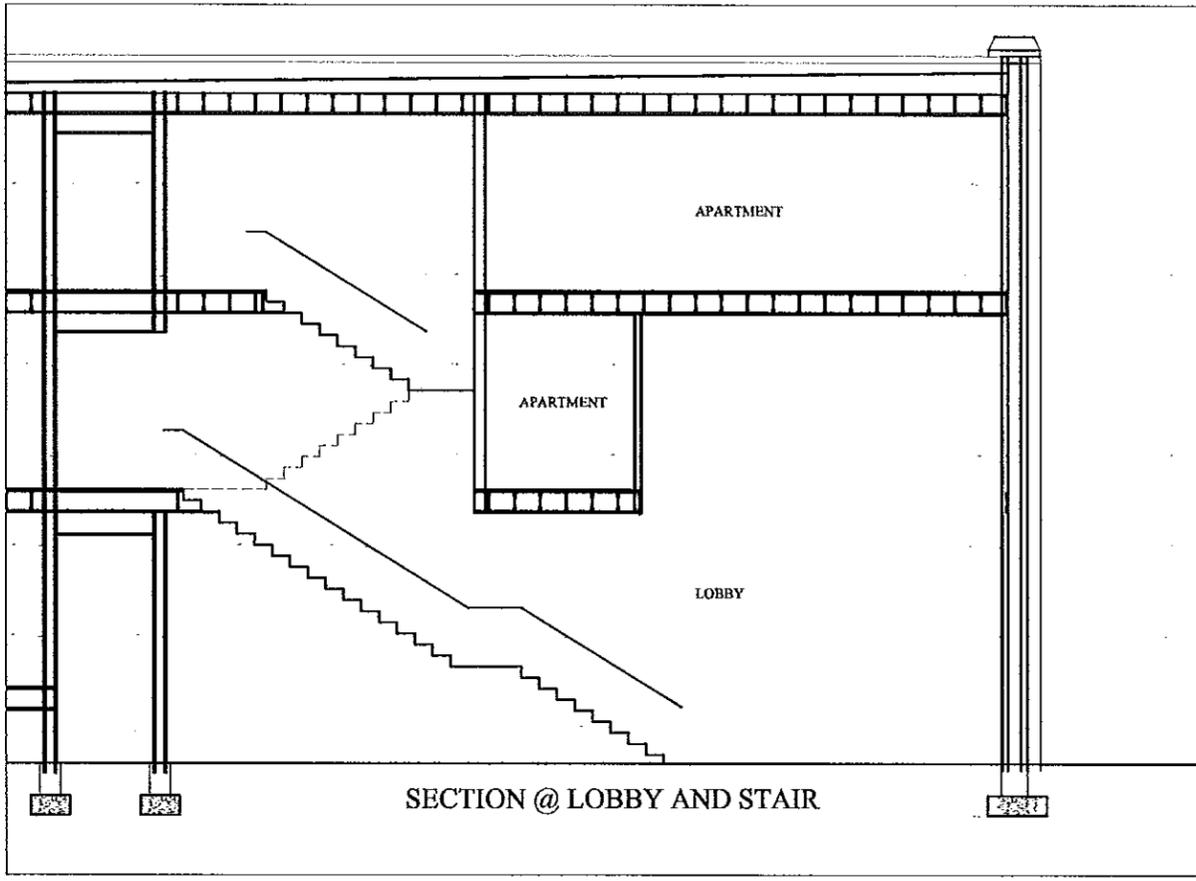
LOBBY PLAN, STAIR & ELEVATOR DETAILS

7/10/15

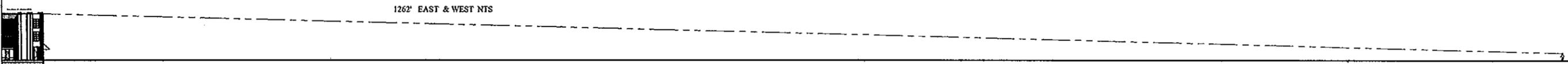
LP	7/1/15		
201414	1"=8"		A-10



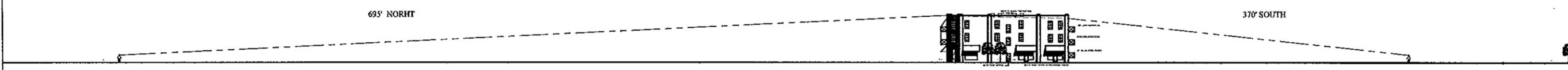
FIRE RATING DETAILS NTS



A SECTION @ LOBBY STAIR LOOKING WEST  
 1/4"=1'



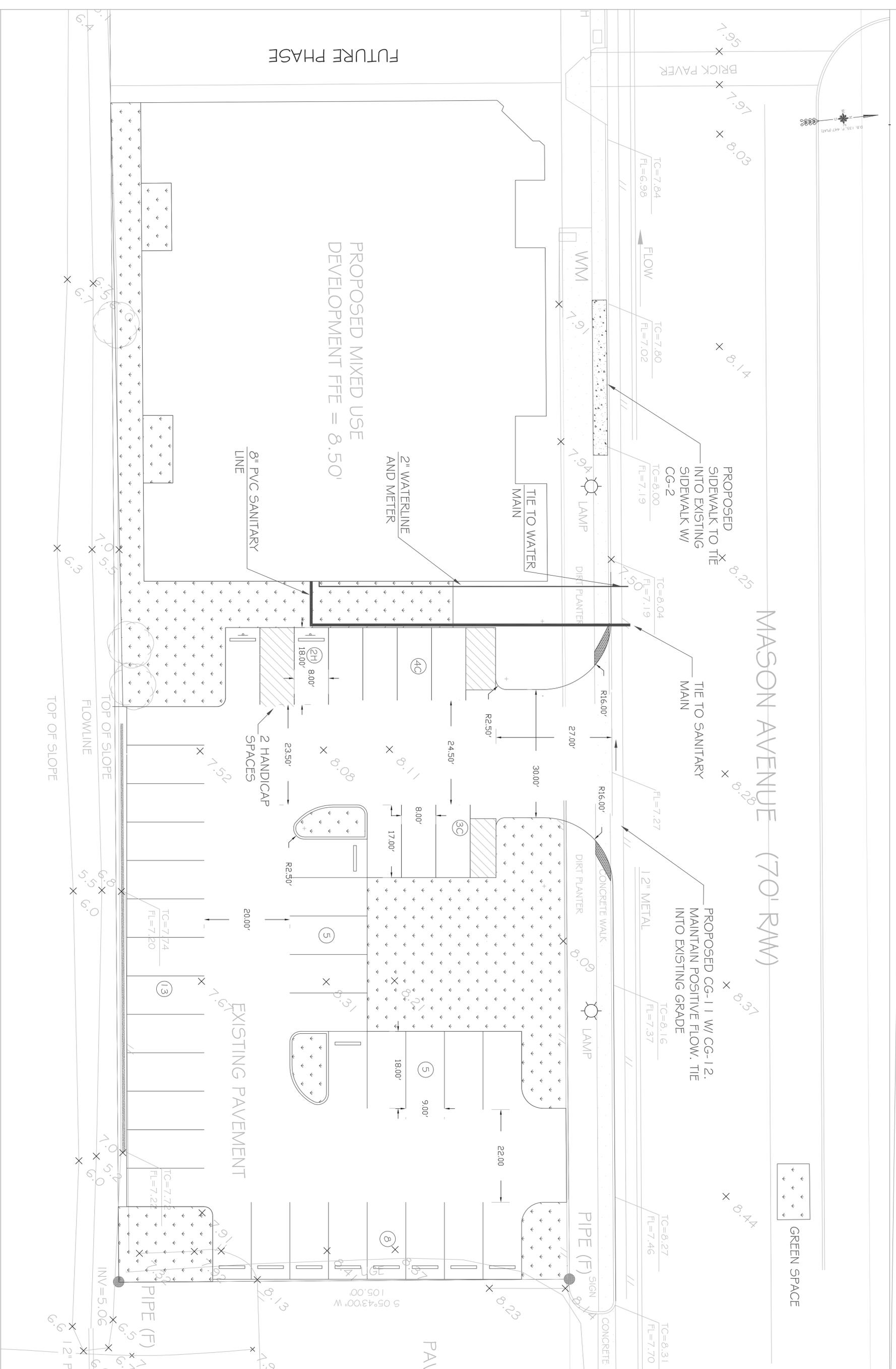
SIGHT ANGLE STUDY- EAST WEST NTS



SIGHT ANGLE STUDY- NORHT SOUTH NTS



MASON AVENUE (70' R/W)



GREEN SPACE

No.	DATE	REVISION



DATE JULY 2015  
 DES. RMF  
 SCALE 1" = 10'  
 CKD.

**MASON AVE MIXED USE DEVELOPMENT  
 CAPE CHARLES, VIRGINIA**

**PROPOSED LAYOUT**

SHEET NO.  
**C003**





 <p><b>TOWN OF CAPE CHARLES</b></p>	<b>AGENDA TITLE:</b> Cape Charles by the Bay Website		<b>AGENDA DATE:</b> July 16, 2015
	<b>SUBJECT/PROPOSAL/REQUEST:</b> Tourism website support.		<b>ITEM NUMBER:</b> 8A
	<b>ATTACHMENTS:</b> 1. Stop work order. 2. Virginia Acts of Assembly – 2015 Reconvened Session, Chapter 760		<b>FOR COUNCIL:</b> Action (X) Information ( )
	<b>STAFF CONTACT (s):</b> Bob Panek, Assistant Town Manager	<b>REVIEWED BY:</b> Brent Manuel, Town Manager	

**BACKGROUND:**

The capecharlesbythebay.com tourism website was developed and became operational in 2013 as part of the Our Town Project. It was funded via Virginia Commission for the Arts and Virginia Tourism Corporation grants and matching contributions from town businesses, organizations and individuals. Establishment of a tourism focused website is a goal included in the Town’s Comprehensive Plan as a tool for economic development.

Council included funds in the FY 2015 budget to continue support of the website and marketing effort. A one year contract in the amount of \$9,250 was awarded in 2014 to Flash of G Marketing, LLC for hosting the site, updating event information and business listings, incorporating visual and technical improvements, managing an enhanced business listing service, and social media marketing on Facebook, Twitter, etc. The contract allowed for assumption by another organization, such as the Business Association, a tourism commission, economic development corporation, etc. However, this has not occurred.

Council included funds in the FY 2016 budget (July 1, 2015 – June 30, 2016) for continued support of the website. A Request for Quotes was published and two quotes were received for the requested services. A contract in the amount of \$5,300 was awarded to Cape Charles Wave, LLC, effective July 1, 2015 with options for two additional years. The competing quote was almost twice this amount. The assumption clause was again included in the contract.

The Mayor and some members of Council have received numerous complaints from business owners and residents about the contract award to Cape Charles Wave, LLC. The complaints question the firm’s ability to effectively market the Town as a tourism destination, given the negativity often displayed in their on-line publication Cape Charles Wave and lack of familiarity with happenings around town. Consequently, a stop work order has been issued, copy attached, until direction can be obtained from Council.

**DISCUSSION:**

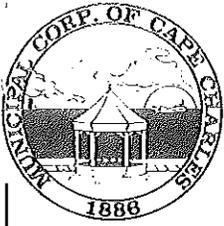
The following options are available:

1. Lift the stop work order and allow Cape Charles Wave, LLC to perform the contract as awarded.
2. Do not contract for the services. Wait for a non-profit organization to step forward to perform tourism marketing under a grant agreement with the Town.
3. Re-compete the contract under newly authorized competitive negotiation procedures for goods and nonprofessional services, effective July 1, 2015. See attached excerpt from Virginia Acts of Assembly, specifically Section 2.2- 4303. *Prior to this statutory change*, competitive negotiation procedures were authorized only for professional services (accounting, actuarial, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering), or for goods and

nonprofessional services if the public body made a written determination in advance that competitive bidding is “either not practicable or not fiscally advantageous to the public”. These procedures may now be used for nonprofessional services. Competitive negotiation requires the issuance of a Request for Proposals specifying the factors to be evaluated, which may include unique capabilities, specifications, qualifications, and price. After negotiations have been concluded with two or more offerors, contract award is made to the offeror making the best proposal and providing the best value.

**RECOMMENDATION:**

Staff recommends discussion and that direction be provided to the Town Manager.



Municipal Corp. of  
**Cape Charles**

**COPY**  
To: contract file

91 7199 9991 7032 2562 7525

22 June 2015

Cape Charles Wave, LLC  
Attn: George Southern  
P. O. Box 53  
Cape Charles, Virginia 23310

**RE: STOP WORK ORDER – Cape Charles by the Bay Website  
Maintenance, Support and Social Media  
Marketing**

Dear Mr. Southern:

The purpose of this letter is to notify you that the town of Cape Charles is placing a Stop Work Order on the Cape Charles by the Bay Website Maintenance, Support and Social Media Marketing contract. The Cape Charles Wave, LLC, shall immediately comply with this order and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by this contract during the period of work stoppage.

If after receiving this correspondence, you have any questions, please contact me at the town office so that we may further discuss this matter.

Sincerely,

Brent T. Manuel  
Town Manager

# VIRGINIA ACTS OF ASSEMBLY -- 2015 RECONVENED SESSION

## CHAPTER 760

*An Act to amend and reenact §§ 2.2-2012, 2.2-4301, 2.2-4302.2, 2.2-4303, 2.2-4304, 2.2-4343, 23-38.110, and 33.2-283 of the Code of Virginia and to amend the Code of Virginia by adding sections numbered 2.2-4303.1 and 2.2-4303.2, relating to the Virginia Public Procurement Act; methods of procurement; job order contracting and cooperative procurement.*

[H 1835]

Approved April 30, 2015

Be it enacted by the General Assembly of Virginia:

1. That §§ 2.2-2012, 2.2-4301, 2.2-4302.2, 2.2-4303, 2.2-4304, 2.2-4343, 23-38.110, and 33.2-283 of the Code of Virginia are amended and reenacted and that the Code of Virginia is amended by adding sections numbered 2.2-4303.1 and 2.2-4303.2 as follows:

**§ 2.2-2012. Procurement of information technology and telecommunications goods and services; computer equipment to be based on performance-based specifications.**

A. Information technology and telecommunications goods and services of every description shall be procured by (i) VITA for its own benefit or on behalf of other state agencies and institutions or (ii) such other agencies or institutions to the extent authorized by VITA. Such procurements shall be made in accordance with the Virginia Public Procurement Act (§ 2.2-4300 et seq.), regulations that implement the electronic and information technology accessibility standards of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), as amended, and any regulations as may be prescribed by VITA. In no case shall such procurements exceed the requirements of the regulations that implement the electronic and information technology accessibility standards of the Rehabilitation Act of 1973, as amended.

The CIO shall disapprove any procurement that does not conform to the Commonwealth strategic plan for information technology developed and approved pursuant to § 2.2-2007 or to the individual strategic plans of state agencies or public institutions of higher education.

B. All statewide contracts and agreements made and entered into by VITA for the purchase of communications services, telecommunications facilities, and information technology goods and services shall provide for the inclusion of counties, cities, and towns in such contracts and agreements. Notwithstanding the provisions of ~~§ 2.2-4301, 2.2-4302.1, or 2.2-4302.2, 2.2-4303.1, or 2.2-4303.2,~~ VITA may enter into multiple vendor contracts for the referenced services, facilities, and goods and services.

C. VITA may establish contracts for the purchase of personal computers and related devices by licensed teachers employed in a full-time teaching capacity in Virginia public schools or in state educational facilities for use outside the classroom. The computers and related devices shall not be purchased with public funds, but shall be paid for and owned by teachers individually provided that no more than one such computer and related device per year shall be so purchased.

D. If VITA, or any agency or institution authorized by VITA, elects to procure personal computers and related peripheral equipment pursuant to any type of blanket purchasing arrangement under which public bodies, as defined in § 2.2-4301, may purchase such goods from any vendor following competitive procurement but without the conduct of an individual procurement by or for the using agency or institution, it shall establish performance-based specifications for the selection of equipment. Establishment of such contracts shall emphasize performance criteria including price, quality, and delivery without regard to "brand name." All vendors meeting the Commonwealth's performance requirements shall be afforded the opportunity to compete for such contracts.

E. VITA shall allow private institutions of higher education chartered in Virginia and granted tax-exempt status under § 501(c)(3) of the Internal Revenue Code to purchase directly from contracts established for state agencies and public bodies by VITA.

F. This section shall not be construed or applied so as to infringe upon, in any manner, the responsibilities for accounting systems assigned to the Comptroller under § 2.2-803.

### **§ 2.2-4301. Definitions.**

As used in this chapter:

"Affiliate" means an individual or business that controls, is controlled by, or is under common control with another individual or business. A person controls an entity if the person owns, directly or indirectly, more than 10 percent of the voting securities of the entity. For the purposes of this definition "voting security" means a security that (i) confers upon the holder the right to vote for the election of members of the board of directors or similar governing body of the business or (ii) is convertible into, or entitles the holder to receive, upon its exercise, a security that confers such a right to vote. A general partnership interest shall be deemed to be a voting security.

"Best value," as predetermined in the solicitation, means the overall combination of quality, price,

and various elements of required services that in total are optimal relative to a public body's needs.

"Business" means any type of corporation, partnership, limited liability company, association, or sole proprietorship operated for profit.

"Competitive negotiation" is the method of contractor selection set forth in § 2.2-4302.2.

"Competitive sealed bidding" is the method of contractor selection set forth in § 2.2-4302.1.

"Construction" means building, altering, repairing, improving or demolishing any structure, building or highway, and any draining, dredging, excavation, grading or similar work upon real property.

"Construction management contract" means a contract in which a party is retained by the owner to coordinate and administer contracts for construction services for the benefit of the owner, and may also include, if provided in the contract, the furnishing of construction services to the owner.

"Design-build contract" means a contract between a public body and another party in which the party contracting with the public body agrees to both design and build the structure, roadway or other item specified in the contract.

"Employment services organization" means an organization that provides employment services to individuals with disabilities that is an approved Commission on the Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department for Aging and Rehabilitative Services.

"Goods" means all material, equipment, supplies, printing, and automated data processing hardware and software.

"Informality" means a minor defect or variation of a bid or proposal from the exact requirements of the Invitation to Bid, or the Request for Proposal, which does not affect the price, quality, quantity or delivery schedule for the goods, services or construction being procured.

"Job order contracting" means a method of procuring construction services by establishing a book of unit prices and then obtaining a contractor to perform work as needed using the prices, quantities, and specifications in the book as the basis of its pricing. The contractor may be selected through either competitive sealed bidding or competitive negotiation depending on the needs of the public body procuring the construction services. A minimum amount of work may be specified in the contract. The contract term and the project amount shall not exceed the limitations specified in § 2.2-4302.2 or 2.2-4303 or 2.2-4303.2.

"Multiphase professional services contract" means a contract for the providing of professional services where the total scope of work of the second or subsequent phase of the contract cannot be specified without the results of the first or prior phase of the contract.

"Nonprofessional services" means any services not specifically identified as professional services in the definition of professional services.

"Potential bidder or offeror," for the purposes of §§ 2.2-4360 and 2.2-4364, means a person who, at the time a public body negotiates and awards or proposes to award a contract, is engaged in the sale or lease of goods, or the sale of services, insurance or construction, of the type to be procured under the contract, and who at such time is eligible and qualified in all respects to perform that contract, and who would have been eligible and qualified to submit a bid or proposal had the contract been procured through competitive sealed bidding or competitive negotiation.

"Professional services" means work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering. "Professional services" shall also include the services of an economist procured by the State Corporation Commission.

"Public body" means any legislative, executive or judicial body, agency, office, department, authority, post, commission, committee, institution, board or political subdivision created by law to exercise some sovereign power or to perform some governmental duty, and empowered by law to undertake the activities described in this chapter. "Public body" shall include (i) any independent agency of the Commonwealth, and (ii) any metropolitan planning organization or planning district commission which operates exclusively within the Commonwealth of Virginia.

"Public contract" means an agreement between a public body and a nongovernmental source that is enforceable in a court of law.

"Responsible bidder" or "offeror" means a person who has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability that will assure good faith performance, and who has been prequalified, if required.

"Responsive bidder" means a person who has submitted a bid that conforms in all material respects to the Invitation to Bid.

"Reverse auctioning" means a procurement method wherein bidders are invited to bid on specified goods or nonprofessional services through real-time electronic bidding, with the award being made to the lowest responsive and responsible bidder. During the bidding process, bidders' prices are revealed and bidders shall have the opportunity to modify their bid prices for the duration of the time period established for bid opening.

"Services" means any work performed by an independent contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.

**§ 2.2-4302.2. Process for competitive negotiation.**

A. The process for competitive negotiation shall include the following:

1. Issuance of a written Request for Proposal indicating in general terms that which is sought to be procured, specifying the factors that will be used in evaluating the proposal and containing or incorporating by reference the other applicable contractual terms and conditions, including any unique capabilities, specifications or qualifications that will be required;

2. Public notice of the Request for Proposal at least 10 days prior to the date set for receipt of proposals by posting on the Department of General Services' central electronic procurement website or other appropriate websites. Additionally, public bodies shall publish in a newspaper of general circulation in the area in which the contract is to be performed so as to provide reasonable notice to the maximum number of offerors that can be reasonably anticipated to submit proposals in response to the particular request. Posting on the Department of General Services' central electronic procurement website shall be required of any state public body. Local public bodies are encouraged to utilize the Department of General Services' central electronic procurement website to provide the public with centralized visibility and access to the Commonwealth's procurement opportunities. In addition, proposals may be solicited directly from potential contractors. Any additional solicitations shall include certified businesses selected from a list made available by the Department of Small Business and Supplier Diversity; and

3. For goods, nonprofessional services, and insurance, selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole or primary determining factor. After negotiations have been conducted with each offeror so selected, the public body shall select the offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one offeror. Should the public body determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror; or

4. For professional services, the public body shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. The offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. In addition, offerors shall be informed of any ranking criteria that will be used by the public body in addition to the review of the professional competence of the offeror. The Request for Proposal shall not, however, request that offerors furnish estimates of man-hours or cost for services. At the discussion stage, the public body may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. In accordance with § 2.2-4342, proprietary information from competing offerors shall not be disclosed to the public or to competitors. At the conclusion of discussion, outlined in this subdivision, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the public body shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the public body can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

Notwithstanding the foregoing, if the terms and conditions for multiple awards are included in the Request for Proposal, a public body may award contracts to more than one offeror.

Should the public body determine in writing and in its sole discretion that only one offeror is fully qualified or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

B. For multiple projects, a contract for architectural or professional engineering services relating to construction projects, or a contract for job order contracting, may be negotiated by a public body, provided (i) the projects require similar experience and expertise, (ii) the nature of the projects is clearly identified in the Request for Proposal, and (iii) the contract is limited to a one-year term or when the cumulative total project fees reach the maximum cost authorized in this subsection, whichever occurs first.

Such contracts may be renewable for four additional one-year terms at the option of the public body. The fair and reasonable prices as negotiated shall be used in determining the cost of each project performed and the sum of all projects performed in a one-year contract term shall not exceed \$500,000, except that for:

1. A state agency, as defined in § 2.2-4347, the sum of all projects performed in a one-year contract

term shall not exceed \$1 million as may be determined by the Director of the Department of General Services;

2. Any locality or any authority, sanitation district, metropolitan planning organization or planning district commission with a population in excess of 80,000, or any city within Planning District 8, the sum of all projects performed in a one-year contract term shall not exceed \$5 million and those awarded for any airport as defined in § 5.1-1 and aviation transportation projects, the sum of all such projects shall not exceed \$1.5 million;

3. Architectural and engineering services for rail and public transportation projects by the Director of the Department of Rail and Public Transportation, the sum of all projects in a one-year contract term shall not exceed \$2 million. Such contract may be renewable for two additional one-year terms at the option of the Director;

4. Environmental location, design and inspection work regarding highways and bridges by the Commissioner of Highways, the initial contract term shall be limited to two years or when the cumulative total project fees reach \$5 million, whichever occurs first. Such contract may be renewable for two additional one-year terms at the option of the Commissioner, and the sum of all projects in each one-year contract term shall not exceed \$5 million; and

5. Job order contracting, the sum of all projects performed in a one-year contract term shall not exceed \$2 million.

Competitive negotiations for such contracts may result in awards to more than one offeror provided (i) the Request for Proposal so states and (ii) the public body has established procedures for distributing multiple projects among the selected contractors during the contract term.

C. For any single project, for (i) architectural or professional engineering services relating to construction projects, or (ii) job order contracting, the project fee shall not exceed \$100,000, or for architectural or engineering services for airports as defined in § 5.1-1 and aviation transportation projects, the project fee of any single project shall not exceed \$500,000, except that for:

1. A state agency as defined in § 2.2-4347, the project fee shall not exceed \$200,000, as may be determined by the Director of the Department of General Services;

2. Any locality or any authority or sanitation district with a population in excess of 80,000, or any city within Planning District 8, the project fee shall not exceed \$2 million; and

3. Job order contracting, the project fee shall not exceed \$400,000.

The limitations imposed upon single project fees pursuant to this subsection shall not apply to environmental, location, design, and inspection work regarding highways and bridges by the Commissioner of Highways or architectural and engineering services for rail and public transportation projects by the Director of the Department of Rail and Public Transportation.

D. For the purposes of subsections B and C, any unused amounts from the first contract term shall not be carried forward to the additional term.

E. Multiphase professional services contracts satisfactory and advantageous to the completion of large, phased, or long term *long-term* projects may be negotiated and awarded based on a fair and reasonable price for the first phase only, where the completion of the earlier phases is necessary to provide information critical to the negotiation of a fair and reasonable price for succeeding phases. Prior to the entering into any such contract, the public body shall (i) state the anticipated intended total scope of the project and (ii) determine in writing that the nature of the work is such that the best interests of the public body require awarding the contract.

#### § 2.2-4303. Methods of procurement.

A. All public contracts with nongovernmental contractors for the purchase or lease of goods, or for the purchase of services, insurance, or construction, shall be awarded after competitive sealed bidding, or competitive negotiation as provided in this section, unless otherwise authorized by law.

B. Professional services shall be procured by competitive negotiation.

C. Upon a determination made in advance by the public body and set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public, goods, services, or insurance may be procured by competitive negotiation. The writing shall document the basis for this determination.

Upon a written determination made in advance by (i) the Governor or his designee in the case of a procurement by the Commonwealth or by a department, agency or institution thereof or (ii) the local governing body in the case of a procurement by a political subdivision of the Commonwealth, that competitive negotiation is either not practicable or not fiscally advantageous, insurance may be procured through a licensed agent or broker selected in the manner provided for the procurement of things other than professional services set forth in § 2.2-4302.2. The basis for this determination shall be documented in writing.

D. Construction may be procured only by competitive sealed bidding, except that competitive negotiation may be used in the following instances upon a determination made in advance by the public body and set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public, which writing shall document the basis for this determination:

1. By the Commonwealth, its departments, agencies and institutions on a fixed price design-build