



TOWN COUNCIL

Regular Meeting

March 17, 2016

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. Cape Charles Museum – Kimb Denny and Marion Naar
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. Harbor Breakwater Construction Update
 - *B. Zoning Ordinance Text and Map Amendments
8. New Business
 - *A. The Oyster Farm at Kings Creek Sign Request
 - *B. Commercial-3 District Review Board Designation
 - C. Harbor Rates Comparison
 - *D. Grounds Maintenance Contract Extension
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
 - March 22, 2016 – Mayor's Office Hours, 6:00 PM – 7:00 PM
 - March 31, 2016 – Town Council Budget Work Session, 3:00 PM
 - April 7, 2016 – Town Council Budget Work Session, 3:00 PM
 - April 12, 2016 – Mayor's Office Hours, 2:00 PM – 3:00 PM
 - April 14, 2016 – Town Council Budget Work Session, 6:00 PM, *tentative*
 - April 15, 2016 – 9th Annual Blessing of the Fleet, 6:00 PM, Cape Charles Harbor, 6:00 PM
 - April 21, 2016 – Town Council Regular Meeting, 6:00 PM
 - April 26, 2016 – Mayor's Office Hours, 6:00 PM – 7:00 PM
 - April 28, 2016 – Town Council Budget Work Session, 6:00 PM
11. Adjournment



**DRAFT
TOWN COUNCIL**

Work Session

Cape Charles Civic Center

February 11, 2016

6:00 p.m.

At approximately 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, Councilmen Brown, Godwin and Wendell, and Councilwoman Natali. Councilman Bennett was not in attendance. Also in attendance were Town Manager Brent Manuel, Public Works/Utilities Director Dave Fauber and Town Clerk Libby Hume. There was one member of the public in attendance.

A. VDOT Route 642 Project:

Brent Manuel gave an overview of VDOT's Route 642 Project and pointed out the affected areas on plans provided by VDOT (Please see attached). VDOT was required to publish the project by March 8th. If the project was not published by that date, the project engineer indicated that more funds would have to be requested from the state. Brent Manuel explained the four components which needed to be approved prior to the March 8th deadline as follows:

1. Right-of-Entry Agreement – The Town currently had an easement across Virginia Port Authority property. The right-of-entry would grant to VDOT, its employees, agents, contractors or assigns the right to enter upon portions of the land encumbered by the Town's drainage easement. An agreement was drafted and this item would be on the February 18, 2016 regular meeting agenda for a vote.
2. Old Cape Charles Road Quitclaim – This was necessary to clean up the title to the existing Old Cape Charles Road. When the Scott family initially established the layout and constructed the road, it was not transferred correctly. The Town would be quitclaiming its interest, if any, in the existing right-of-way based on the Town's status as abutting landowner (Tax Parcel 83-A3-14). This would not reduce the size of Parcel 14. A quitclaim was being requested from each owner of property abutting Old Cape Charles Road. This item required a public hearing be held prior to conveyance.
3. Fee Simple Conveyance – 1.19 acres along the southern boundary of Tax Parcels 83-A3-14 and 83-A3-17 would be conveyed to VDOT for their right-of-way by Fee Simple Special Warranty Deed. South Port would also have to consent to the conveyance since they currently leased these parcels from the Town. VDOT would contact South Port directly. This item also required a public hearing be held prior to conveyance.
4. Perpetual Utility Easements – VDOT was requesting a perpetual utility easement of .04 acres, but acknowledged that the Town could not grant easements longer than 40 years, per Code of Virginia § 15.2-2100. An alternate solution would be for VDOT to submit an offer of compensation for perpetual easements. The Town would reject the offer because it cannot grant perpetual easements. VDOT would take title to the easements by eminent domain through the Certificate of Take procedure. VDOT and the Town would litigate the issue and VDOT would ask the Town to donate the property, which was currently appraised at \$130. The internal procedure was unclear but legal counsel thought that the Town Manager could reject the offer because the Town lacked the authority to accept it.

A public hearing followed by a special meeting would be held on Monday, February 22, 2016, at 9:00 a.m. in the Town Hall, due to Councilman Bennett's work/travel schedule.

B. Water and Wastewater Update:

Dave Fauber presented an overview of water and wastewater issues. (Please see attached presentation).

There was much discussion regarding the following:

Water: i) Dave Fauber's recommendation to bring the Keck Wells online at a cost of approximately \$500K, testing and treating the water, etc. Currently, staff tested quarterly for trihalomethanes (TTHMs) which was a byproduct from chlorination of the drinking water. Staff did not currently test for bromides; ii) The preliminary engineering report recommended chloramines as an alternative disinfectant and the possible addition of ammonia into the water about 10-20 minutes after chlorine application could help with the TTHM issue and would take a capital investment of \$33K and about \$7K annually for chemicals. Dave Fauber added that residents with fish tanks could not use tap water if ammonia were to be added. There was much discussion regarding \$500K to bring the Keck Wells online vs. \$33K plus \$7K annually for the chloramine system; iii) Additional auto flush systems would also help the water quality.

Wastewater: i) The graph showing the wastewater nutrients showed a number of months over the last three years where the Town exceeded the DEQ limits for nitrogen and phosphorus. Fines were assessed at a rate of \$4,360 for each .1 mg/l of nitrogen over the annual average limit of 4 mg/l and \$24,140 for each .1/mg/l of phosphorus over the annual average limit of .3 mg/l. The Town paid fines for 2013 (\$45,866) and 2014 (\$4,828) and was anticipating an assessment of about \$65K for 2015 as well. Dave Fauber cited numerous mechanical failures as the reasons for exceeding the average limits and added that a technician would be coming to diagnose the issue(s) next week; ii) The length of time taken to bring the numbers back in line was discussed at length. Dave Fauber noted that the samples had to be taken to Virginia Beach for testing and it took about one to two weeks to get the results. When the numbers were out of compliance for two, five and seven months at a time the annual average could not be brought back into compliance. It was noted that much of the delay was due to outsourcing of the testing; iii) The possibility of accepting sewage from other businesses to increase revenue. Currently septic tank pumpers had to go to Pocomoke, MD to dump their waste. Businesses dealing with porta-johns had to go to Berlin, MD.

Council requested the following from Dave Fauber.

Water: i) Compilation of quarterly reports for the monitoring wells; ii) Scheduling of a separate meeting with Mayor Proto, Councilman Bennett and any other Council members interested in attending, to work through the testing measures, water quality and the next step regarding the Keck Wells and timeframe for connection; iii) Possibly having a complete test performed now and annually in the future; iv) Determination of whether funds from the connection fee reserve account could be used to connect the Keck Wells.

Wastewater: i) Development of a plan, including testing frequency, to ensure that the plant remained in compliance in the future; ii) Researching the availability of an association for wastewater treatment operators and possibly signing up for a list-serve to enlist the help of other operators since Cape Charles was probably not the only locality to have these issues; iii) Council needed to be notified of all future mechanical failures; iv) Council needed to be notified of any future fines; v) When test results showed the plant exceeding limits, action needed to be taken immediately to ensure that the numbers got back into compliance as soon as possible.

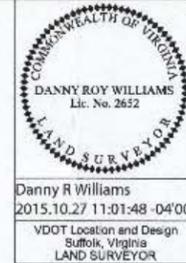
Motion made by Councilman Brown, seconded by Councilwoman Natali, to adjourn the Town Council Work Session. The motion was approved by unanimous vote.

Mayor Proto

Town Clerk

RIGHT OF WAY PLAN SHEET SHOWING PROPERTY FOR COMMONWEALTH OF VIRGINIA

Town Of Cape Charles
Northampton County, Virginia
Scale 1" = 50'
Surveyed By Danny R. Williams, L.S., CFM
January 15, 2014



REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.	642	0642-065-577, RW-201, C-501	4111RW

015 NORTHAMPTON COUNTY VIRGINIA ET ALS
AS THEIR INTEREST MAY APPEAR
DB 41 PG 213
Sq. Ft. 92,961 / 2.13 Acres

005 HERMINA R ROBBERECHT
WB 71 PG 434
Tax* 83A4-A-24

003 SINCLAIR TELECABLE INC
DB 267 PG 200
PB 8 PG 108
160 AC
Tax* 83A3-A-16

001 TOWN OF CAPE CHARLES
DB 164 PG 614
PB 8 PG 108
22.7 AC
Tax* 83A3-A-4

006 BAY CREEK SOUTH LLC
Inst. *140000761
PB 26 PG 52
Tax* 90-2-B

002 SOUTH PORT INVESTORS LLC
Inst *080000441
PB 39 PG 88 THRU
PB 27 PG 23
80.66 AC
Tax* 90-A-1A

007 CROSBY H JOHNSON
EDITH E JOHNSON
Inst * 040001310
PB 29 PG 29
Tax* 90-6-16

010 BAY CREEK SOUTH LLC
Inst *140002065
Plat Inst *140002064
Tax* 90-06-B2

008 LAUREN A SFEKAS
Inst * 070002262
PB 29 PG 29
Tax* 90-6-15

016 JUSTIN HARTFORD
JACQUELINE OSMOND HARTFORD
TRUSTEES
Inst *090000257
PB 29 PG 29
Tax* 90-6-17

009 RAYMOND SALOPEK
SANDRA M SALOPEK
Inst *100000249
PB 29 PG 29
Tax* 90-6-14

018 FRANK T NICO
PAULA A NICO
Inst *040000792
Inst *120000892
PB 29 PG 29
Tax* 90-6-13 & 90-6-12

LEGEND

- Computed Point
 - Monumentation Found (As Noted)
 - RM-2 (5/8" Rebar w/Cap)
 - Indicates Permanent Easement
 - - - Indicates Easement
- LINE LEGEND**
- 00.00 CALCULATED FROM CONSTRUCTION @
 - 00.00' PROPOSED R/W
 - 00.00' VARIABLE WIDTH PERMANENT STANDARD UTILITY EASEMENT REQUIRED FOR VERIZON VA, LLC AND VDOT UTILITY EASEMENT
 - 00.00' VARIABLE WIDTH PERMANENT STANDARD UTILITY EASEMENT REQUIRED FOR A&N ELECTRIC COOPERATIVE, VERIZON VA, LLC AND VDOT UTILITY EASEMENT
 - 00.00' VARIABLE WIDTH PERMANENT STANDARD VDOT UTILITY EASEMENT

LINE TABLE

LINE	BEARING	DISTANCE
L2	N27°14'33"E	32.98'
L3	N11°19'06"W	7.86'
L4	S50°57'53"E	10.09'
L5	S77°54'17"W	166.98'
L6	S11°33'55"E	22.42'
L7	S11°32'50"E	6.63'
L8	S78°24'52"W	56.05'
L9	S78°24'52"W	56.00'
L10	S78°24'52"W	40.62'
L11	N71°18'20"W	21.19'
L12	N11°19'06"W	26.96'

CURVE TABLE

CURVE	DELTA	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	2°24'24" (RT)	367.35'	15.43'	S 79°44'49" W	15.43'
C2	8°48'18" (RT)	367.35'	56.45'	N 65°10'05" E	56.39'
C3	9°05'07" (RT)	367.35'	58.29'	S 85°51'23" E	58.22'
C4	4°27'33" (RT)	367.35'	28.59'	S 79°08'40" E	28.50'

**FOR PARCEL AREAS
REFER TO SHEET 4(2)RW**

NOTE: All Stations And Offsets Are From The Construction Baseline
Bearings And Distances In Parenthesis Are Record Data

GENERAL NOTES:

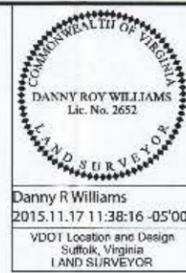
1. Plan Sheet Is Intended For Acquisition Only And Does Not Constitute A Boundary Survey.
2. Property Line Information Based on Plats And Deeds Of Record. Limited Field Work Performed In The Creation Of This Plan Sheet.
3. Plan Sheet Was Prepared Without The Benefit Of A Title Report, Consequently Not All Encumbrances May Be Depicted.
4. This Plan Sheet Was Forwarded Electronically In "Read Only" Format. Any Attempt At Alteration Invalidates The Seal And Signature. An Original Hard Copy Remains On File At The Virginia Department Of Transportation, Hampton Roads District Office.
5. Physical Improvements Are Not Shown.

SCALE	PROJECT	SHEET NO.
0 25' 50' 100'	0642-065-577	4111RW

CURVE	DELTA	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	01°21'00" (LT)	825.00'	19.44'	N 76°58'22" E	19.44'
C2	11°33'45" (LT)	825.00'	186.49'	N 56°03'34" E	166.21'
C3	03°49'25" (LT)	450.00'	30.03'	S 80°18'30" W	30.02'
C5	10°45'44" (RT)	925.00'	173.75'	S 68°12'04" W	173.48'
C6	0°07'48" (RT)	2662.68'	6.04'	S 78°19'49" W	6.04'
C7	1°48'26" (RT)	1600.00'	50.47'	S 34°34'58" W	50.47'
C8	03°07'23" (RT)	2662.68'	145.13'	S 76°42'13" W	145.12'

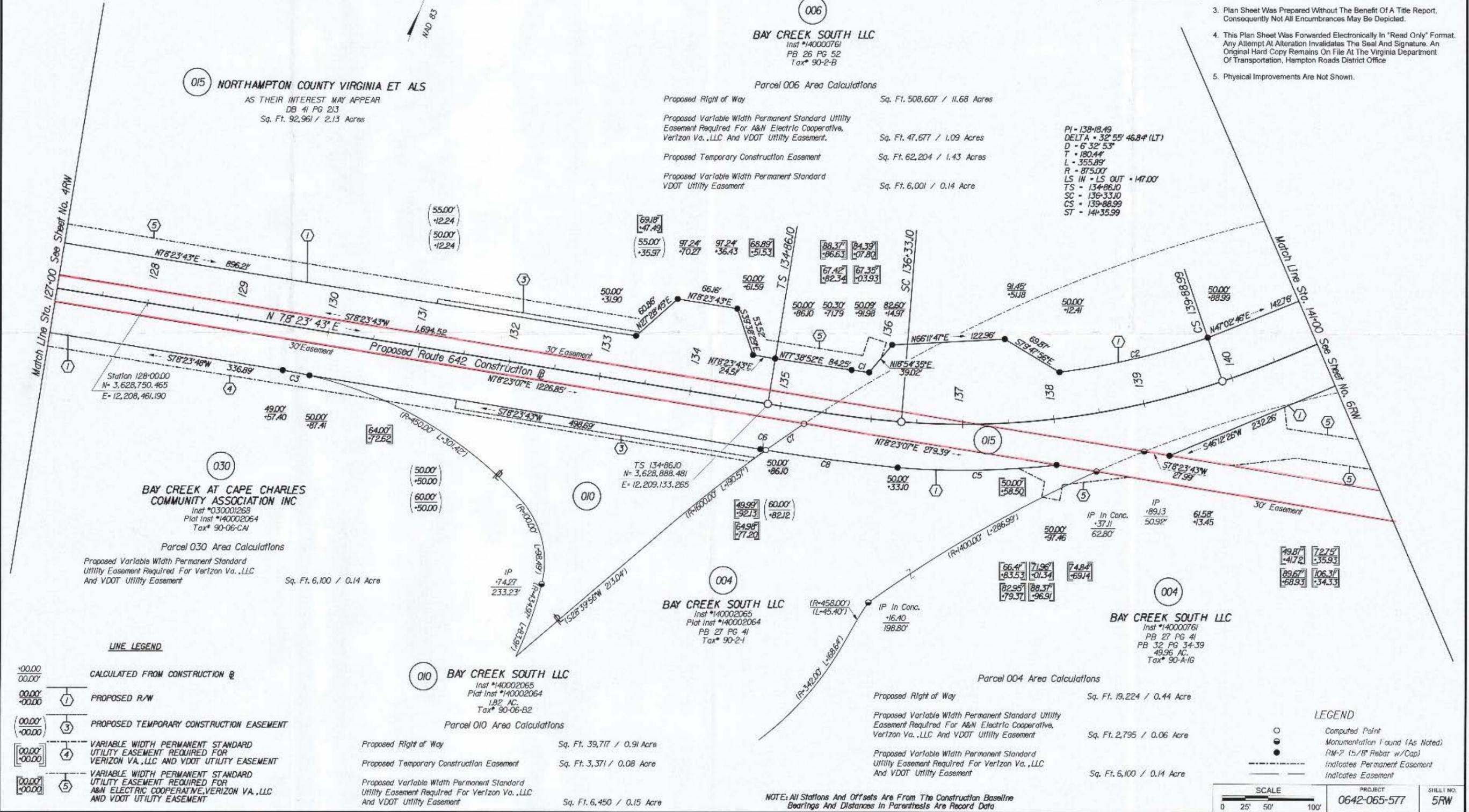
RIGHT OF WAY PLAN SHEET SHOWING PROPERTY FOR COMMONWEALTH OF VIRGINIA

Town Of Cape Charles
Northampton County, Virginia
Scale 1" = 50'
Surveyed By Danny R. Williams, L.S., CFM
January 15, 2014



REVISED	STATE	ROUTE	PROJECT	SHEET NO.
	VA.	642	0642-065-577, RW-201, C-501	5RW

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015 NORTHAMPTON COUNTY VIRGINIA ET ALS
AS THEIR INTEREST MAY APPEAR
DB 41 PG 213
Sq. Ft. 92,961 / 2.13 Acres

006 BAY CREEK SOUTH LLC
Inst #14000761
PB 26 PG 52
Tax# 90-2-B

Parcel 006 Area Calculations

Proposed Right of Way Sq. Ft. 508,607 / 11.68 Acres

Proposed Variable Width Permanent Standard Utility Easement Required For A&N Electric Cooperative, Verizon Va., LLC And VDOT Utility Easement. Sq. Ft. 47,677 / 1.09 Acres

Proposed Temporary Construction Easement Sq. Ft. 62,204 / 1.43 Acres

Proposed Variable Width Permanent Standard VDOT Utility Easement Sq. Ft. 6,001 / 0.14 Acre

PI = 138+18.49
DELTA = 32° 55' 46.8" (LT)
D = 6' 32" 5.3"
T = 180.44'
L = 355.89'
R = 875.00'
LS IN = LS OUT + 147.00'
TS = 134+86.10
SC = 136+33.10
CS = 139+88.99
ST = 141+35.99

030 BAY CREEK AT CAPE CHARLES COMMUNITY ASSOCIATION INC
Inst #030001268
Plat Inst #140002064
Tax# 90-06-CA1

Parcel 030 Area Calculations

Proposed Variable Width Permanent Standard Utility Easement Required For Verizon Va., LLC And VDOT Utility Easement Sq. Ft. 6,100 / 0.14 Acre

010 BAY CREEK SOUTH LLC
Inst #140002065
Plat Inst #140002064
1.82 AC.
Tax# 90-06-B2

Parcel 010 Area Calculations

Proposed Right of Way Sq. Ft. 39,717 / 0.91 Acre

Proposed Temporary Construction Easement Sq. Ft. 3,371 / 0.08 Acre

Proposed Variable Width Permanent Standard Utility Easement Required For Verizon Va., LLC And VDOT Utility Easement Sq. Ft. 6,450 / 0.15 Acre

004 BAY CREEK SOUTH LLC
Inst #140002065
Plat Inst #140002064
PB 27 PG 41
PB 32 PG 34-39
49.96 AC.
Tax# 90-A-16

Parcel 004 Area Calculations

Proposed Right of Way Sq. Ft. 19,224 / 0.44 Acre

Proposed Variable Width Permanent Standard Utility Easement Required For A&N Electric Cooperative, Verizon Va., LLC And VDOT Utility Easement Sq. Ft. 2,795 / 0.06 Acre

Proposed Variable Width Permanent Standard Utility Easement Required For Verizon Va., LLC And VDOT Utility Easement Sq. Ft. 6,100 / 0.14 Acre

- LINE LEGEND**
- CALCULATED FROM CONSTRUCTION @
 - PROPOSED R/W
 - PROPOSED TEMPORARY CONSTRUCTION EASEMENT
 - VARIABLE WIDTH PERMANENT STANDARD UTILITY EASEMENT REQUIRED FOR VERIZON VA., LLC AND VDOT UTILITY EASEMENT
 - VARIABLE WIDTH PERMANENT STANDARD UTILITY EASEMENT REQUIRED FOR A&N ELECTRIC COOPERATIVE, VERIZON VA., LLC AND VDOT UTILITY EASEMENT

- LEGEND**
- Computed Point
 - Monumentation Found (As Noted)
 - RM-2 (15/8" Rebar w/Cap)
 - Indicates Permanent Easement
 - Indicates Easement
- SCALE**
0 25' 50' 100'
- PROJECT**
0642-065-577
- SHEET NO.**
5RW

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Town Of Cape Charles
Northampton County, Virginia
Scale 1" = 50'
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January 15, 2014

PRELIMINARY

REVISED	STATE	ROUTE	STATE	PROJECT	SHEET NO
	VA.	642		0642-065-577, RW-201, C-501	6RW

VDOT Location and Design
Suffolk, Virginia
LAND SURVEYOR



PI - 138+18.49
DELTA - 32° 55' 46.84" (LT)
D - 6' 32" 5.3"
T - 180.44'
L - 355.89'
R - 875.00'
LS IN - LS OUT - 147.00'
TS - 134+86.10
SC - 136+33.10
CS - 139+88.99
ST - 141+35.99

PI - 146+56.18
DELTA - 30° 55' 32.93" (LT)
D - 7' 42" 04"
T - 119.81'
L - 237.58'
R - 744.00'
LS IN - LS OUT - 164.00'
TS - 143+67.99
SC - 145+31.99
CS - 147+69.57
SRS - 149+33.57

PI - 12+96.41
DELTA - 53° 43' 35.02" (LT)
D - 18' 07" 54"
T - 63.49'
L - 125.31'
R - 316.00'
LS IN - LS OUT - 171.00'
TS - 10+49.11
SC - 12+20.11
CS - 13+45.42
ST - 15+16.42

PI - 154+29.42
DELTA - 58° 04' 31.84" (RT)
D - 7' 42" 04"
T - 311.57'
L - 590.13'
R - 744.00'
LS IN - LS OUT - 164.00'
SRS - 149+33.57
SC - 150+97.57
CS - 156+87.69
ST - 158+51.69

BAY CREEK SOUTH LLC
Inst #140000761
PB 26 PG 52
Tax# 90-2-B

Parcel 006 Area Calculations

Proposed Right of Way	Sq. Ft. 508,607 / 11.68 Acres
Proposed Variable Width Permanent Standard Utility Easement Required For A&N Electric Cooperative, Verizon Va., LLC And VDOT Utility Easement	Sq. Ft. 47,677 / 1.09 Acres
Proposed Temporary Construction Easement	Sq. Ft. 62,204 / 1.43 Acres
Proposed Variable Width Permanent Standard VDOT Utility Easement	Sq. Ft. 6,100 / 0.14 Acre

NORTHAMPTON COUNTY VIRGINIA ET ALS
AS THEIR INTEREST MAY APPEAR
DB 45 PG 160
DB 41 PG 213
Sq. Ft. 92,961 / 2.13 Acres

BAY CREEK SOUTH LLC
Inst #140000161
PB 27 PG 41
PB 32 PG 34-39
49.96 AC
Tax# 90-A-16

Parcel 004 Area Calculations

Proposed Right of Way	Sq. Ft. 19,224 / 0.44 Acre
Proposed Variable Width Permanent Standard Utility Easement Required For A&N Electric Cooperative, Verizon Va., LLC And VDOT Utility Easement	Sq. Ft. 2,795 / 0.06 Acre
Proposed Variable Width Permanent Standard Utility Easement Required For Verizon Va., LLC And VDOT Utility Easement	Sq. Ft. 6,100 / 0.14 Acre

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CURVE TABLE

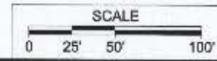
CURVE	DELTA	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	18°17'45" (LT)	694.00'	221.61'	N 30°00'09" E	220.67'
C2	04°16'41" (RT)	2269.61'	169.46'	N 16°40'50" E	169.39'
C3	22°34'14" (RT)	794.00'	312.78'	N 32°08'17" E	310.77'
C4	04°16'41" (RT)	2269.61'	169.46'	S 43°19'38" W	169.42'
C5	18°17'47" (RT)	794.00'	253.55'	S 30°00'09" W	252.47'
C6	04°16'41" (RT)	2269.61'	169.46'	S 16°40'52" W	169.42'
C7	45°26'46" (LT)	894.00'	550.47'	S 43°34'39" W	536.15'
C8	18°42'32" (RT)	388.00'	119.51'	N 57°19'45" W	118.98'
C9	25°43'08" (RT)	366.00'	164.29'	N 88°50'29" W	162.92'
C10	53°43'36" (LT)	266.00'	249.43'	S 74°50'16" E	240.39'

LINE LEGEND

- CALCULATED FROM CONSTRUCTION @
- PROPOSED R/W
- VARIABLE WIDTH PERMANENT STANDARD UTILITY EASEMENT REQUIRED FOR A&N ELECTRIC COOPERATIVE, VERIZON VA., LLC AND VDOT UTILITY EASEMENT

LEGEND

- Monumentation Found (As Noted)
- RM-2 15/8" Rebar w/Cap
- Indicates Permanent Easement
- Indicates Easement



PROJECT	0642-065-577
SHEET NO	6RW

PROJECT MANAGER: *Wall Zeman, P.E. (757) 925-1605 (Hampton Roads)*
 SURVEYED BY: *DATT Dorcy Williams, L.S. (757) 925-2657 (Hampton Roads) 8/23/2015*
 DESIGN BY: *Michael Baker International (757) 463-8770*
 SUBSURFACE UTILITY BY: *JAIL JMC (757) 499-1895 7/22/2015*

Utility Owners

Delmarva Power
 Ms. Shirley Banks PH*(757-442-1953)
 Distribution Engineering Dept.
 474 Lanford Highway
 PO Box 608
 Exmore, VA 23350

Verizon Virginia Inc.
 Mr. Richard S. Owen
 2920 Elmhurst Lane
 Portsmouth, VA 23701-2739
 757-667-3110

Accomac-Norhampton Electric Co-op.
 Mr. Vernon N. Brinkley, Mgr.
 P.O. Box 290
 21275 Cooperative Way
 Tasley, VA 23441
 757-787-9150

Bayshore CATV, Inc.
 Mr. H.C. Dize, President
 5 North Street
 Onancock, VA 23417
 757-787-2602

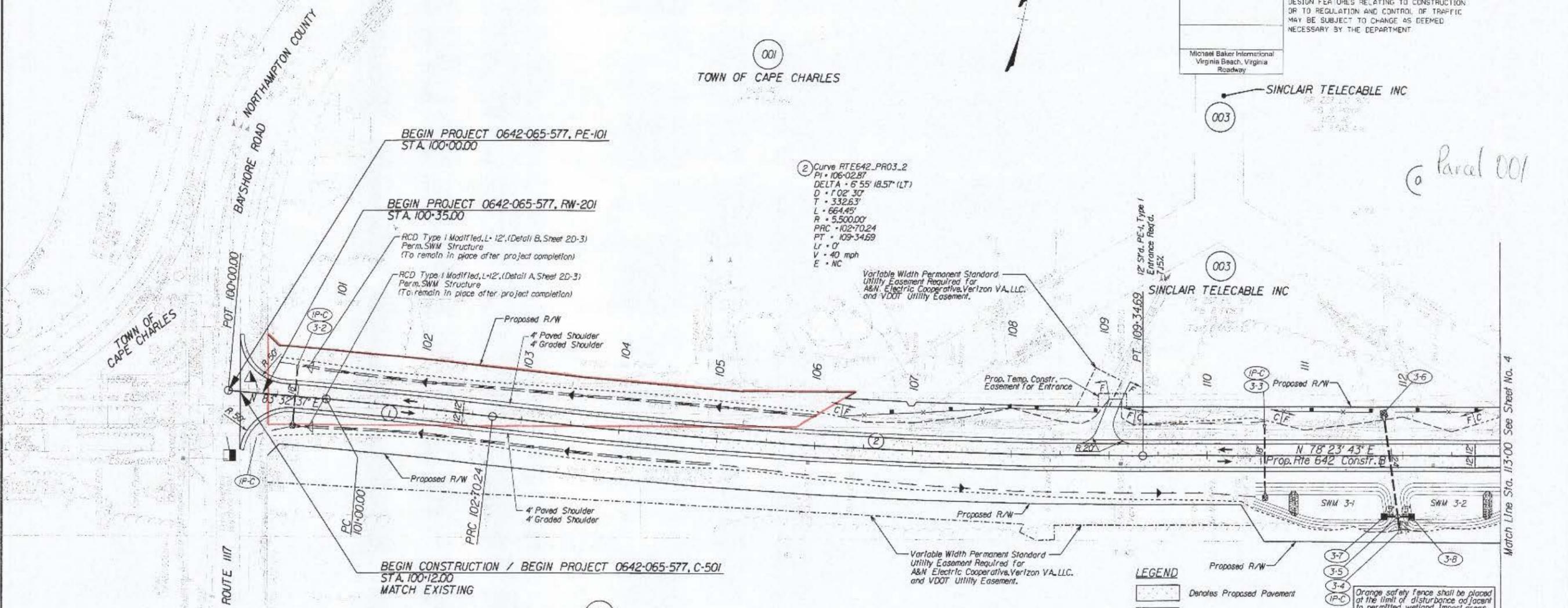
REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA	642	0642-065-577, RW-201, C-501	3

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT.

Michael Baker International
 Virginia Beach, Virginia
 Roadway

001
 TOWN OF CAPE CHARLES

Parcel 001



1 Curve RTE642_PRO3.1
 PI • 101+85.13
 DELTA • 1° 46' 24.42" (RT)
 D • 1° 02' 30"
 T • 85.13'
 L • 170.24'
 R • 5,500.00'
 PC • 101+00.00
 PRC • 102+70.24
 Lr • 0'
 V • 40 mph
 E • NC

2 Curve RTE642_PRO3.2
 PI • 106+02.87
 DELTA • 5° 55' 18.57" (LT)
 D • 1° 02' 30"
 T • 332.63'
 L • 664.45'
 R • 5,500.00'
 PRC • 102+70.24
 PT • 109+34.69
 Lr • 0'
 V • 40 mph
 E • NC

SOUTH PORT INVESTORS LLC

002
 SOUTH PORT INVESTORS LLC

- ▲ Existing Pipe to be removed
- Existing Pipe to be cleaned out
- ◀ Existing Structure to be removed

Prop. Ditch Type A

RIGHT		LEFT	
Station	Elev. to	Station	Elev.
100+50	5.4	105+00	10.5
105+00	10.5	108+00	8.4
108+00	8.4	110+50	7.7

2' Bottom Width, Water Quality Swale

LEGEND

- Denotes Proposed Pavement
 - Denotes Pavement Milling and Overlay
 - Denotes Demolition of Pavement
 - Denotes Construction Limits in Cuts
 - Denotes Construction Limits in Fills
 - Figures in brackets and dot-dashed lines denote Permanent Easements.
 - Figures in double brackets and dot-dashed lines denote Utility Easements.
 - Figures in parentheses and dot-dot-dashed lines denote Temporary Easements.
- Orange safety fence shall be placed at the limit of disturbance adjacent to permitted wetland impact areas and along the wetland boundary adjacent to the project area. No unauthorized encroachment or impact to wetlands shall occur other than locations authorized by the water quality permit.

REFERENCES
 (PROFILES, DETAIL & DRAINAGE DESCRIPTION SHEETS, ETC.)

Profile Sheet	3A
Drainage Descr.	3B
Alignment Data	1G
General Notes	2
Entrance Profiles	10X1 - 10X2
BMP Detail	2D(1)

PROJECT MANAGER: Wall Zeman, P.E. (757) 925-8605 (Hampton Roads)
 SURVEYED BY, DATE: Darryl Williams, L.S. (757) 925-2657 (Hampton Roads) 8/3/2015
 DESIGN BY: Michael Baker International (757) 463-8770
 SUBSURFACE UTILITY BY, DATE: JMC (757) 469-8895 7/22/2015

Utility Owners

Delmarva Power
 Ms. Shirley Banks PHM (757-442-1953)
 Distribution Engineering Dept.
 4174 Langford Highway
 P.O. Box 608
 Exmore, VA 23350

Verizon Virginia Inc.
 Mr. Richard S. Owen
 2920 Elmhurst Lane
 Portsmouth, VA 23701-2739
 757-667-3110

Accomac-Norhampton Electric Co-op.
 Mr. Vernon N. Brinkley, Mgr.
 P.O. Box 290
 21275 Cooperative Way
 Tazewell, VA 23441
 757-787-9750

Bayshore CATV, Inc.
 Mr. H.C. Dize, President
 5 North Street
 Onancock, VA 23417
 757-787-2602

REVISED	STATE	ROUTE	STATE	PROJECT	SHEET NO.
	VA.	642		0642-065-577, RW-201, C-501	4

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT

Michael Baker International
 Virginia Beach, Virginia
 Roadway

ROBBERECHT SEAFOOD INC.

OLD CAPE CHARLES ROAD

Variable Width Permanent Standard Utility Easement Required For A&N Electric Cooperative, Verizon VA, LLC, and VDOT Utility Easement.

Variable Width Permanent Standard Utility Easement Required For A&N Electric Cooperative, Verizon VA, LLC, and VDOT Utility Easement.

Orange safety fence shall be placed at the limit of disturbance adjacent to permitted wetland impact areas and along the wetland boundary adjacent to the project area. No unauthorized encroachment or impact to wetlands shall occur other than locations authorized by the water quality permit.

TOWN OF CAPE CHARLES
 End Construction Sta. 22+00.00
 Prop. Old Cape Charles Road Constr. B.L.
 Match Existing

BAY CREEK SOUTH LLC

SINCLAIR TELECABLE INC

HERMINA R. ROBBERECHT

NORTHAMPTON COUNTY VIRGINIA ET ALS

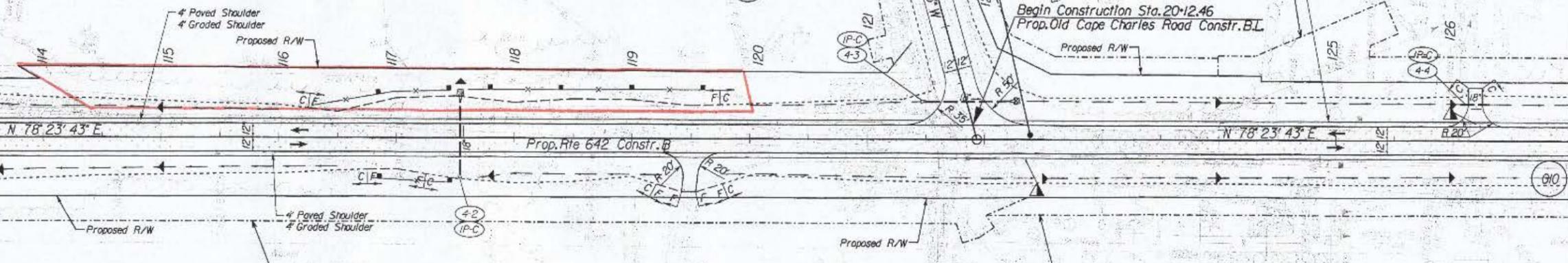
Variable Width Permanent Standard Utility Easement Required For A&N Electric Cooperative, Verizon VA, LLC, and VDOT Utility Easement.

Begin Construction Sta. 20+12.46
 Prop. Old Cape Charles Road Constr. B.L.

12' Str. PE-1, Type I Entrance Road, 5.54%

Match Line Sta. 113+00 See Sheet No. 3

Match Line Sta. 127+00 See Sheet No. 5



LEGEND

- Denotes Proposed Pavement
- Denotes Pavement Milling and Overlay
- Denotes Demolition of Pavement
- Denotes Construction Limits in Cuts
- Denotes Construction Limits in Fills
- Figures in brackets and dot-dashed lines denote Permanent Easements.
- Figures in double brackets and dot-dashed lines denote Utility Easements.
- Figures in parentheses and dot-dashed lines denote Temporary Easements.

- Existing Pipe to be removed
- Existing Pipe to be cleaned out
- Existing Structure to be removed

Prop. Ditch Type A

4:1 Cut or F:1:1 Slope

See Cross Section for Elevations

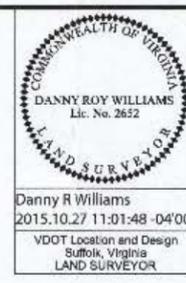
LEFT		RIGHT	
Station	Elev. to	Station	Elev. to
113+00	8.0	116+00	10.5
120+00	10.8	117+50	8.5
122+50	10.3	120+00	10.5
		116+50	10.5
		119+20	9.7
		133+50	8.0

REFERENCES
 (PROFILES, DETAIL & DRAINAGE DESCRIPTION SHEETS, ETC.)

Profile Sheet	4A
Drainage Descr.	3B
Alignment Data	1G
General Notes	2
Entrance Profiles	10(1) - 10(2)

RIGHT OF WAY PLAN SHEET SHOWING PROPERTY FOR COMMONWEALTH OF VIRGINIA

Town Of Cape Charles
Northampton County, Virginia
Scale 1" = 50'
Surveyed By Danny R. Williams, L.S., CFM
January 15, 2014



REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.	642	0642-065-577, RW-201, C-501	4111RW

015 NORTHAMPTON COUNTY VIRGINIA ET ALS
AS THEIR INTEREST MAY APPEAR
DB 41 PG 213
Sq. Ft. 92,961 / 2.13 Acres

005 HERMINA R ROBBERECHT
WB 71 PG 434
Tax* 83A4-A-24

003 SINCLAIR TELECABLE INC
DB 267 PG 200
PB 8 PG 108
160 AC
Tax* 83A3-A-16

001 TOWN OF CAPE CHARLES
DB 164 PG 614
PB 8 PG 108
22.7 AC
Tax* 83A3-A-4

006 BAY CREEK SOUTH LLC
Inst. *140000761
PB 26 PG 52
Tax* 90-2-B

002 SOUTH PORT INVESTORS LLC
Inst *080000441
PB 39 PG 88 THRU
PB 27 PG 23
80.66 AC
Tax* 90-A-1A

007 CROSBY H JOHNSON
EDITH E JOHNSON
Inst * 040001310
PB 29 PG 29
Tax* 90-6-16

010 BAY CREEK SOUTH LLC
Inst *140002065
Plat Inst *140002064
Tax* 90-06-B2

008 LAUREN A SFEKAS
Inst * 070002262
PB 29 PG 29
Tax* 90-6-15

016 JUSTIN HARTFORD
JACQUELINE OSMOND HARTFORD
TRUSTEES
Inst *090000257
PB 29 PG 29
Tax* 90-6-17

009 RAYMOND SALOPEK
SANDRA M SALOPEK
Inst *100000249
PB 29 PG 29
Tax* 90-6-14

018 FRANK T NICO
PAULA A NICO
Inst *040000792
Inst *120000892
PB 29 PG 29
Tax* 90-6-13 & 90-6-12

LEGEND

- Computed Point
 - Monumentation Found (As Noted)
 - RM-2 (5/8" Rebar w/Cap)
 - Indicates Permanent Easement
 - - - Indicates Easement
- LINE LEGEND**
- 00.00 CALCULATED FROM CONSTRUCTION @
 - 00.00' PROPOSED R/W
 - 00.00' VARIABLE WIDTH PERMANENT STANDARD UTILITY EASEMENT REQUIRED FOR VERIZON VA, LLC AND VDOT UTILITY EASEMENT
 - 00.00' VARIABLE WIDTH PERMANENT STANDARD UTILITY EASEMENT REQUIRED FOR A&N ELECTRIC COOPERATIVE, VERIZON VA, LLC AND VDOT UTILITY EASEMENT
 - 00.00' VARIABLE WIDTH PERMANENT STANDARD VDOT UTILITY EASEMENT

LINE TABLE

LINE	BEARING	DISTANCE
L2	N27°14'33"E	32.98'
L3	N11°19'06"W	7.86'
L4	S50°57'53"E	10.09'
L5	S77°54'17"W	166.98'
L6	S11°33'55"E	22.42'
L7	S11°32'50"E	6.63'
L8	S78°24'52"W	56.05'
L9	S78°24'52"W	56.00'
L10	S78°24'52"W	40.62'
L11	N71°18'20"W	21.19'
L12	N11°19'06"W	26.96'

CURVE TABLE

CURVE	DELTA	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	2°24'24" (RT)	367.35'	15.43'	S 79°44'49" W	15.43'
C2	8°48'18" (RT)	367.35'	56.45'	N 65°10'05" E	56.39'
C3	9°05'07" (RT)	367.35'	58.29'	S 85°51'23" E	58.22'
C4	4°27'33" (RT)	367.35'	28.59'	S 79°08'40" E	28.50'

**FOR PARCEL AREAS
REFER TO SHEET 4(2)RW**

NOTE: All Stations And Offsets Are From The Construction Baseline
Bearings And Distances In Parenthesis Are Record Data

GENERAL NOTES:

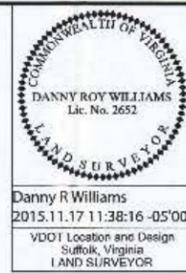
1. Plan Sheet Is Intended For Acquisition Only And Does Not Constitute A Boundary Survey.
2. Property Line Information Based on Plats And Deeds Of Record. Limited Field Work Performed In The Creation Of This Plan Sheet.
3. Plan Sheet Was Prepared Without The Benefit Of A Title Report, Consequently Not All Encumbrances May Be Depicted.
4. This Plan Sheet Was Forwarded Electronically In "Read Only" Format. Any Attempt At Alteration Invalidates The Seal And Signature. An Original Hard Copy Remains On File At The Virginia Department Of Transportation, Hampton Roads District Office.
5. Physical Improvements Are Not Shown.

SCALE 0 25' 50' 100'	PROJECT 0642-065-577	SHEET NO. 4111RW
-------------------------	-------------------------	---------------------

CURVE	DELTA	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	01°21'00" (LT)	825.00'	19.44'	N 76°58'22" E	19.44'
C2	11°33'45" (LT)	825.00'	186.49'	N 56°03'34" E	166.21'
C3	03°49'25" (LT)	450.00'	30.03'	S 80°18'30" W	30.02'
C5	10°45'44" (RT)	925.00'	173.75'	S 68°12'04" W	173.48'
C6	0°07'48" (RT)	2662.68'	6.04'	S 78°19'49" W	6.04'
C7	1°48'26" (RT)	1600.00'	50.47'	S 34°34'58" W	50.47'
C8	03°07'23" (RT)	2662.68'	145.13'	S 76°42'13" W	145.12'

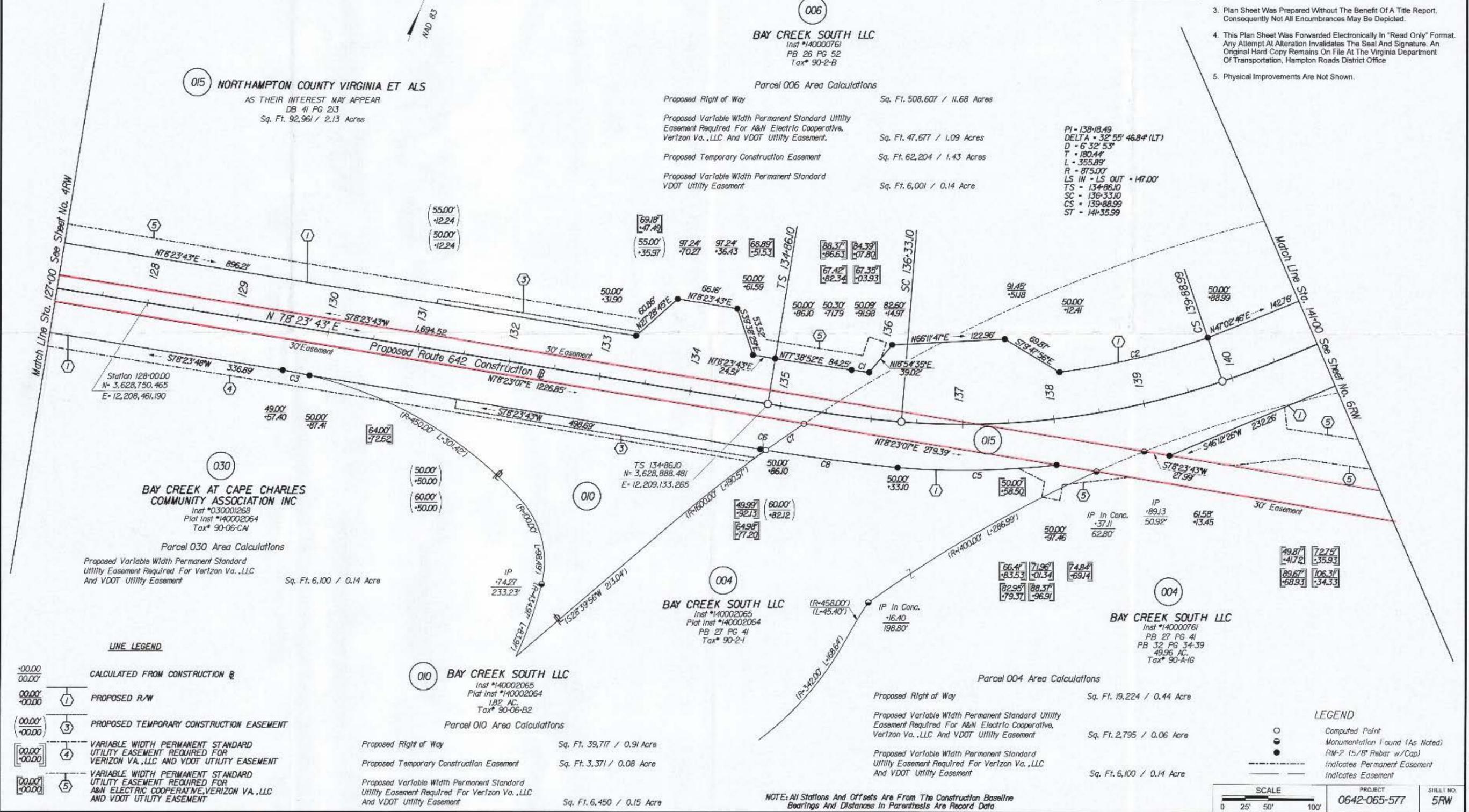
RIGHT OF WAY PLAN SHEET SHOWING PROPERTY FOR COMMONWEALTH OF VIRGINIA

Town Of Cape Charles
Northampton County, Virginia
Scale 1" = 50'
Surveyed By Danny R. Williams, L.S., CFM
January 15, 2014



REVISED	STATE	ROUTE	PROJECT	SHEET NO.
	VA.	642	0642-065-577, RW-201, C-501	5RW

- GENERAL NOTES:**
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 - Physical Improvements Are Not Shown.



LINE LEGEND

---	00.00 / 00.00	CALCULATED FROM CONSTRUCTION @
---	00.00 / 00.00	PROPOSED R/W
---	00.00 / 00.00	PROPOSED TEMPORARY CONSTRUCTION EASEMENT
---	00.00 / 00.00	VARIABLE WIDTH PERMANENT STANDARD UTILITY EASEMENT REQUIRED FOR VERIZON VA., LLC AND VDOT UTILITY EASEMENT
---	00.00 / 00.00	VARIABLE WIDTH PERMANENT STANDARD UTILITY EASEMENT REQUIRED FOR A&N ELECTRIC COOPERATIVE, VERIZON VA., LLC AND VDOT UTILITY EASEMENT

010 BAY CREEK SOUTH LLC
Inst #140002065
Plat Inst #140002064
1.82 AC.
Tax# 90-06-B2

Parcel 010 Area Calculations

Proposed Right of Way Sq. Ft. 39,717 / 0.91 Acre

Proposed Temporary Construction Easement Sq. Ft. 3,371 / 0.08 Acre

Proposed Variable Width Permanent Standard Utility Easement Required For Verizon Va., LLC And VDOT Utility Easement Sq. Ft. 6,450 / 0.15 Acre

004 BAY CREEK SOUTH LLC
Inst #140002065
Plat Inst #140002064
PB 27 PG 41
Tax# 90-2-1

Parcel 004 Area Calculations

Proposed Right of Way Sq. Ft. 19,224 / 0.44 Acre

Proposed Variable Width Permanent Standard Utility Easement Required For A&N Electric Cooperative, Verizon Va., LLC And VDOT Utility Easement Sq. Ft. 2,795 / 0.06 Acre

Proposed Variable Width Permanent Standard Utility Easement Required For Verizon Va., LLC And VDOT Utility Easement Sq. Ft. 6,100 / 0.14 Acre

LEGEND

- Computed Point
- Monumentation Found (As Noted)
- RM-2 (15/8" Rebar w/Cap)
- Indicates Permanent Easement
- Indicates Easement

SCALE
0 25' 50' 100'

PROJECT
0642-065-577

SHEET NO.
5RW

NOTE: All Stations And Offsets Are From The Construction Baseline Bearings And Distances In Parenthesis Are Record Data

RIGHT OF WAY PLAN SHEET SHOWING PROPERTY FOR COMMONWEALTH OF VIRGINIA

Town Of Cape Charles
Northampton County, Virginia
Scale 1" = 50'
Surveyed By Danny R. Williams, L.S., CFM
January 15, 2014

PRELIMINARY

REVISED	STATE	ROUTE	STATE	PROJECT	SHEET NO
	VA.	642		0642-065-577, RW-201, C-501	6RW

VDOT Location and Design
Suffolk, Virginia
LAND SURVEYOR



PI - 138+18.49
DELTA - 32° 55' 46.84" (LT)
D - 6' 32" 5.3"
T - 180.44'
L - 355.89'
R - 875.00'
LS IN - LS OUT - 147.00'
TS - 134+86.10
SC - 136+33.10
CS - 139+88.99
ST - 141+35.99

PI - 146+56.18
DELTA - 30° 55' 32.93" (LT)
D - 7' 42" 04"
T - 119.81'
L - 237.58'
R - 744.00'
LS IN - LS OUT - 164.00'
TS - 143+67.99
SC - 145+31.99
CS - 147+69.57
SRS - 149+33.57

PI - 12+96.41
DELTA - 53° 43' 35.02" (LT)
D - 18' 07" 54"
T - 63.49'
L - 125.31'
R - 316.00'
LS IN - LS OUT - 171.00'
TS - 10+49.11
SC - 12+20.11
CS - 13+45.42
ST - 15+16.42

PI - 154+29.42
DELTA - 58° 04' 31.84" (RT)
D - 7' 42" 04"
T - 311.57'
L - 590.13'
R - 744.00'
LS IN - LS OUT - 164.00'
SRS - 149+33.57
SC - 150+97.57
CS - 156+87.69
ST - 158+51.69

BAY CREEK SOUTH LLC
Inst #140000761
PB 26 PG 52
Tax# 90-2-B

Parcel 006 Area Calculations

Proposed Right of Way	Sq. Ft. 508,607 / 11.68 Acres
Proposed Variable Width Permanent Standard Utility Easement Required For A&N Electric Cooperative, Verizon Va., LLC And VDOT Utility Easement	Sq. Ft. 47,677 / 1.09 Acres
Proposed Temporary Construction Easement	Sq. Ft. 62,204 / 1.43 Acres
Proposed Variable Width Permanent Standard VDOT Utility Easement	Sq. Ft. 6,100 / 0.14 Acre

NORTHAMPTON COUNTY VIRGINIA ET ALS
AS THEIR INTEREST MAY APPEAR
DB 45 PG 160
DB 41 PG 213
Sq. Ft. 92,961 / 2.13 Acres

BAY CREEK SOUTH LLC
Inst #140000161
PB 27 PG 41
PB 32 PG 34-39
49.96 AC
Tax# 90-A-16

Parcel 004 Area Calculations

Proposed Right of Way	Sq. Ft. 19,224 / 0.44 Acre
Proposed Variable Width Permanent Standard Utility Easement Required For A&N Electric Cooperative, Verizon Va., LLC And VDOT Utility Easement	Sq. Ft. 2,795 / 0.06 Acre
Proposed Variable Width Permanent Standard Utility Easement Required For Verizon Va., LLC And VDOT Utility Easement	Sq. Ft. 6,100 / 0.14 Acre

GENERAL NOTES:

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- Physical Improvements Are Not Shown.

NOTE: All Stations And Offsets Are From The Construction Baseline. Bearings And Distances In Parenthesis Are Record Data

CURVE TABLE

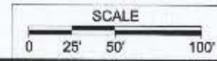
CURVE	DELTA	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	18°17'45" (LT)	694.00'	221.61'	N 30°00'09" E	220.67'
C2	04°16'41" (RT)	2269.61'	169.46'	N 16°40'50" E	169.39'
C3	22°34'14" (RT)	794.00'	312.78'	N 32°08'17" E	310.77'
C4	04°16'41" (RT)	2269.61'	169.46'	S 43°19'38" W	169.42'
C5	18°17'47" (RT)	794.00'	253.55'	S 30°00'09" W	252.47'
C6	04°16'41" (RT)	2269.61'	169.46'	S 16°40'52" W	169.42'
C7	45°26'46" (LT)	894.00'	550.47'	S 43°34'39" W	536.15'
C8	18°42'32" (RT)	388.00'	119.51'	N 57°19'45" W	118.98'
C9	25°43'08" (RT)	366.00'	164.29'	N 88°50'29" W	162.92'
C10	53°43'36" (LT)	266.00'	249.43'	S 74°50'16" E	240.39'

LINE LEGEND

- CALCULATED FROM CONSTRUCTION @
- PROPOSED R/W
- VARIABLE WIDTH PERMANENT STANDARD UTILITY EASEMENT REQUIRED FOR A&N ELECTRIC COOPERATIVE, VERIZON VA., LLC AND VDOT UTILITY EASEMENT

LEGEND

- Monumentation Found (As Noted)
- RM-2 15/8" Rebar w/Cap
- Indicates Permanent Easement
- Indicates Easement



PROJECT	0642-065-577
SHEET NO	6RW

PROJECT MANAGER: *Wall Zeman, P.E. (757) 925-1605 (Hampton Roads)*
 SURVEYED BY: *DATT Dorcy Williams, L.S. (757) 925-2657 (Hampton Roads) 8/23/2015*
 DESIGN BY: *Michael Baker International (757) 463-8770*
 SUBSURFACE UTILITY BY: *JAIL JWC (757) 499-1895 7/22/2015*

Utility Owners

Delmarva Power
 Ms. Shirley Banks PH*(757-442-1953)
 Distribution Engineering Dept.
 474 Lanford Highway
 PO Box 608
 Exmore, VA 23350

Verizon Virginia Inc.
 Mr. Richard S. Owen
 2920 Elmhurst Lane
 Portsmouth, VA 23701-2739
 757-667-3110

Accomac-Norhampton Electric Co-op.
 Mr. Vernon N. Brinkley, Mgr.
 P.O. Box 290
 21275 Cooperative Way
 Tasley, VA 23441
 757-787-9150

Bayshore CATV, Inc.
 Mr. H.C. Dize, President
 5 North Street
 Onancock, VA 23417
 757-787-2602

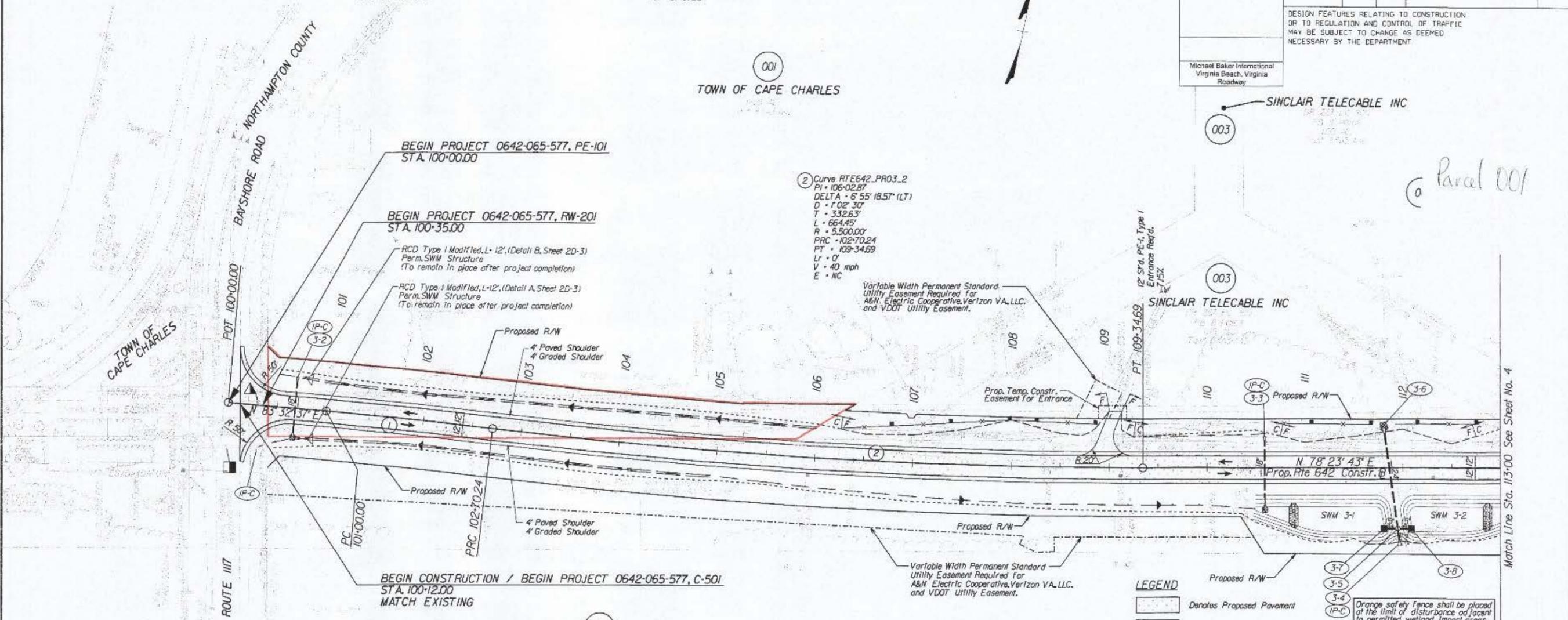
REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA	642	0642-065-577, RW-201, C-501	3

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT.

Michael Baker International
 Virginia Beach, Virginia
 Roadway

001
 TOWN OF CAPE CHARLES

Parcel 001



1 Curve RTE642_PRO3.1
 PI • 101+85.13
 DELTA • 1° 46' 24.42" (RT)
 D • 1° 02' 30"
 T • 85.13'
 L • 170.24'
 R • 5,500.00'
 PC • 101+00.00
 PRC • 102+70.24
 Lr • 0'
 V • 40 mph
 E • NC

2 Curve RTE642_PRO3.2
 PI • 106+02.87
 DELTA • 5° 55' 18.57" (LT)
 D • 1° 02' 30"
 T • 332.63'
 L • 664.45'
 R • 5,500.00'
 PRC • 102+70.24
 PT • 109+34.69
 Lr • 0'
 V • 40 mph
 E • NC

Variable Width Permanent Standard Utility Easement Required for A&N Electric Cooperative, Verizon VA, LLC, and VDOT Utility Easement.

SOUTH PORT INVESTORS LLC

002
 SOUTH PORT INVESTORS LLC

- ▲ Existing Pipe to be removed
- Existing Pipe to be cleaned out
- ◀ Existing Structure to be removed

Prop. Ditch Type A

RIGHT		LEFT	
Station	Elev. to	Station	Elev.
100+50	5.4	105+00	10.5
105+00	10.5	108+00	8.4
108+00	8.4	110+50	7.7

2' Bottom Width, Water Quality Swale

LEGEND

- Denotes Proposed Pavement
 - Denotes Pavement Milling and Overlay
 - Denotes Demolition of Pavement
 - Denotes Construction Limits In Cuts
 - Denotes Construction Limits In Fills
 - Figures in brackets and dot-dashed lines denote Permanent Easements.
 - Figures in double brackets and dot-dashed lines denote Utility Easements.
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- Orange safety fence shall be placed at the limit of disturbance adjacent to permitted wetland impact areas and along the wetland boundary adjacent to the project area. No unauthorized encroachment or impact to wetlands shall occur other than locations authorized by the water quality permit.

REFERENCES
 (PROFILES, DETAIL & DRAINAGE DESCRIPTION SHEETS, ETC.)

Profile Sheet	3A
Drainage Descr.	3B
Alignment Data	1G
General Notes	2
Entrance Profiles	10X1 - 10X2
BMP Detail	2D(1)

PROJECT MANAGER: Wall Zeman, P.E. (757) 925-8605 (Hampton Roads)
 SURVEYED BY, DATE: Darryl Williams, L.S. (757) 925-2657 (Hampton Roads) 8/3/2015
 DESIGN BY: Michael Baker International (757) 463-8770
 SUBSURFACE UTILITY BY, DATE: JMC (757) 459-8895 7/22/2015

Utility Owners

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 Ms. Shirley Banks PHM (757-442-1953)
 Distribution Engineering Dept.
 4174 Langford Highway
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 Mr. Richard S. Owen
 2920 Elmhurst Lane
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Accomac-Norhampton Electric Co-op.
 Mr. Vernon N. Brinkley, Mgr.
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 Tisbury, VA 23441
 757-787-9750

Bayshore CATV, Inc.
 Mr. H.C. Dize, President
 5 North Street
 Onancock, VA 23417
 757-787-2602

REVISED	STATE	ROUTE	STATE	PROJECT	SHEET NO.
	VA.	642		0642-065-577, RW-201, C-501	4

DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT

Michael Baker International
 Virginia Beach, Virginia
 Roadway

ROBBERECHT SEAFOOD INC.

OLD CAPE CHARLES ROAD

Variable Width Permanent Standard Utility Easement Required For A&N Electric Cooperative, Verizon VA, LLC, and VDOT Utility Easement.

Variable Width Permanent Standard Utility Easement Required For A&N Electric Cooperative, Verizon VA, LLC, and VDOT Utility Easement.

TOWN OF CAPE CHARLES
 End Construction Sta. 22+00.00
 Prop. Old Cape Charles Road Constr. B.L.
 Match Existing

BAY CREEK SOUTH LLC

Orange safety fence shall be placed at the limit of disturbance adjacent to permitted wetland impact areas and along the wetland boundary adjacent to the project area. No unauthorized encroachment or impact to wetlands shall occur other than locations authorized by the water quality permit.

SINCLAIR TELECABLE INC

HERMINA R. ROBBERECHT

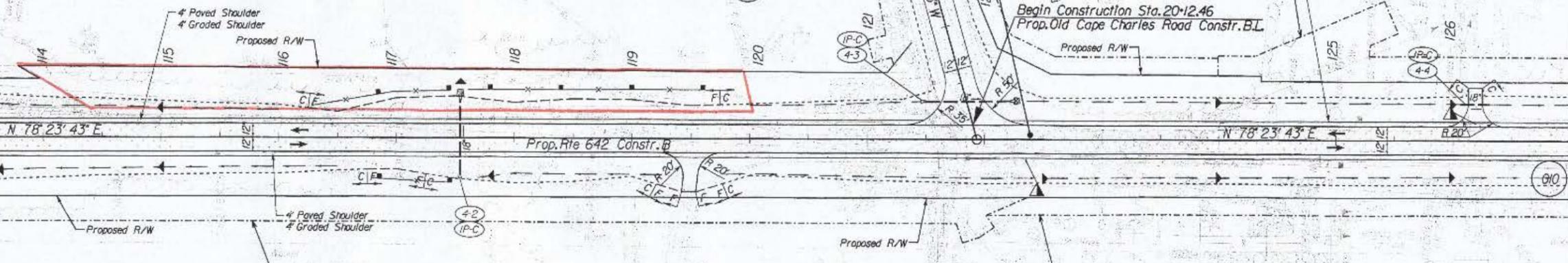
NORTHAMPTON COUNTY VIRGINIA ET ALS
 21
 Begin Construction Sta. 20+12.46
 Prop. Old Cape Charles Road Constr. B.L.

Variable Width Permanent Standard Utility Easement Required For A&N Electric Cooperative, Verizon VA, LLC, and VDOT Utility Easement.

12' Str. PE-1, Type I Entrance Road, 5.64Z

Match Line Sta. 113+00 See Sheet No. 3

Match Line Sta. 127+00 See Sheet No. 5



LEGEND

- Denotes Proposed Pavement
- Denotes Pavement Milling and Overlay
- Denotes Demolition of Pavement
- Denotes Construction Limits in Cuts
- Denotes Construction Limits in Fills
- Figures in brackets and dot-dashed lines denote Permanent Easements.
- Figures in double brackets and dot-dashed lines denote Utility Easements.
- Figures in parentheses and dot-dashed lines denote Temporary Easements.

- Existing Pipe to be removed
- Existing Pipe to be cleaned out
- Existing Structure to be removed

Prop. Ditch Type A

4:1 Cut or Fill Slope

See Cross Section for Elevations

LEFT		RIGHT	
Station	Elev. to	Station	Elev. to
113+00	8.0	116+00	10.5
120+00	10.8	117+50	8.5
122+50	10.3	120+00	10.5
		116+50	10.5
		119+20	9.7
		133+50	8.0

REFERENCES
 (PROFILES, DETAIL & DRAINAGE DESCRIPTION SHEETS, ETC.)

Profile Sheet	4A
Drainage Descr.	3B
Alignment Data	1G
General Notes	2
Entrance Profiles	10(1) - 10(2)

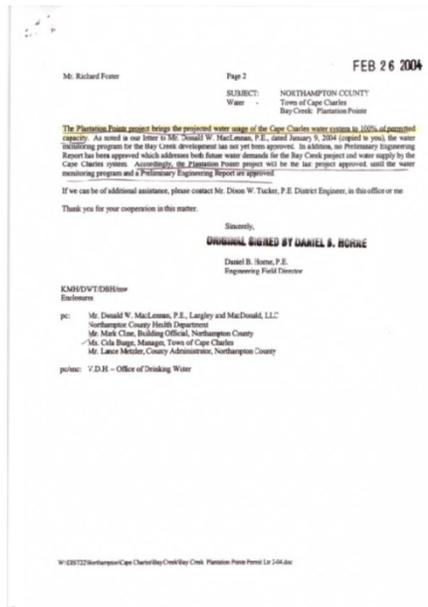


Keck Wells

Quantity and Quality

Plantation Pointe and Fairways

- Feb 2004 plans submitted for Plantation Pointe
- ODW Comment: “The Plantation Pointe project brings the projected water usage of the Cape Charles water system to 100% of permitted capacity.”
- Plantation Pointe project will be the last project approved, until:
 - Water monitoring program
 - Approved PER
- PER was not submitted



Plantation Pointe and Fairways

- May 2005 meeting
- Representatives from:
 - Baymark
 - Town
 - ODW
 - DEQ
- ODW: Town at permitted capacity
- ODW to consider a lower figure than the 300 gpd
- Baymark to work on a PER that would address
 - Water plant improvements
 - Water quality
 - Water quantity
 - Development of additional wells
 - Submit for well site approvals
 - Aquifer test plan.

- From ODW obtain an update well site approval.
- Prepare Aquifer Test Plan and submit that to DEQ
- PER Addressing
 - Water Quality & Quantity
 - Treatment Plant issues
 - Source capacity issues
- VDH to re-evaluate wells and treatment to establish new capacity.

East Well II

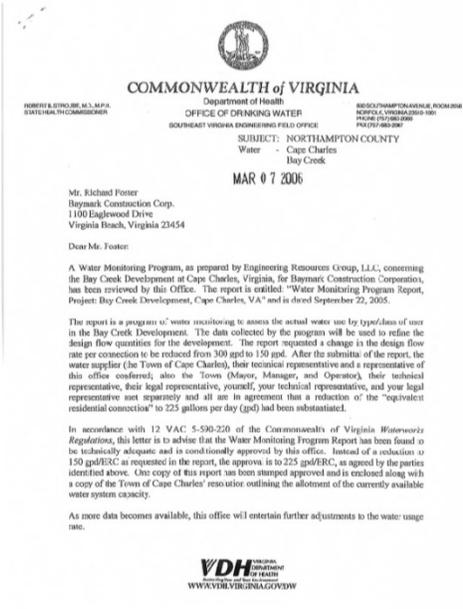
- Eastwell II Feb. 2006
- Middle Yorktown Aquifer
- Drilled to a depth of 225 feet
- Screened from 170-210 feet
- Tested at 70 gpm
- Actual yield 20 gpm
- Determined by Bundick Well and Pump that it had neither the quality nor the production capacity to be used as a production well for the Town.
- The decision was made to abandon efforts to bring the well on line.

Tower Well II

- Tower Well II Jan. 2006
- Lower Yorktown Aquifer
- Drilled to a total depth of 300 feet.
- Screened from 235-250 feet.
- Installed to meet the requirements of our Ground Water Withdrawal Permit Part II, Special Conditions
- When withdrawal exceeds 5.8 million gallons for any given month
- Required to withdraw 10% of our water from the lower aquifer.
- Exceeded that limit twice
- Requirement is removed from the draft permit with the addition of the Keck Wells
- 2008 estimated cost of connection to water plant \$80k

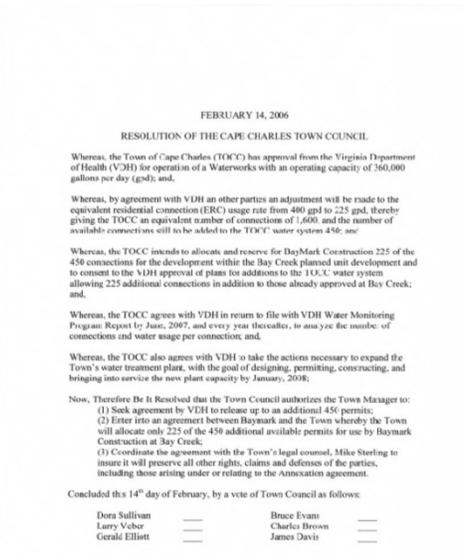
Water Monitoring Program

- March of 2006
- ODW approved the Water Monitoring Program as prepared by Engineering Resources
- Design flow reduced from 300 gpd/connection
- 225 gpd/connection



Water Monitoring Program "The Agreement"

- Connections available 450
- Town resolution
- 225 to Bay Creek
- 225 to the Town
- 135 Used so far
- 71 Bay Creek Used
- 64 Town Used
- 315 Remaining
- 154 Bay Creek
- 161 Town



Water Quality

- December 2006
- EPA final action for the Stage 2 Disinfectants and Disinfection Byproducts Rule
- Byproducts from chlorination of drinking water
- Trihalomethanes, TTHMs
- Haloacetic acids, HAA5s
- August of 2009 testing quarterly
- Running annual average.
- Some samples test higher than the acceptable limit for TTHMs.
- PER to discuss actions that might be taken to reduce the byproducts in our drinking water.

**Disinfection Bi-products Phase II
4th Quarter 2013 to 4th Quarter 2015**

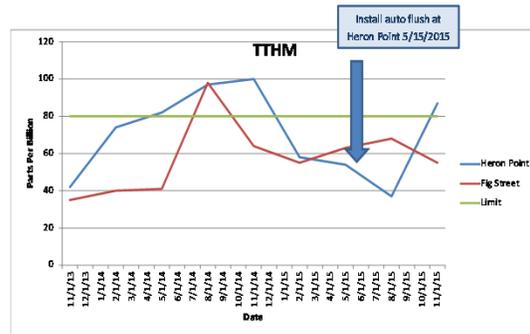
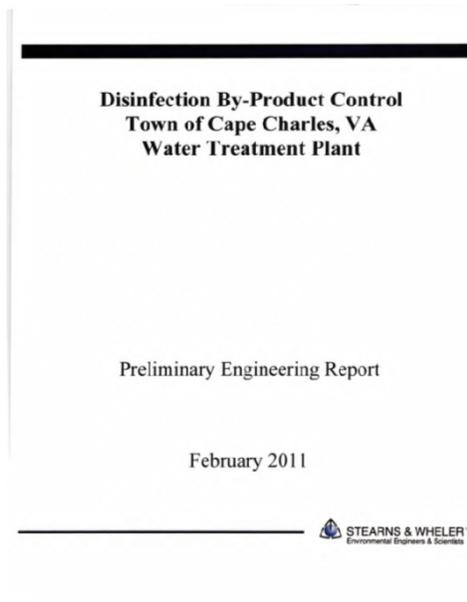


Fig Street Location is Rayfield's Pharmacy
Heron Point is 1.35 Heron Point Drive

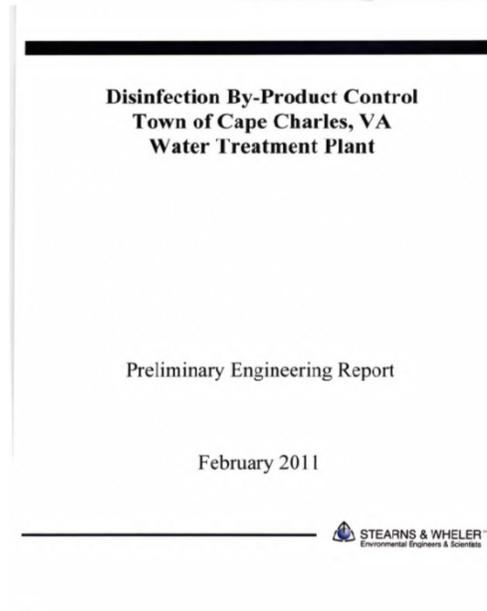
**Water Quality
PER**

- PER submitted to ODW in February 2011
- Various factors that contribute to DBP formation:
 - Chlorine dose easily controlled.
 - Total Organic Carbon (TOC) quite low
 - Bromide most difficult to reduce



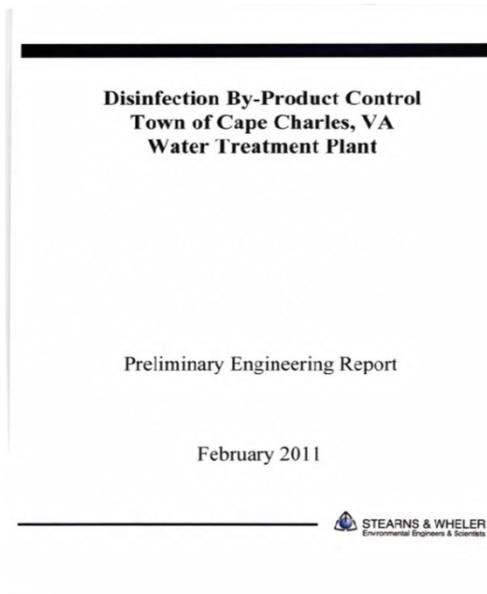
**Water Quality
PER**

- Proceed with developing the additional wells
- Keck Well #1 (165-608)
- Keck Well #2 (165-609)
- To improve production and raw water quality
- A comprehensive source water quality characterization should be performed with these wells



**Water Quality
PER**

- "If the comprehensive source water quality characterization indicates that the raw water is of good quality (low bromide, TOC etc.) then proceed with the development of these wells..." .



Water Quality Water Sampling

- Tower Well
- DEQ 165-387
- TOC 1,600 ug/L
- Bromide 1,160 ug/L

REPORT OF ANALYSIS							
CLIENT: Cape Charles Water Treatment Plant	SAMPLE COLLECTED BY: CLIENT						
ATTN: David Fauci	GRAB COLLECTION:			Time: 1125			
ADDRESS: 2 Plum Street Cape Charles, VA 23310	COMPOSITE COLLECTION:			Start Date: Time:			
PHONE: 757-311-2176	End Date: Time:			PICK UP BY: CLIENT			
FAX: 757-695-1325	SAMPLE RECEIPT:			Date: 12/14/10 Time: 1432			
Special Note:	NUMBER OF CONTAINERS: 10			SAMPLE CONDITION: <input checked="" type="checkbox"/> Good <input type="checkbox"/> Other (See C-0-C)			
SAMPLE ID: TOWER WELL							
SAMPLE NO: 10-20384							
Parameter	Method Number	JRA QC	Result	Unit	Analyst	Date	Time
Conductivity@25°C	*2110B	2	1334	umhos/cm	JCM	12/14/10	1540
Color	*1210B	5	50	pcu	JCM	12/14/10	1617
pH (lab)	*4500H-B		6.74@25°C	s.u.	JCM	12/14/10	1609
Nitrite	*4500NO2B	0.003	< 0.003	mg/L	ARC	12/14/10	1530
Turbidity	180.1	1	21	NTU	EFA	12/14/10	1600
TOC	*5310B	0.5	1.6	mg/L	ARC	12/15/10	0925
UV254	*9910B	0.009	0.123	cm-1	EFA	12/14/10	1035
Dissolved Organic Carbon	*5310B	0.5	0.5	mg/L	ARC	12/15/10	0925
Bromide	300.0	0.500	1.16	mg/L	KDD	12/22/10	2016
Total Dissolved Solids	*2540C	10	789	mg/L	JAK	12/20/10	1615
Hydrogen Sulfide	*4500SH	0.120	0.23	mg/L	EFA	12/14/10	1530
Heterotrophic Plate Count	*9215 B	1	1	CFU/ml	JW	12/14/10	1630
Nitrate	353.2	0.05	< 0.05	mg/L	EFA	12/20/10	0916
Ammonia	*4500NH3D	0.10	0.25	mg/L	JCM	12/22/10	1020
Total Manganese	200.7	0.005	0.442	mg/L	EFA	12/22/10	1507
Total Iron	200.7	0.010	7.05	mg/L	EFA	12/22/10	1507
Silica (Reactive)	*4500SiO2C	2	21	mg/L	ARC	12/15/10	1023
Chloride	*4500Cl-	1	171	mg/L	JCM	12/15/10	1147
Sulfate	SM15426C	5	177	mg/L	LEF	1/3/11	0918

TOC 1.6 mg/L = 1,600 ug/L
Bromide 1.16 mg/L = 1,160 ug/L

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Water Quality Water Sampling

- East Well III
- DEQ 165-558
- TOC 1,200 ug/L
- Bromide 749 ug/L

REPORT OF ANALYSIS							
CLIENT: Cape Charles Water Treatment Plant	SAMPLE COLLECTED BY: CLIENT						
ATTN: David Fauci	GRAB COLLECTION:			Time: 1155			
ADDRESS: 2 Plum Street Cape Charles, VA 23310	COMPOSITE COLLECTION:			Start Date: Time:			
PHONE: 757-311-2176	End Date: Time:			PICK UP BY: CLIENT			
FAX: 757-695-1325	SAMPLE RECEIPT:			Date: 12/14/10 Time: 1432			
Special Note:	NUMBER OF CONTAINERS: 10			SAMPLE CONDITION: <input checked="" type="checkbox"/> Good <input type="checkbox"/> Other (See C-0-C)			
SAMPLE ID: EAST WELL							
SAMPLE NO: 10-20382							
Parameter	Method Number	JRA QC	Result	Unit	Analyst	Date	Time
Conductivity@25°C	*2110B	2	931	umhos/cm	JCM	12/14/10	1540
Color	*1210B	5	75	pcu	JCM	12/14/10	1617
pH (lab)	*4500H-B		6.88@25°C	s.u.	JCM	12/14/10	1609
Nitrite	*4500NO2B	0.003	< 0.003	mg/L	ARC	12/14/10	1530
Turbidity	180.1	1	35	NTU	EFA	12/14/10	1600
TOC	*5310B	0.5	1.2	mg/L	ARC	12/15/10	0925
UV254	*9910B	0.009	0.072	cm-1	EFA	12/14/10	1035
Dissolved Organic Carbon	*5310B	0.5	< 0.5	mg/L	ARC	12/15/10	0925
Bromide	300.0	0.500	0.749	mg/L	KDD	12/22/10	1949
Total Dissolved Solids	*2540C	10	704	mg/L	JAK	12/20/10	1615
Hydrogen Sulfide	*4500SH	0.135	< 0.105	mg/L	EFA	12/14/10	1530
Heterotrophic Plate Count	*9215 B	1	1	CFU/ml	JW	12/14/10	1630
Nitrate	353.2	0.05	< 0.05	mg/L	EFA	12/20/10	0916
Ammonia	*4500NH3D	0.10	0.11	mg/L	JCM	12/22/10	1020
Total Manganese	200.7	0.005	0.372	mg/L	EFA	12/22/10	1439
Total Iron	200.7	0.010	7.02	mg/L	EFA	12/22/10	1439
Silica (Reactive)	*4500SiO2C	2	18	mg/L	ARC	12/15/10	1023
Chloride	*4500Cl-	1	171	mg/L	JCM	12/15/10	1147
Sulfate	SM15426C	5	158	mg/L	LEF	12/23/10	1028

TOC 1.2 mg/L = 1,200 ug/L
Bromide 0.749 mg/L = 749 ug/L

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Water Quality Water Sampling

- Keck Well 1
- DEQ 165-608
- TOC 620 ug/L
- Bromide 82 ug/L

Client Sample Results

Client: Town of Cape Charles
 Project/Client/Source/Reg: Chesapeake
 Lab Sample ID: 688-88865-1
 Matrix: Drinking Water
 Date Received: 01/09/13 09:30

Method	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR	Yes
Method: 816.1 - Herbicides (DC)										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR	Yes
2,4-D	0.08	U	0.48	0.08	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Alachlor	1.00	U	0.1	0.08	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Fluroxypyr	0.14	U	0.3	0.14	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Permethrin	0.08	U	0.16	0.08	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Propanil	0.014	U	0.48	0.014	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Stems 2,4,5,7,8	0.08	U	0.48	0.08	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Sample										
2,4-Dichlorophenoxy acid	82		30	137			01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
2,4-Dichlorophenoxy acid	82		30	137			01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Method: 816.10 - Identification by Protocols (IC)										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
Bromide	82		30	137	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Method: 821.1 - Carbamate Pesticides (PPLC)										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
Carbofent	1.43	U	23	0.43	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Chlorpy	1.00	U	23	0.30	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Method: 848.2 - Organot and Paraquat (PPLC)										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
Paraquat	1.16	U	23	0.30	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Method: 16136-Paracet - Disinfect/Furans, HEDCHMMS (16136-Series Only)										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
2,2,2-Trifluoroethanol	0.00		0.00	0.00	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Total TOC (TPH 160)	620		1.75	0.20	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Sample										
2,2,2-Trifluoroethanol	82		30	137			01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
2,4-Dichlorophenoxy acid	82		30	137			01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Method: 208.8 - Metals (CFM)										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
Cadmium	0.24	J	1.3	0.14	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
General Chemistry										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
Nitrogen, Kjeldahl	1.80		0.20	0.10	mg/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Nitrogen, Nitrate	1.80		0.20	0.10	mg/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Total Organic Carbon	1.82	J	1.3	0.20	mg/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Sample										
Nitrogen, Total	1.8		0.20	0.10	mg/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
General Chemistry - Dissolved										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
Dissolved Organic Carbon	1.80	U	1.4	0.30	mg/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1

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Water Quality Water Sampling

- Keck Well 2
- DEQ 165-609
- TOC 610 ug/L
- Bromide 55 ug/L

Client Sample Results

Client: Town of Cape Charles
 Project/Client/Source/Reg: Chesapeake
 Lab Sample ID: 688-88865-2
 Matrix: Drinking Water
 Date Received: 01/09/13 09:30

Method	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR	Yes
Method: 816.1 - Herbicides (DC) (Continued)										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
2,4-D	0.16	U	0.48	0.16	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Alachlor	0.07	U	0.16	0.07	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Fluroxypyr	0.07	U	0.16	0.07	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Permethrin	0.07	U	0.16	0.07	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Propanil	0.014	U	0.48	0.014	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Stems 2,4,5,7,8	0.08	U	0.48	0.08	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Sample										
2,4-Dichlorophenoxy acid	55		30	137			01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
2,4-Dichlorophenoxy acid	55		30	137			01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Method: 816.10 - Identification by Protocols (IC)										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
Bromide	55		30	137	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Method: 821.1 - Carbamate Pesticides (PPLC)										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
Carbofent	1.43	U	23	0.43	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Chlorpy	1.00	U	23	0.30	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Method: 848.2 - Organot and Paraquat (PPLC)										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
Paraquat	1.16	U	23	0.30	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Method: 16136-Paracet - Disinfect/Furans, HEDCHMMS (16136-Series Only)										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
2,2,2-Trifluoroethanol	0.00		0.00	0.00	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Total TOC (TPH 160)	610		1.75	0.20	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Sample										
2,2,2-Trifluoroethanol	82		30	137			01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
2,4-Dichlorophenoxy acid	82		30	137			01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Method: 208.8 - Metals (CFM)										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
Cadmium	0.24	J	1.3	0.14	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
General Chemistry										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
Nitrogen, Kjeldahl	1.80		0.20	0.10	mg/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Nitrogen, Nitrate	1.80		0.20	0.10	mg/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Total Organic Carbon	1.82	J	1.3	0.20	mg/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Sample										
Nitrogen, Total	1.80		0.20	0.10	mg/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
General Chemistry - Dissolved										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
Dissolved Organic Carbon	1.80	U	1.4	0.30	mg/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Method: 808.0 - Green Algae and Green Alga Radiolabelled										
Analyte	Result	Qualifier	RL	MDL	Unit	D	Prepared	Analyzed	DR <td>Yes</td>	Yes
Green Algae	0.00	U	0.00	0.00	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1
Green Alga	0.00	U	0.00	0.00	ug/L		01/09/13 09:30	01/09/13 09:30	01/09/13 09:30	1

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Water Quality Chloramines

- PER recommendation chloramines as an alternative disinfectant
- Addition of ammonia 10-20 minutes after chlorine application
- Cost \$33,000 capital investment
- 20 year cost with chemicals included of \$139,000

5. Conclusions and Recommendations

The type of post-filtration disinfectant used at the WTP is a significant factor in the formation of DBPs in the downstream distribution system. As the use of free chlorine is considered to be a contributing factor to elevated DBP concentrations, it is recommended that the Town convert to using chloramines for secondary disinfection during warmer months (March-August). It is expected that the use of chloramine in lieu of chlorine, along with optimization of chemical dosing rates and regular flushing of the distribution system, will help reduce the VSP concentrations below the corresponding PMCLs.

Table 5 provides a preliminary opinion of probable cost for a 40% liquid ammonium sulfate system (assuming chlorine to ammonia-N ratio of 4:1), without the addition of the online chlorine and chlorine analyzers discussed under section 4.

Table 5 Opinion of Probable Cost for Implementation of Chloramine System

	Cost
Capital Cost ¹	\$33,000
Annual O&M Cost ²	\$6,000
20-Year Life Cycle Cost ³	\$139,000

Notes

1. Capital cost includes chemical feed skid, static mixer, containment area, electrical wiring and controls, and one day of programming.
2. O&M cost includes energy, chemicals and general maintenance.
3. 20-year life cycle cost assumes 3% inflation rate and 3% interest rate.

Before chloramines are implemented as the post-filtration disinfectant, the Town will need to conduct a public outreach program to notify customers about the impacts of the change in treatment. Specifically, disinfection with chloramine can cause issues for kidney dialysis patients and tropical fish in aquariums. Conversion to chloramine may also cause some differences in the taste or odor of the treated water. Generally, monochloramine has been reported to reduce issues with the taste and odor of water compared to chlorine, where dichloramine and trichloramine are associated with offensive tastes and odors. The use of chloramines can potentially increase the presence of algae in uncovered water storage facilities, and customers using the treated water in pools may need to add more chlorine than they would otherwise need to with chlorine disinfection at the WTP.

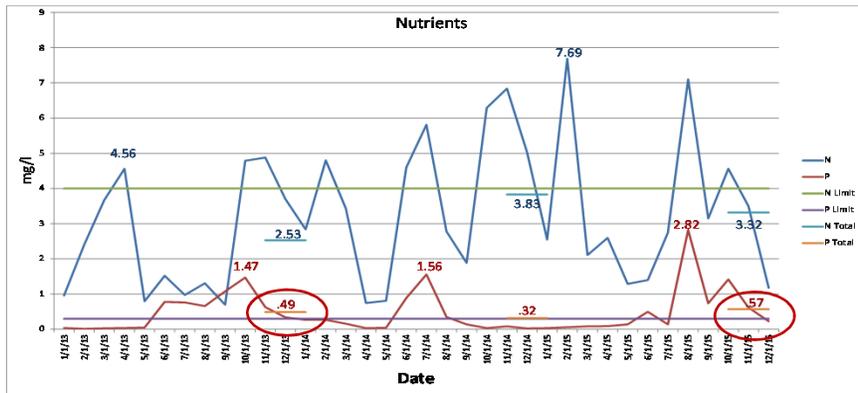
Waste Water Nutrients



Waste Water Nutrients

Cape Charles WWTP

Nutrients 2013-2015



Waste Water Nutrients

- Nitrogen
- Plant designed to remove down to 3 mg/l
- Limit 4 mg/l
- \$4,360 for each 0.1 mg/l over annual average
- No annual average exceedances for our plant

EXHIBIT F
FORMULA FOR CALCULATING MONETARY ASSESSMENT
FOR EXCEEDANCE OF
NUMERICAL NITROGEN AND/OR PHOSPHORUS CONCENTRATIONS

Location: Cape Charles
 Grant: #449-5-02-13

Section 1) Nitrogen Exceedances

$CN = (TN/TN) \times A\&P \times P\&G$

where:

- CN = Assessment for Nitrogen Exceedance.
- TN = Exceedance in terms of a milligram per liter.
- TN = Expected nitrogen removal (difference between "pre-act/land removal" annual average concentration and 4.8 mg/l limitation) in terms of a milligram per liter.
- A&P = Annual Payment on grant; assumes principal payments amortized over 20 years and an interest rate of 5 percent. Using these assumed values leads to a "cost recovery factor" of 0.0802. The "cost recovery factor" shows the grant amount yields the Annual Payment amount.
- P&G = Percentage of grant received by year of exceedance.

Values used by Grant #449-5-02-13:

- Pre-Market Removal TN Concentration = 1.8 mg/l
- Offense TN Concentration Limitation = 4.8 mg/l
- Total Amount of Grant for TN Removal = \$4,230,336
- Useful Service Life = 20 years
- Interest Rate = 5 percent

Calculated (assumes grant paid 100%):

- Expected Removal (TN) = 3 mg/l
- A&P = \$430,000
- CN = \$4,360 for each 0.1 mg/l TN exceedance

Waste Water Nutrients

- Phosphorus (P)
- Plant designed to remove P down to .3 mg/l
- Limit .3 mg/l
- \$24,140 for each 0.1 mg/l exceedance

EXHIBIT F
FORMULA FOR CALCULATING MONETARY ASSESSMENT
FOR EXCEEDANCE OF
NUMERICAL NITROGEN AND/OR PHOSPHORUS CONCENTRATIONS

Grantor: Town of Cape Charles
 Grant: 4445-09-15

Section 2: Phosphorus Exceedances

$$CP = (TN/TP) \times AnPay \times PerGrant$$

where:

- CP = Assessment for Phosphorus Exceedance.
- TPe = Exceedance in tenths of a milligram per liter.
- TP = Exposed phosphorus removal difference between "pre-oxidant removal" annual average concentration and 0.30 mg/l (limitation) in tenths of a milligram per liter.
- AnPay = Annual Payment or grant; assumes principal payments amortized over 20 years and an interest rate of 5 percent. Unless these annual values include a "cost recovery factor" of 0.0802. The "cost recovery factor" times the grant amount yields the Annual Payment amount.
- PerGrant = Percentage of grant received by year of exceedance.

Values used for Grant #445-09-05:

- Pre-Nitrate Removal TP Concentration = 1.3 mg/l
- Effluent TP Concentration Limitation = 0.3 mg/l
- Total Amount of Grant for TP Removal = \$2,011,157
- Utility Service Life = 20 years
- Interest Rate = 5 percent

Calculated (assuming grant paid 100%):

- Expected Removal (TPe) = .2 mg/l
- AnPay = \$239,400
- CP = \$24,140 for each 0.1 mg/l TP exceedance

Nutrients Monetary Assessments 2013

COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF ENVIRONMENTAL QUALITY
 State Address: 426 East Main Street, Richmond, Virginia 23219
 Mailing Address: P.O. Box 101, Richmond, Virginia 23219
 Fax: 804-698-4019 - TDD: 804-698-4021
 www.deq.state.va.gov

Marty Joseph Ward
 Secretary of Natural Resources

David S. Puckler
 Director

804-698-4021
 1-800-962-2482

Certified Mail
Return Receipt Requested
 March 11, 2014

To: Bob Puckler
 Town Councilman
 2 Plum Street
 Cape Charles, VA 23310

RE: WQF Grant Agreement #445-09-15; Town of Cape Charles WWP Nutrient Reduction Project, Monetary Assessment for 2013 Nutrient Reduction Performance

Dear Mr. Puckler:

Design and installation of a nutrient reduction system at the Cape Charles wastewater treatment plant was completed under the referenced Water Quality Improvement Fund (WQIF) grant agreement, in the amount of \$7,850,000. The grant agreement includes enforceable concentration based performance requirements for nutrient and monetary assessments for exceeding those requirements. WQF staff has reviewed your annual performance report for the 2013 discharge monitoring year. The following table summarizes the findings for total phosphorus.

Table 1: Town of Cape Charles - VPKRS #17AB01280, 2013 Total Phosphorous (TP)

Month	TP (monthly average, mg/l)
Jan	0.64
Feb	0.62
Mar	0.51
Apr	0.54
May	0.61
Jun	0.73
Jul	0.72
Aug	0.64
SEP	1.08
Oct	1.47
Nov	0.81
Dec	0.51
Annual Avg.	0.67

The performance requirements (Agreement Article V) are annual averages for TN = 4.0 mg/l, Total Phosphorous (TP) = 0.30 mg/l. Therefore, in accordance with Agreement Article V(B) (Material Breach), Section 8.2 (Monetary Assessment for Breach), the Town of Cape Charles is required to pay a monetary assessment in the amount of \$45,840, for non-compliance with the TP performance standards in Agreement Article V (see attached). The Town was in compliance with the TN performance standard.

Following is the monetary assessment calculation using the assessment factors (amount for each tenth of a mg/l exceedance) set per Agreement Modification 02.

Table 2: 2013 Performance (Agreement Article V)	Phosphorus (mg/l)
Annual Average Discharged	0.69
Annual Performance Limit	0.30
Exceedance	0.39

Table 3: Calculation of Monetary Assessment (PHOSPHORUS)	PHOSPHORUS
Assessment Factor	\$24,140 for each 0.1 mg/l exceedance
Concentration Exceedance	0.39 mg/l TP
Assessment amount	\$45,840

Payment of the monetary assessment must be made within 30 days of this written notification, identified for credit to the Water Quality Improvement Fund, Cooperative Total Source Program. If payment is not received by the deadline, then the State will initiate collection actions. The taxpayer should be addressed as follows:

Department of Environmental Quality
 Attn: Office of Financial Management
 P.O. Box 1100
 Richmond, VA 23218

Please copy the DRQ Clean Water Financing and Assistance Program with the monetary letter accompanying your payment. If you need additional information or clarification, contact Art Baskler III at 804-698-4211, or email artbaskler@deq.state.va.gov.

Sincerely,
 W. Chris Mason
 DEQ Director of Financial Management

C. Maria B. Noll - DEQ/TRO Regional Director
 Mark H. Sauer - DEQ/TRO Water Permits
 Joe Baskler III - DEQ/CWAP
 Carla Woods - DEQ/Financial Management
 Melissa Meyers - DEQ/Financial Management

Nutrients Monetary Assessments 2015

- Estimated assessment for 2015
- .57mg/l - .3mg/l = .27mg/l
- 2.7 x \$24,140 = \$65,178.00
- Total Assessments :
 - 2013 \$45,866
 - 2014 \$ 4,828
 - 2015 \$65,178
 - Total \$115,872

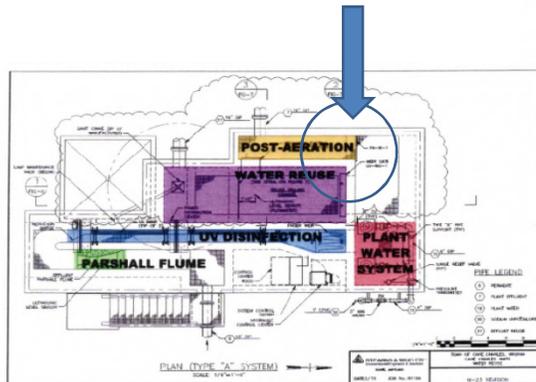
**EXHIBIT E
REPORTING OF ANALYTICAL RESULTS**

Division: Town of Cape Charles
 Draw: #160.2.02.12
 Year: 2015

MONTH	PARAMETER	CONCENTRATION (monthly average)	UNITS	FREQUENCY OF ANALYSES	SAMPLE TYPE
January	Total Nitrogen	2.55	mg/l	2/m	8 can
	Total Phosphorus	0.055	mg/l	2/m	8 can
February	Total Nitrogen	2.64	mg/l	2/m	8 can
	Total Phosphorus	0.09	mg/l	2/m	8 can
March	Total Nitrogen	2.11	mg/l	2/m	8 can
	Total Phosphorus	0.095	mg/l	2/m	8 can
April	Total Nitrogen	2.50	mg/l	2/m	8 can
	Total Phosphorus	0.09	mg/l	2/m	8 can
May	Total Nitrogen	1.24	mg/l	2/m	8 can
	Total Phosphorus	0.14	mg/l	2/m	8 can
June	Total Nitrogen	1.8	mg/l	2/m	8 can
	Total Phosphorus	0.2	mg/l	2/m	8 can
July	Total Nitrogen	2.75	mg/l	2/m	8 can
	Total Phosphorus	0.14	mg/l	2/m	8 can
August	Total Nitrogen	7.1	mg/l	2/m	8 can
	Total Phosphorus	2.32	mg/l	2/m	8 can
September	Total Nitrogen	9.15	mg/l	2/m	8 can
	Total Phosphorus	0.74	mg/l	2/m	8 can
October	Total Nitrogen	4.56	mg/l	2/m	8 can
	Total Phosphorus	1.32	mg/l	2/m	8 can
November	Total Nitrogen	3.9	mg/l	2/m	8 can
	Total Phosphorus	0.42	mg/l	2/m	8 can
December	Total Nitrogen	1.19	mg/l	2/m	8 can
	Total Phosphorus	0.32	mg/l	2/m	8 can
Annual Average	Total Nitrogen	3.57	mg/l	1/yr	cal.
	Total Phosphorus	0.57	mg/l	1/yr	cal.

Waste Water Nutrients

Sampling Location

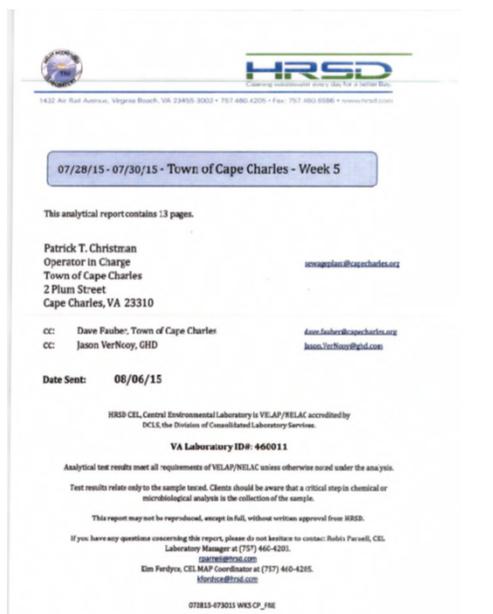


Waste Water Nutrients

Generally there is a 1-2 week turn around for lab work.

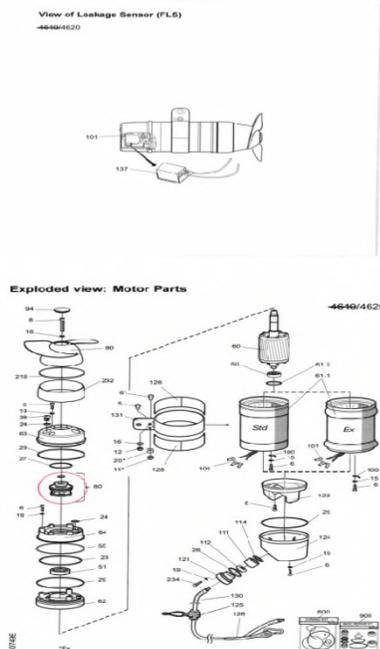
3 groups of samples were selected randomly:

Sample Date	Results Rec'd
9/1/215	9/14/15
6/30/15	7/7/15
5/20/15	6/2/15
5/12/15	



Waste Water Mixers

- 12 Mixers Total
- All have been repaired at least twice
- Two Spares
- Purchase 4 More as spares
- Replace mechanical seal annually w/part time help
- Technician from Tencarva on site Feb. 15 to trouble shoot leak sensors



**Waste Water
Mixers**

9/11/13	11/26/13	1119001		
2/15/13	3/27/13	1119002		1508.50
8/5/15	8/21/15	1119002		2916.68
8/5/15	8/21/15	1119003		2388.60
3/13/13	5/22/13	1119004		1050.00
8/5/15	8/21/15	1119004		1936.15
12/19/13	1/28/14	1119006		2032.00
4/18/13		1119007		1808.00
7/31/15	8/21/15	1119007		1916.00
2/15/13	3/26/13	1119008		1612.00
8/5/15	8/21/15	1119008		2054.45
4/18/13		1119009		
3/13/13	5/22/13	1119011		2412.00
3/13/13	5/22/13	1119011		2274.00
4/18/13	6/20/13	1119011		2412.00
4/18/13	5/22/13	1119011		2274.00
12/18/13	1/28/14	1119011		1227.00
8/10/12	10/1/12	1119012		
9/11/13	11/26/13	1119012		
8/5/15	8/21/15	1119012		1936.15
				31757.53



DRAFT
TOWN COUNCIL
Regular Meeting
Civic Center
February 18, 2016
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 and Wendell, and Councilwoman Natali. Councilman Bennett was not in attendance. Also in attendance were Town Manager Brent Manuel, Treasurer Deborah Pocock, Planner Larry DiRe and Town Clerk Libby Hume. The majority of the Department Heads were in attendance as well as 11 members of the public.

Mayor Proto called for a moment of silence followed by the recitation of the Pledge of Allegiance.

RECOGNITION OF VISITORS / PRESENTATIONS

- A. *Eastern Shore of Virginia Tourism Commission Presentation – Kerry Allison*
Eastern Shore of Virginia Tourism Commission Executive Director Kerry Allison gave a presentation regarding the tourism economy on the Eastern Shore. (Please see attached.)
- B. *Proclamation for Paul Skolnick*
Mayor Proto read Proclamation 20160218 in Memory of Paul W. Skolnick. (Please see attached.)

Motion made by Councilman Brown, seconded by Councilman Godwin, to adopt Proclamation 20160218 in Memory of Paul Skolnick.

- C. *Proclamation for Michael Sullivan*
Mayor Proto read Proclamation 20160218A in Memory of Michael Sullivan. (Please see attached.)

Motion made by Councilman Godwin, seconded by Councilwoman Natali, to adopt Proclamation 20160218A in Memory of Michael Sullivan.

PUBLIC COMMENTS:

Wayne Creed, 548 Monroe Avenue

Mr. Creed addressed Council as a representative of Arts Enter. The play “*Barefoot in the Park*” was held over the weekend and Mr. Creed thanked the following: Mayor and Mrs. Proto for their assistance with the sets; Vice Mayor Bannon for advertising in his B&B and supplying hospitality services for the out-of-town attendees; Councilwoman Natali for advertising the event in the *Cape Charles Happenings*; the Town of Cape Charles and other volunteers. The Town’s support of the Arts Enter was appreciated and Mr. Creed asked Council to keep Arts Enter in mind during the upcoming budget season.

Bill Prickett, 210 Tazewell Avenue

Mr. Prickett began by stating that Cape Charles was a great town and how fortunate he felt to live here. He continued to thank the Town Council and Mayor for their great job in their service to the town and making decisions, although sometimes contentious. He also thanked the town staff and departments for doing a great job. Mr. Prickett continued to address Council regarding the following: i) There were a number of ceiling lights out at the Central Park Gazebo which needed to be replaced and some of the balusters and other parts of the Gazebo needed repair; and ii) Parking – He was against any kind of angled parking on the street and urged Council to do a complete study

and examine all options regarding the parking along Bay Avenue. He stated that he did not think there was a problem on Bay Avenue but understood the concern of people living close to the beach, the congestion during the summer and competition for parking spaces and added that it was part of living at the beach. He asked that Council examine the issue and not do anything hasty.

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

CONSENT AGENDA – APPROVAL OF AGENDA FORMAT:

Motion made by Councilman Brown, seconded by Councilwoman Natali, 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 January 14, 2016 Executive Session, the January 21, 2016 Regular Meeting, and the February 4, 2016 Work Session.

Motion made by Vice Mayor Bannon, seconded by Councilman Brown, to approve the minutes from the January 14, 2016 Executive Session, the January 21, 2016 Regular Meeting, and the February 4, 2016 Work 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 January 31, 2016 which showed the Total Cash on Hand of \$1,731,159, the Total Cash Held in Reserve was \$1,465,983 and the Total Cash – All Accounts was \$3,197,141. Deborah Pocock went on to review the Debt Service, Revenue vs. Expenditures, the FY 2016 Capital Improvement Project Tracking Report, the YTD 2016 Real Estate, Personal Property, Machinery and Tools Tax & 2016 License Tax Collections, the YTD Prior Year Real Estate Tax, Personal Property Tax, Interest and Penalty Collections and the Three Year Revenue Comparison.

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

B. Planning Commission and Boards:

Town Planner Larry DiRe stated that he did not have anything to add to his written report.

Councilman Wendell asked where things stood regarding parking at the beach and whether the parking situation was still being surveyed. Larry DiRe stated that currently there wasn't anyone going to the beach but the parking survey would begin again around May 1st. The side streets would be included in the study this summer. The 1999 parking space study performed by the police department was scanned and provided to the Planning Commission for review. There was much discussion between Councilman Wendell and Planner Larry DiRe regarding this issue. Mayor Proto stated that Council needed to see the complete data for consideration before a decision could be made.

C. Other Departments:

Code Enforcement:

Code Official Jeb Brady stated that he did not have anything to add to his written report.

Vice Mayor Bannon asked about the number of houses under construction. Jeb Brady responded that there were nine new construction houses and a possibility of three more to begin construction within the next two months.

Town Harbor:

Town Manager Brent Manuel introduced the new Harbor Master Charlie Farlow who started at the Harbor on February 1st and added that he was glad to have Mr. Farlow on board and excited about his ideas.

Charlie Farlow stated that he was looking forward to the experience and enjoyed a challenge. He continued to report the following: i) Assistant Harbor Master Barbara Michaux would be out for approximately six weeks and was home resting. He and James were learning the computer systems at the Harbor; ii) He was aggressively booking slips for spring and summer. During his first week well over 100 slip days were booked to repeat customers; iii) Due to the staffing issues, the Cape Charles Town Harbor and Harbor Master Facebook pages have not been updated but he was hopeful to be able to work on them this week; iv) He was shopping advertising leads and signed up with Dockwa which provided an app where customers could book online. There was no cost to the town. Map Tech was another company which provided NOAA charts. Cape Charles Harbor would be in their cruising guide for the next two years and on all their e-Charts; v) He's been working daily on the delinquent accounts and the bottom line had been reduced by about 10% year-to-date; vi) He was working on a bid package for replanting of the BMP along the boardwalk between the bath house and the Shanty. The existing shrubbery needed to be replaced per DEQ requirements. He met with Ms. Kathleen Coalter from the Cape Charles Yacht Club and Ms. Kim Allen, a horticulturist, regarding the design of the beds and the plantings. The project had to be put out for bids due to the anticipated cost; vii) He's been working on stock for summer goods such as t-shirts, charts, drinks, snacks, etc.; viii) Repairs from the recent nor'easter were being addressed; ix) The offshore breakwaters were progressing with a projected completion by the end of February; x) The final phase of dredging by the US Army Corps of Engineers would be starting soon. Vice Mayor Bannon asked about the volume of sand to be placed on the beach. Dave Fauber stated that about 140K cubic yards was anticipated. Brent Manuel added that some of the sand would be placed on the beach and some would go in to the berm.

Councilman Wendell stated that a rate survey was discussed at last month's meeting and asked Charlie Farlow if he had scheduled a time to do the survey. Charlie Farlow responded that the Town Harbor was in line with other facilities on the Eastern Shore. A rate survey needed to be performed in November so rates could be advertised prior to the people making reservations for the season. People were also coming in to renew their slips. Charlie Farlow continued to state that he had been with the town for three weeks and over 200 days had been booked.

Councilman Wendell went on to ask about the discount program for residents and added that if the harbor wasn't making money, the losses were being subsidized by the General Fund, by residents who didn't even have boats in the harbor. Councilman Wendell suggested that the issue needed to be discussed whether it was a good business practice. There was much discussion regarding the Harbor Fund budget. Discussion resumed regarding the rates and Charlie Farlow stated that he would do a rate comparison and check whether other marinas gave discounts to residents or commercial watermen and have the information for Council at the next meeting.

Cape Charles Memorial Library:

Librarian Ann Rutledge stated that she did not have anything to add to her written report.

Councilman Godwin asked whether improvements had been made regarding the bathrooms and mold issues. Ann Rutledge stated that a report regarding mold was received and there was no mold in the library except in the boiler room. Staff was trying to get a solution to clean the bathrooms and work was planned for the meeting room. The four new computers had been installed and all computers were working.

Police Department:

Officer Tom Potts stated that Police Chief Jim Pruitt was on vacation and added that he did not have anything to add to the written report. There were no questions from Council.

Public Utilities/Public Works Departments:

Public Utilities/Public Works Director Dave Fauber reported that the playground equipment had arrived and would be installed once the weather got better. There were no questions from Council.

Recreation Department:

Recreation/Community Events Coordinator Jen Lewis was not in attendance. There was some discussion regarding the Outdoor Market which was scheduled for May 28th.

OLD BUSINESS

There was no Old Business to review.

NEW BUSINESS:

A. *Sidewalk Installation Contract Award:*

Dave Fauber stated that an invitation for bids was advertised on January 20th for sidewalk infill of two areas – Pine Street Pump Station and an area by Central Park. One bid was received from Browder-Hite, formerly Eastern Shore Landscape Management. Browder-Hite was the town's landscaping contractor and submitted a bid of \$10,741 for the Pine Street Pump Station and \$8,832 for Strawberry Street at Central Park. The total of the two areas was below the \$20K included in the FY16 budget. Dave Fauber went on to explain that the sidewalks were five feet wide. The handicap curb installed years ago at Pine Street must be removed and rebuilt to current standards. The Pine Street area consisted of approximately 500 feet of sidewalk and Dave Fauber added that \$10,741 was not a bad price for the amount of work entailed. The Strawberry Street area was approximately 240 feet with two handicap curbs. This area also had three utility poles which needed to be relocated. Dave Fauber showed photos of the poles and added that ANEC quoted a price of \$5,328.25 to move their pole and he had not yet received a response from Verizon regarding the cost of relocating their two poles. There was much discussion regarding the project, the fact that only one bid was received, and the costs of relocating the utility poles.

Motion made by Councilman Brown, seconded by Vice Mayor Bannon, to authorize the Town Manager to enter into a contractual agreement with Browder-Hite, Inc. for the sidewalk installation. The motion was defeated by majority vote with Vice Mayor Bannon and Councilman Brown voting in favor and Councilmen Godwin and Wendell and Councilwoman Natali opposed.

Motion made by Councilwoman Natali, seconded by Councilman Wendell, to award the contract to Browder-Hite for the Pine Street Pump Station sidewalk and the Strawberry Street portion would be addressed at a later date after more details had been received regarding the relocation of the utility poles. The motion was approved by majority vote with Councilmen Brown and Godwin opposed.

B. *2016/2017 Virginia Commission for the Arts Local Government Challenge Grant:*

Brent Manuel stated that the Town of Cape Charles had participated in the Virginia Commission for the Arts local Government Challenge Grant since 1997. The Commission matched local government funds up to \$5K. In FY 2016, the Town allocated \$5K as the local match. The grant application deadline was April 1, 2016 and the Town must confirm in writing to the Commission the Council's decision to appropriate the matching funds by July 1, 2016. The local match of \$5K would be included in the draft FY 2017 budget and the amount would be reviewed by Council at a future budget work session.

Motion made by Vice Mayor Bannon, seconded by Councilman Wendell, to approve the submittal of the Local Government Challenge Grant application for \$5K by the April 1, 2016 deadline. The motion was approved by unanimous vote.

C. *Reappointment of Member to Joint IDA of Northampton County and Its Incorporated Towns:*

Brent Manuel stated that the Joint Industrial Development Authority of Northampton County and Its Incorporated Towns (Joint IDA) was formed in 1995 to administer development of a network of industrial facilities throughout Northampton County's participating towns. The Board consisted of seven members each serving four year terms. Mr. John Burdiss was appointed as the Cape Charles representative and his term was due to expire on March 31, 2016. Mr. Burdiss had expressed his interest in continuing his service on the Joint IDA for another term.

Motion made by Councilwoman Natali, seconded by Councilman Godwin, to reappoint John Burdiss to the Joint IDA for another four-year term. The motion was approved by majority vote with Councilman Wendell opposed.

Mayor Proto stated that he would like Mr. Burdiss to attend a future Council meeting to provide an update on the Joint IDA.

D. *Virginia Port Authority Aid to Local Ports Grant Request:*

Brent Manuel stated that Phase 3 Breakwater Project was well underway and included the building of the third breakwater and raising the height of the first two breakwaters by two feet to better protect the Harbor from southwest swells. Approximately \$190K of grant funding from the Virginia Port Authority (VPA) Aide to Local Ports Grant would remain available after completion of this project. At their February 4, 2016 work session, Council reviewed the Capital Improvement Plan and suggested that the Town proceed with the Phase 4 Breakwater Project as well as the possibility of increasing the height of the existing jetty by two feet. The previous cost estimate for Phase 4 construction was \$860K, including bid preparation. The estimated cost of design and engineering for the jetty rehabilitation was \$40K for a total of \$900K. With the 75/25 grant/match, the VPA share would be \$675K. Subtracting the \$190K estimated carryover request left a new grant request of \$485K. The Town's share for these projects would be about \$225K. There was much discussion regarding these projects and a suggestion to increase the new grant request to \$500K since all the numbers were estimated.

Motion made by Councilman Brown, seconded by Councilman Godwin, to authorize the Mayor to request that VPA approve a carryover of \$190K of the existing grant and \$500K of new grant funds as discussed. The motion was approved by unanimous vote.

E. *VDOT Route 642 Right-of-Entry Agreement:*

Brent Manuel stated that this issue was discussed during last week's work session. The purpose of the VDOT Right-of-Entry Reconstruction project was to provide safety improvements and enhance access to the Cape Charles Harbor. The roadway would consist of two 12' lanes and 8' width shoulders with 4' being paved and would accommodate bicycles and pedestrians. The Town owned a drainage easement over several parcels on the project pursuant to Quitclaim Deed of Easement recorded among the land records of Northampton County. This Right-of-Entry would grant to VDOT and its employees, agents, contractors or assigns the right to enter upon portions of the land encumbered by the Town's drainage easement for the purpose of completing the project. Approval of the Right-of-Entry Agreement must be by ordinance.

Mayor Proto read Ordinance 20160218 Approving a Right-of-Entry for the Benefit of the Commonwealth of Virginia Department of Transportation.

Motion made by Councilman Brown, seconded by Vice Mayor Bannon, to adopt Ordinance 20160218 authorizing the Town Manager to execute the Right-of-Entry Agreement on behalf of the Town. The motion was approved by unanimous vote. Roll call vote: Bannon, yes; Brown, yes; Godwin, yes; Natali, yes; Wendell, yes.

VICE MAYOR AND COUNCIL COMMENTS

Councilman Brown informed the Mayor that he would not be able to attend the March 3rd, March 31st and April 14th meetings since they were scheduled to start at 3:00 p.m.

Councilman Wendell commented as follows: i) All utility poles along Randolph Avenue were located on the north side but a new pole was just installed on the south side of the 500 block in the front yard of a rehabilitation project. It was curious; and ii) There was a lot of speculation regarding the large prohibitive hook-up fee of \$42K for the proposed brew pub. Was this the correct figure? Brent Manuel stated that the figure was based on the current connection fee structure and was payable at time of the application for a building permit. The Tourism Ordinance, which was still in draft form, had a provision for possible rebate of up to 50% of the connection fee. There was much discussion regarding this issue and whether the information had been communicated to the property owner. Councilman Wendell continued to state that he hoped that the Town would look at all available avenues to mitigate this issue and open a line of dialogue and try to reduce the figures. Fees were reduced by 75% for an apartment complex and it seemed that the Town could use that kind of energy to do something for the brew pub as well. Councilwoman Natali added that she asked Code Official Jeb Brady about the rumor and Mr. Brady quoted the figure based on information provided by the property owner for a 64 seat restaurant and informed them that they could ask to pay the fee over time. Mr. Brady also informed the owner that they could possibly undertake a historic restoration for tax credit to further reduce the \$42K to somewhere around \$20K.

Brent Manuel agreed that, from his past experience, \$42K seemed high for a restaurant of that size and informed Council that he obtained a quote of \$10K for a connection fee study and it might be good to have it done by an independent third party.

Mayor Proto stated that he had no further comments and proceeded to read the Announcements.

ANNOUNCEMENTS

- February 20, 2016 – February Freeze
- February 22, 2016 – Town Council Public Hearing & Special Meeting, 9:00 a.m.
- February 22, 2016 – Comprehensive Plan Public Input Meeting, 6:00 p.m.
- March 3, 2016 – Town Council Budget Work Session, 3:00 p.m.
- March 8, 2016 - Mayor’s Office Hours, 2:00 p.m. – 3:00 p.m.
- March 10, 2016 - Town Council Budget Work Session, 6:00 p.m.
- March 17, 2016 – Town Council Regular Meeting, 6:00 p.m.
- March 22, 2016 – Mayor’s Office Hours, 6:00 p.m. – 7:00 p.m.
- March 31, 2016 – Town Council Budget Work Session, 3:00 p.m.

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

Mayor Proto

Town Clerk



The Eastern Shore of Virginia Tourism Economy

January 2016

Key Performance Indicators



ESVA REGION HIGHLIGHTS

2014 By the Numbers

- **VA's FASTEST GROWING TOURISM REGION**

Second year in a row

- **VISITOR SPENDING TOTALED \$254.4 MILLION**

\$697,000 per day

TOURISTS PAID \$6.6 MILLION IN TAXES

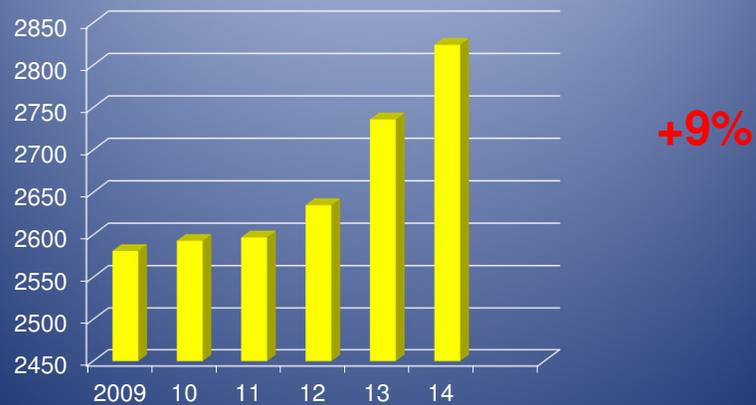
Visitors pay lodging, meals, sales tax



Source: Virginia Tourism Corporation

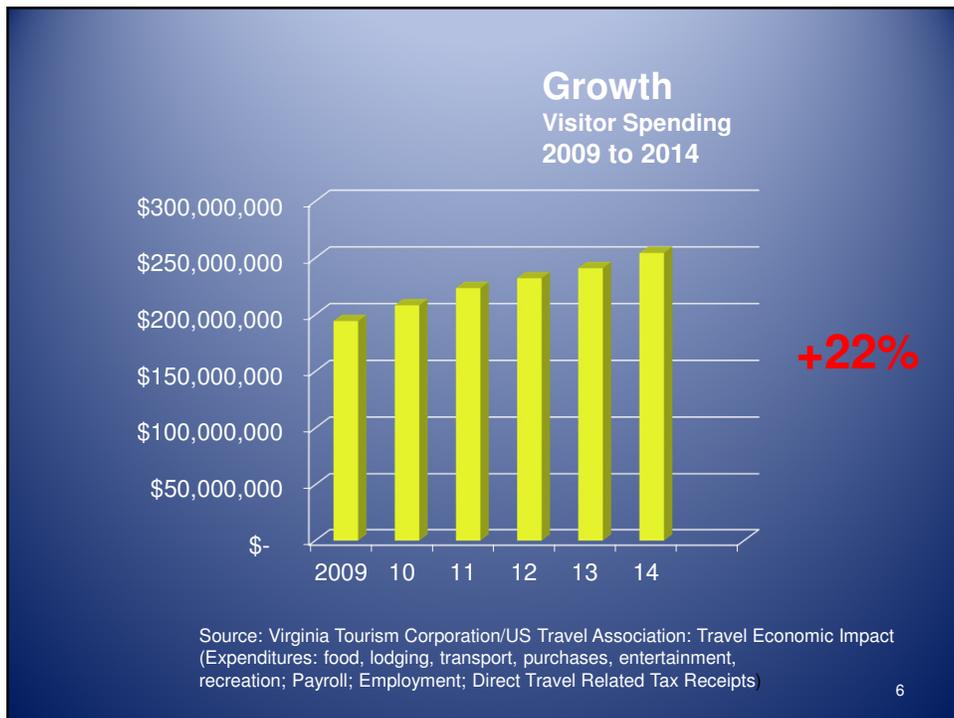
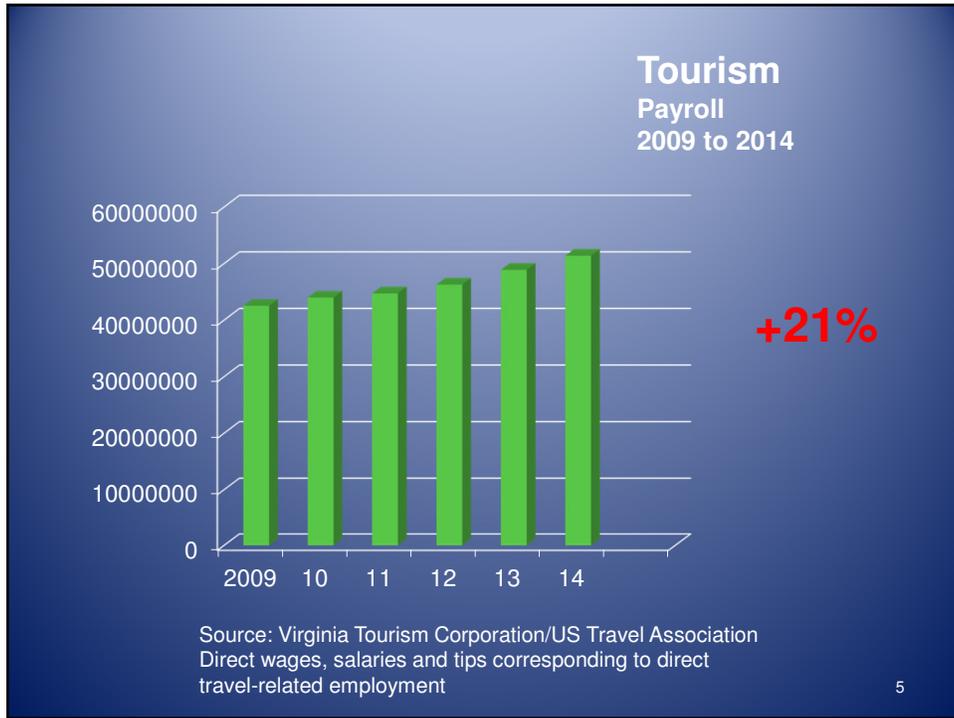
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Tourism Jobs 2009 to 2014



Source: Virginia Tourism Corporation/US Travel Association
Estimate of direct travel-related employment in the locality

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Growth Lodging Tax 2009 to 2014



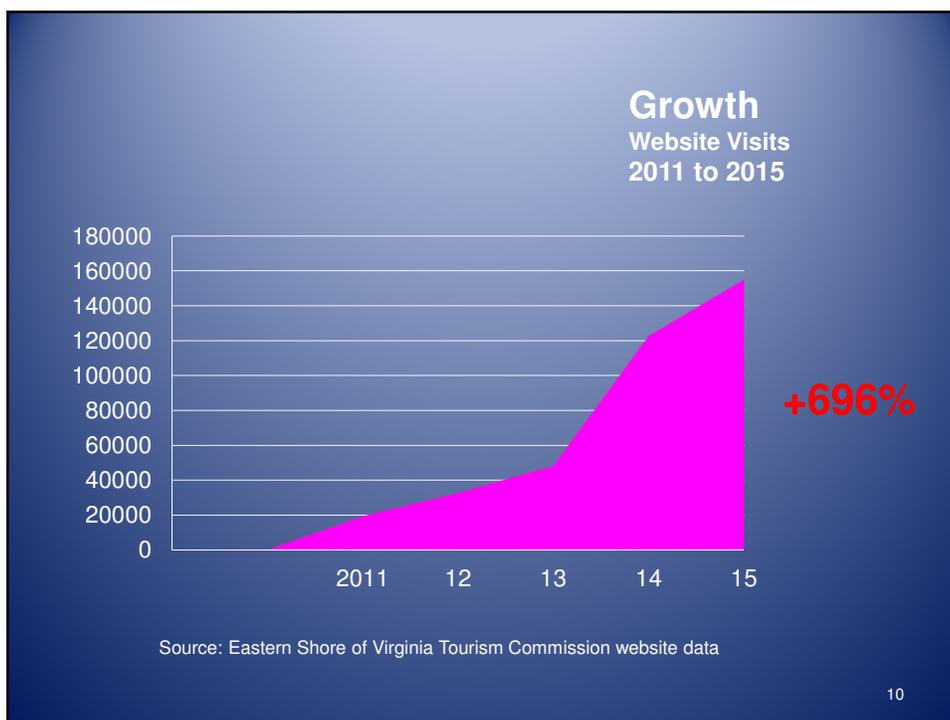
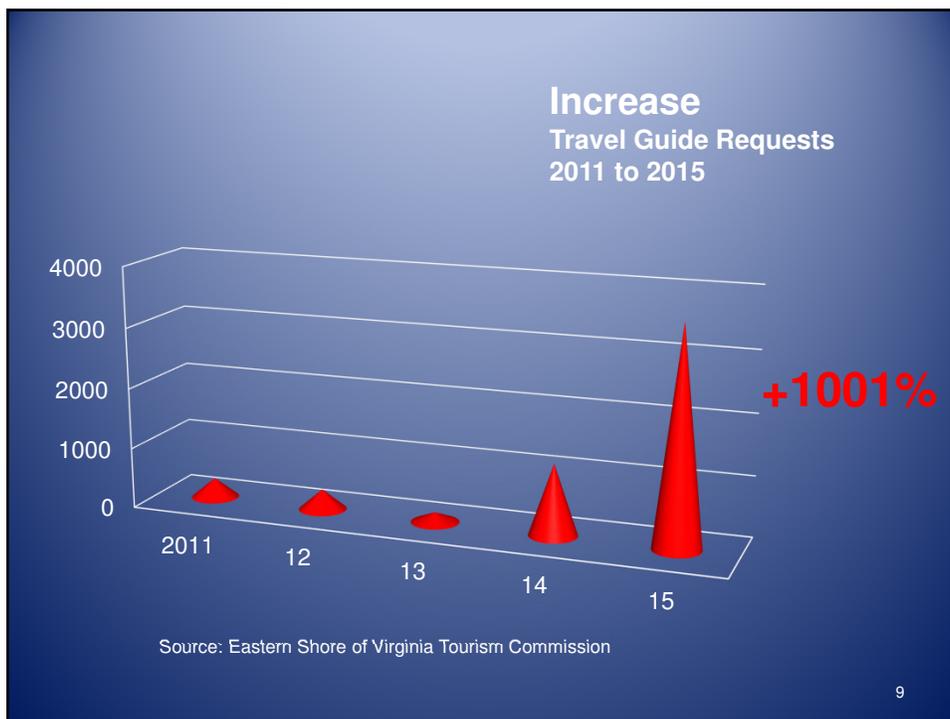
+43%

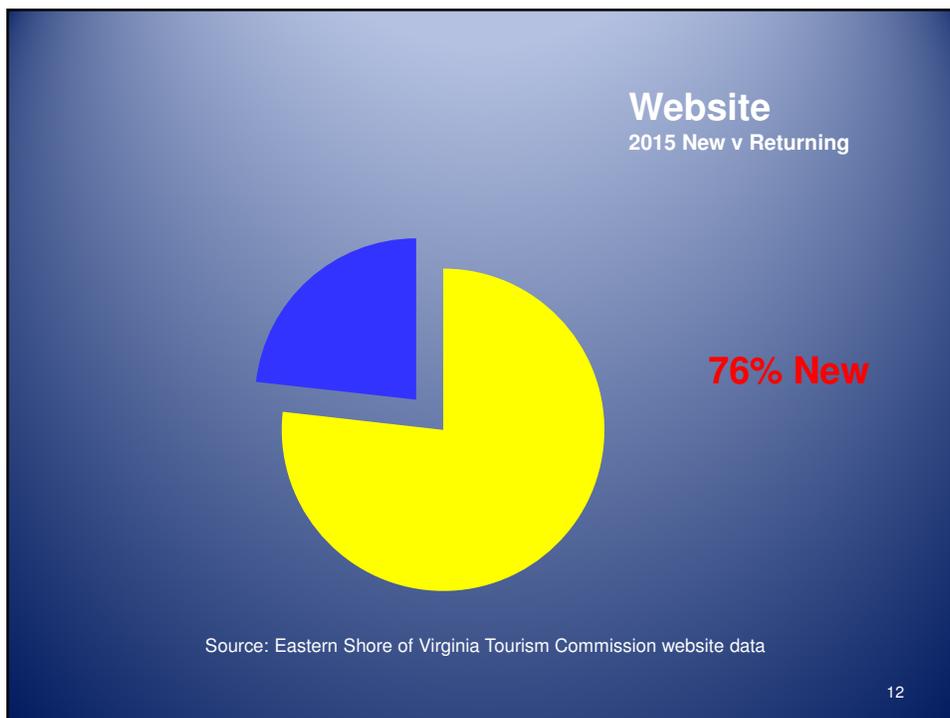
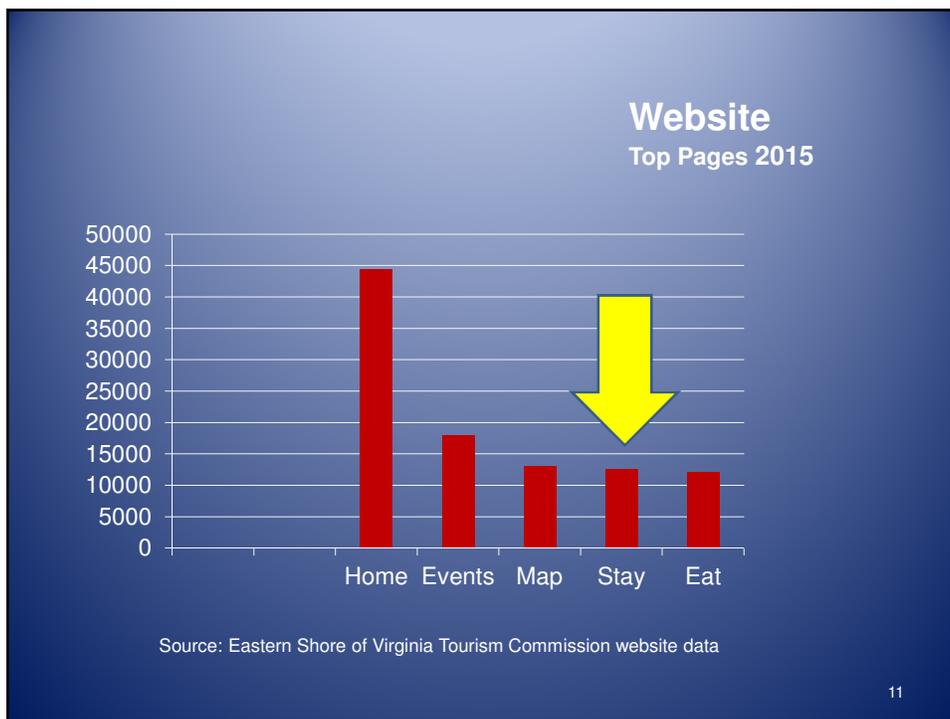
NOTE: In 2012 Chincoteague town increased its lodging tax to 9% from 8%.

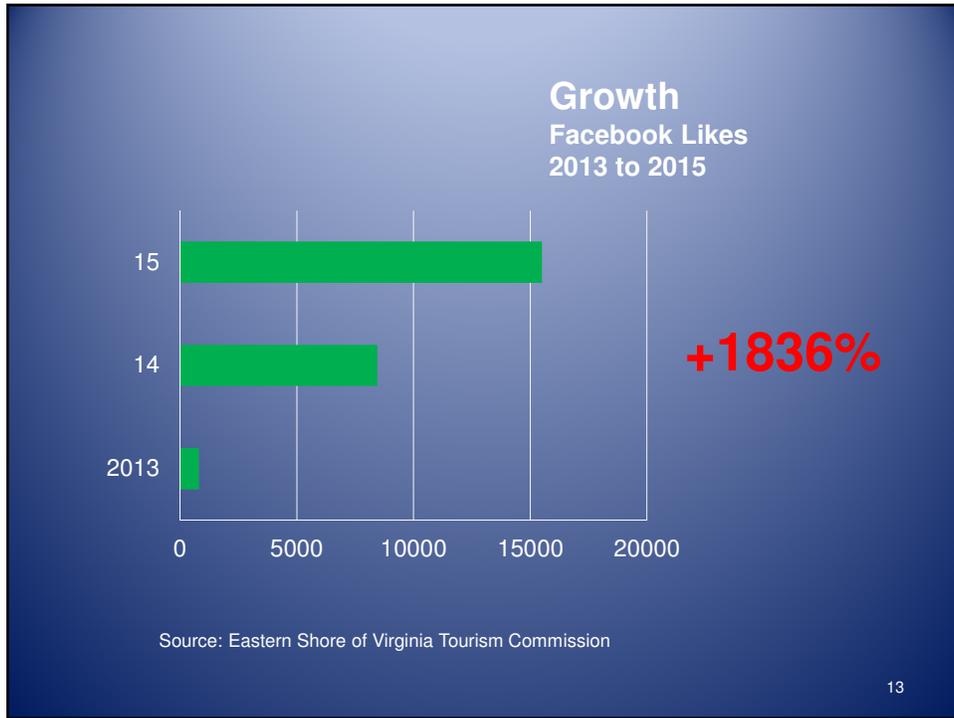
Source: Virginia Tourism Corporation, Town of Chincoteague, Local excise tax collections for hotels, motels, bed and breakfasts, cabins and campgrounds

Signals of Intent to Travel









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Funding

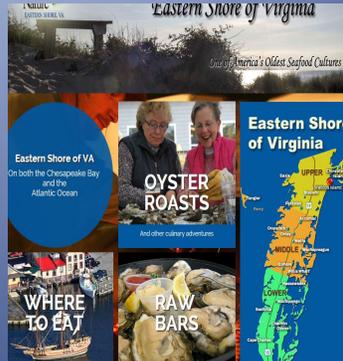
Tourists Pay Transient
Occupancy Tax -- TOT

Cape Charles
Budget Line Item
6.67%

Onancock
Percentage of TOT
.7%

Accomack County
Budget Line Item
38.6%

Northampton County
Percentage of TOT
54%



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Programs

CONCIERGE

Welcome Center at CBBT

INDUSTRY SUPPORT

Welcome Center advertising, Tourism Summit, fall workshop, quarterly emails

MARKETING

Print: Produce, distribute print guide, marketing collateral

Digital: Website, consumer email, social media platforms (Pinterest, Facebook, Instagram, YouTube), blog, image library

Earned Media: Pitches/response, tours, FAMS

Paid Media: Advertisements

COLLABORATION

Oyster/Artisan Trails, Coastal VA Tourism Alliance, Stronger Economies Together, Partnership Grants, Market Development



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Earned Media Publications

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Paid Media Digital Marketing

Audiences
Age is no longer relevant

Geo Targeting
Near drive metro areas
Mid-Atlantic states

Affinity Targeting
Keyword marketing VIA Facebook:
"Oysters" "Coastal Living" "Chincoteague Ponies" "Food & Wine" "Artisan"
"Kayaking"

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The New Consumer

What They Want

Simplified Trip Planning

Itineraries, listicles
Social media
Trails
Maps
Trip Advisor/User Comments

Authenticity

Handmade
Local
Immersive

Values Alignment

Sustainable practice
Rich, local culture
Un-orchestrated



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Tourism Partners

Must Do's

Digital Presence

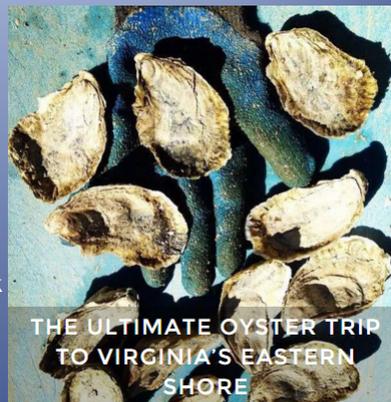
Trip Advisor/Yelp – FREE
Facebook -- FREE
State/local tourism websites – FREE
Google maps -- FREE

Responsive

Accurate info
Answer phones, emails
Manage user-generated feedback

New Products

Evolve tourism business to meet
consumer wants



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Challenges

TOURISM DEVELOPMENT

Deliberate, strategic

MOBILE SITE

Data-driven

RESEARCH

Evidence = best strategic & tactical decisions

RESOURCES

Budget, staff, time

REGIONALISM

Oyster Trail, Artisan Trail, Coastal VA Tourism Alliance,
ESVA Integration, Virginia Tourism Corporation



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Contact Info
Eastern Shore of Virginia Tourism Commission
Kerry Allison
kerryallison@esvatourism.org
757-787-8268



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PROCLAMATION 20160218
IN MEMORY OF PAUL W. SKOLNICK

WHEREAS, Paul Skolnick resided within the Town of Cape Charles for over a decade and during that time made major and everlasting contributions to the town's workforce that benefitted the town's citizenry and tourists; and

WHEREAS, he was a decorated Vietnam veteran who was active in the American Legion Post 56 and supported local veterans and the Post's Cape Charles Food Pantry Christmas Canned Food drive that led to a record collection of food for the disadvantaged; and

WHEREAS, he was instrumental in the planning and conduct of numerous patriotic programs in the Town of Cape Charles that included 4th of July parades, Memorial Day ceremonies and Veterans' Day services; and

WHEREAS, he assisted and directed the preparation of meals at Post 56 that were served to veterans and home-bound veterans; and

WHEREAS, he served with distinction as the treasurer for the Town of Cape Charles and was well known for his skill and dedication to the town's citizenry; and

WHEREAS, he returned to work for the Town of Cape Charles on two occasions on a temporary contract basis to assist with a departmental leadership transition; and

WHEREAS, he volunteered with the Cape Charles Volunteer Fire Company to mentor them financially and was a driving force for the refurbishment of their working areas;

WHEREAS, he touched many lives as a fellow citizen, friend, brother, veteran, town treasurer, mentor and all around great guy. His life made a great impact on this community and his service to its citizenry will never be forgotten;

NOW, THEREFORE, by virtue of the authority vested in me as Mayor of the Town of Cape Charles, I, George Proto, do hereby extend this proclamation in memory of Paul Skolnick to celebrate an exceptional life whose simple presence lit up a room and filled it with humor, love and purpose.

Adopted by the Town Council of Cape Charles on this 18th day of February, 2016.

Mayor George Proto

ATTEST:

Town Clerk

PROCLAMATION 20160218A
IN MEMORY OF MICHAEL SULLIVAN

WHEREAS, Mike Sullivan moved to the Town of Cape Charles in 1997 and was a citizen of the town for over 18 years; and

WHEREAS, he served in the U.S. Air Force and was an Arabic linguist. After his discharge from the Air Force he went to college and was hired by Xerox Corporation where he worked for 33 years; and

WHEREAS, he was First Vice Commander of American Legion Post 56 and continued to be an active member of Post 56 in support of local veterans until his death. He also served as an ambulance driver for Station 19 Cape Charles Rescue; and

WHEREAS, he and his wife, Theodora Sullivan, owned and operated Sullivan's Office Supply for 13 years and Mike operated a computer repair service in the same location; and

WHEREAS, he continued serving the American Legion Post 56, Station 19 Cape Charles Rescue and the Cape Charles Volunteer Fire Company by maintaining their computers at no cost; and

WHEREAS, he designed and maintained the Town's first website as well as originating the Cape Charles Gazette, the Town's electronic newsletter; and

WHEREAS, he was elected to the Cape Charles Town Council in 2010 and served the Town and its citizens for four years; and

WHEREAS, he touched numerous lives as a fellow citizen, dear husband, father, grandfather, friend, veteran, and Town Councilman;

NOW, THEREFORE, by virtue of the authority vested in me as Mayor of the Town of Cape Charles, I, George Proto, do hereby extend this proclamation in memory of Michael Sullivan whose life made a great impact on this community and his service to its citizenry will never be forgotten.

Adopted by the Town Council of Cape Charles on this 18th day of February, 2016.

Mayor George Proto

ATTEST:

Town Clerk



DRAFT
TOWN COUNCIL
Public Hearing & Special Meeting
Town Hall
February 22, 2016
9:00 a.m.

At 9:00 a.m. Mayor George Proto, having established a quorum, called to order the Public Hearing & Special Meeting of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown and Wendell, and Councilwoman Natali. Councilman Godwin was not in attendance. Also in attendance were Town Manager Brent Manuel and Town Clerk Libby Hume. There were four members of the public in attendance.

Mayor Proto read the public hearing advertisement regarding the proposed conveyances of Town property to the Virginia Department of Transportation (VDOT) for the Route 642 Reconstruction Project # 0642-065-577 for i) A proposed quitclaim of the Town's interest, if any, in the existing right-of-way known as Old Cape Charles Road based on the Town's status as the abutting landowner of Tax Parcel 83-A3-14; and ii) A proposed fee simple conveyance consisting of approximately 1.19 acres along the southern boundaries of Tax Parcels 83-A3-14 and 83-A3-17.

PUBLIC COMMENTS:

There were no comments from the public nor any written comments submitted prior to the meeting.

Motion made by Councilman Bennett, seconded by Councilwoman Natali, to close the public hearing portion of the meeting. The motion was approved by unanimous vote.

Motion made by Councilman Brown, seconded by Vice Mayor Bannon, to adopt Resolution 20160622 Authorizing a Quitclaim Deed for Existing Right-of-Way (Old Cape Charles Road) and Fee Simple Conveyance of a Portion of Tax Parcels 83-A3-14 and 83-A3-17.

Mayor Proto moved for adoption of Resolution 20160222 as noticed and forewent reading of the resolution.

The motion was approved by unanimous vote. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Natali, yes; Wendell, yes.

Motion made by Councilman Wendell, seconded by Councilwoman Natali, to adjourn the Town Council Public Hearing and Special Meeting. The motion was approved by unanimous vote.

Mayor Proto

Town Clerk



DRAFT
TOWN COUNCIL & PLANNING COMMISSION
Joint Public Hearing & Meeting
Cape Charles Civic Center
March 1, 2016
6:00 p.m.

At 6:00 p.m. Vice Chairman Mike Strub, having established a quorum, called to order the Public Hearing and Regular Meeting of the Planning Commission. In addition to Vice Chairman Strub, present were Commissioners Andy Buchholz, Dan Burke, Joan Natali and Sandra Salopek. Chairman Dennis McCoy and Commissioner Bill Stramm were not in attendance. Also in attendance were Town Manager Brent Manuel, Town Planner Larry DiRe and Town Clerk Libby Hume. There were six members of the public in attendance.

Mayor George Proto, having established a quorum, called to order the Public Hearing and Meeting of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Godwin, Wendell and Councilwoman Natali. Councilman Brown was not in attendance.

Town Planner Larry DiRe provided an overview of the proposed Zoning Ordinance text and map amendments.

PUBLIC COMMENTS:

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

Motion made by Andy Buchholz, seconded by Sandra Salopek, to close the Planning Commission Public Hearing. The motion was approved by unanimous vote.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to close the Town Council Public Hearing. The motion was approved by unanimous vote.

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

BUSINESS:

Review of Northampton County Proposed Town Edge-1 and Town Edge-Commercial General District Land Uses:

Larry DiRe stated that the Northampton County Board of Supervisors (BOS) adopted the current zoning ordinance in December 2015. In January 2016, the new BOS voted to repeal the decision and revert back to the Zoning Ordinances from 2009, 2000 and 1983. The first step of the process was the March 9, 2016 Public Hearing with a comment period until March 21, 2016.

The Commission and Council reviewed the current and 2009 zoning maps of the Town Edge areas and the listing of uses in these areas. There was much discussion regarding the issue and the draft Historic Town Edge Corridor Overlay (HTE) which was provided to the BOS and County Planning Commission on several occasions over the last few years, the latest was submitted along with two Town Council resolutions which were adopted on May 22, 2014. Mayor Proto asked that the HTE be emailed to the Council and Commissioners.

After further discussion, the Commissioners were charged with comparing the County's Town Edge language with the HTE at their April 5th meeting in order to make a recommendation to Council regarding how the Town should move forward to begin discussions with the County Planning Commission and BOS. There was some discussion regarding another possible joint meeting with the Council and Commission in order to expedite the process.

Mayor Proto stated that a meeting with the BOS needed to be scheduled for general discussion to open up communications with the new BOS. The Town could then make a recommendation to work together regarding the Town Edge language.

Town Manager Brent Manuel reminded the Council regarding the pending litigation against the County. The BOS were committed to reverting back to the previous zoning ordinance. The Town would still have the opportunity to work with the County moving forward.

Mayor Proto stated that he felt the 2009 Town Edge zoning map was more of a risk than the one approved in 2015. There was more discussion regarding possible uses in this area.

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

Vice Chairman Mike Strub

Mayor George Proto

Town Clerk



**DRAFT
TOWN COUNCIL**

Work Session

Cape Charles Civic Center

March 3, 2016

5:00 p.m.

At approximately 5:00 p.m., Mayor George Proto called to order the Town Council Work Session. In addition to Mayor Proto, present were Vice Mayor Bannon and Councilwoman Natali. Councilman Brown arrived at 5:24 p.m. Councilmen Bennett, Godwin and Wendell were not in attendance. Also in attendance were Town Manager Brent Manuel, Treasurer Deborah Pocock, Accountant Jodi Outland, Harbor Master Charlie Farlow and Town Clerk Libby Hume. There were no members of the public in attendance.

ORDER OF BUSINESS

A. FY 2016 Mid-Year Review:

Treasurer Deborah Pocock stated that the FY 2016 projected General Fund revenue was \$4,136,517 and projected expenses were \$3,893,994 which left a projected gain of \$242,523. Deborah Pocock went on to review staff requests for re-allocation of available funds as follows (in order of urgency): i) mold remediation in the library HVAC as a precautionary measure and post treatment testing for approximately \$6K; ii) New network server, software and installation for approximately \$10K. The Town's main server was no longer operational. The backup server now stored all files and was at its capacity. A new, more reliable server was a necessity. With the new server, the Town Harbor could also be brought into the network. There was some discussion regarding this issue and Councilwoman Natali recommended that funding be included in the FY 2017 budget to replace the secondary server as well; iii) Additional legal budget of \$40K. The Town was currently over-expended by \$14,108 with several months left in the FY. There have been a number of issues which required legal assistance such as the review of the Tourism Zone, purchase of property, selling of property, personnel issues, the Route 642 VDOT project, etc.; iv) \$12K for a facility needs assessment study for the administrative offices at 2 Plum Street. Town Manager Brent Manuel stated that he would like to contract with an architectural firm to evaluate the amount of space currently needed and projected future space needs by department vs. available space in the building. If approved, a request for quotes would be published. At a later date, the Town could then compare the available space on the third floor of the library to the existing office space and available space on the first floor at 2 Plum Street; v) \$5K additional for Public Works general repair work. There had been some unexpected repairs needed to Town facilities and the water fountain installed at the library cost approximately \$2K. There were still a number of projects needing to be completed prior to June 30th; and vi) \$5K for vacation and comp time payout for Amanda Hurley who would be leaving the Town later this month. The total re-allocation requests was \$77,435.

Brent Manuel explained that there was no request included for the Virginia Main Street (VMS) program since the original report provided by the treasurer showed a projected gain of \$80,125 vs. the revised amount of \$242,523. Brent Manuel went on to state that with the increased amount, he would like to include funding to get the program started, but he did not have any numbers at this time. A timeline needed to be established regarding the VMS process. He was trying to get a representative from the Woodstock VMS here in March to give an overview of the process. There was also an available training session in Hopewell on April 6th. He did not want to rush into the project. The Town had one chance to get it right.

Deborah Pocock stated that if the requests were acceptable to the Council, a budget transfer request would be completed for Brent Manuel's approval as the town manager was authorized to do budget transfers per the resolution adopted by Council in June 2015.

Deborah Pocock went on to review the Utility Fund Budget adding that Public Utilities Director Dave Fauber had submitted a list of budgeted repair projects that could be reduced or deferred in order to transfer funding to pay the anticipated \$65K wastewater fine. Dave Fauber's recommendations were to reduce the following: i) \$20K would be transferred from Engineering Service/Water Quality Improvements reducing this line item to zero; ii) Repair & Maintenance would be reduced from \$15,500 to \$12,500; iii) Electric would be reduced from \$2,210 to \$210; iv) Repair & Maintenance Supplies would be reduced from \$15,391 to \$7391; v) Vehicle & Powered Equipment Fuel (Waterworks) would be reduced from \$1,548 to \$348; vi) Engineering Service/Maintenance Inflow/Infiltration would be reduced from \$11,431 to \$3,431; vii) Water Sampling would be reduced from \$9,636 to \$1,636; viii) Landfill Disposal (Sludge) would be reduced from \$7,126 to \$2,126; ix) Flood would be reduced from \$2,117 to \$1,117; and x) Vehicle & Powered Equipment Fuel (Wastewater) would be reduced from \$2,714 to \$914.

There was much discussion regarding the anticipated fine and whether they could have been avoided. There was also concern regarding the possible risk of postponing engineering services, repairs and maintenance. Council wanted assurance that deferring the suggested items from the Waterworks budget would not lead to the assessment of fines similar to the wastewater fines.

There was also some discussion regarding a possible connection fee study to be performed by an independent, third-party firm in order to ensure that the proper connection fees were charged. It would be more credible and help to reassure the public if done by an independent firm. A request for proposals would have to be published. Councilman Brown stated that the last study contracted out by the Council was the Wage and Compensation Study. The Town spent \$10K for the study and did not follow the recommendations. If Council was going to have a study performed, it needed to abide by the recommendations. After further discussion, Council reached a consensus to move forward with the study.

Deborah Pocock stated that the Harbor Fund was operating well within budget boundaries and if trends continued, would only require two-thirds of the budgeted assistance from the General Fund.

Deborah Pocock stated that the Sanitation Fund was performing as expected.

B. *Health Insurance Review:*

Accountant Jodi Outland stated that staff had been working hard to find health coverage which was cost effective for the Town and included good benefits for the employees. The Town's health insurance plan year ran from April 1st through March 31st annually. In FY 2016, the Town did not have many choices for insurance plans so the premiums were based on the employees' ages. The premiums for the current plan increased by approximately 7%. For FY 2017, tiered plans were available which would save the Town approximately \$15K with only a 1.7% increase. Jodi Outland proceeded to review the three Anthem products – Anthem PPO Gold, Anthem HealthKeepers Gold POS and Anthem HealthKeepers Silver. The Town typically funded the total premium for the employee under the mid-range option and any employees opting for the higher option would pay the difference in premiums through payroll deduction. This year, an option was added with a \$4K annual individual deductible, but the premiums were very low for the employee. Good feedback was received from a number of employees who would end up with more money in their paychecks and a slightly higher copay for medical visits.

Jodi Outland explained an issue with the tiered rates which did not include a tier for an employee with one child so an employee with only one child would pay the same premium as an employee with multiple children. Staff requested Council consideration to create an artificial tier, using some of the cost savings from changing plans, to provide employees with only one child about a \$200 subsidy to help with their premiums. There was some discussion regarding this issue and Council was in agreement with the staff recommendation.

Jodi Outland went on to review the dental coverage which was through Delta Dental. The dental plan chosen for FY 2017 provided for better benefits at reduced premiums. The Town paid 100% of the employee's premiums and would save approximately \$4,400 over FY 2016.

Jodi Outland continued to review the vision coverage. In FY 2016, vision coverage was included as a rider to the Anthem policy at a cost of \$5.32 per employee. It was actually more of a discount program vs. insurance coverage. Staff opted to delete this rider and offer an optional vision plan through Vision Services Plan (VSP). The cost to the employee would be \$9.39 per month.

A meeting would be held on March 7th, for all employees to learn about the various changes in medical benefits.

C. *Strategy Planning:*

Mayor Proto noted a number of areas that he would like to focus on as follows:

1. Economic Development:
 - a. Branding, marketing and advertising – There was some discussion regarding VMS and the available assistance to help localities with branding and marketing.
 - b. Tourism
 - c. Commercial (Non-Seasonal) – The Town needed to bring in year-round jobs.
2. Town Development/Enhancement/Beautification:
 - a. Community Trail
 - b. Harbor
 - c. Sidewalks
3. Organization:
 - a. Multiple volunteer organizations
 - i. How best to promote?
 - ii. How best to use efficiently?
 - b. Town supports some
 - i. Criteria? – What was the best criteria to use when organizations requested funding assistance from the Town? Currently, the Town requests copies of the organizations' financials and explanation of how the money was used in the past and would be used during the coming year.
 - ii. Ground Rules? – What expectations did the Town have for the organization? What was the investment needed to be made by the Town?

There was much discussion regarding contributions to organizations and whether the Town could provide funding to VMS to give to the charitable organizations. Brent Manuel stated that funding given by the Town to VMS needed to be spent to support the program, not given away to other organizations. If the Town continued to fund outside organizations, the amounts should be determined by the Council. The Town needed to continue its funding for organizations which served the Town and its residents such as the Cape Charles Volunteer Fire Company and Cape Charles Rescue which was still chartered under the Town. Several Council members advised Mayor Proto that he was over-complicating the issue. Mayor Proto asked Council to think about a prioritization list for consideration.

4. How does Main Street fit into this? How do we coordinate? – Brent Manuel stated that the Town needed to find out what VMS could do for not-for-profit organizations. The Town did not need outside organizations working on parallel tracks to do the same things as what would be done under VMS. VMS could possibly do a consolidated marketing effort promoting the various charitable organizations and the business in Town.
5. Organization of Town Council for specific areas:
 - a. Standing committees for:

- i. Harbor
 - ii. Wastewater and Water
 - iii. Safety
6. "Hot" items:
- a. Beach safety

There was much discussion regarding committees. Brent Manuel stated that a committee could help communications between staff and Council. When Council had questions, they could be referred to a committee with one or two Council members to review.

Councilman Brown stated that the Town used to have committees but they didn't work in the past. He served on a committee with former Councilman John Burdiss and they worked for a year reviewing facilities and Council never was interested in doing anything. The communication would be good if you had enough Council members who were interested in doing something.

Freedom of Information (FOIA) issues were discussed.

Mayor Proto stated that more Council members needed to be involved in the issues with the wastewater treatment plant. Councilman Brown and Councilwoman Natali disagreed. Councilman Brown stated that Council did not oversee individual departments, only the chartered officers. The other employees of the Town worked for the Town Manager, not the Council. If there was a problem, the Town Manager needed to review the situation, make a decision and report back to Council.

Councilwoman Natali asked whether Council would hold a strategic planning session at some point in the future. A number of issues needed to be discussed such as: i) the future growth of the library. The library continued to grow and had already out-grown the space; ii) potential uses for the third floor of the library building whether for office space or to possibly rent to another organization. The third floor was untouched since the Town purchased it. There was much discussion regarding the town offices needing to be centrally located. Currently, Mason Avenue could be considered the center of the Town but as the Town grew, the center could be the location of the former Meatland property or even somewhere else once VDOT's Route 642 project was completed. Councilman Brown stated that the former facilities committee felt that the Meatland Building would have been ideal for the Town offices, but the owners were not willing to sell the property and the Town was not interested in leasing. There was further discussion regarding the Meatland property; and iii) the Harbor development plan needed to be revisited regarding the inner harbor bath house and harbor master's building. Councilwoman Natali added that she would like the Mayor to schedule a strategic planning session after July 1st to continue this type of discussion.

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

Mayor Proto

Town Clerk

**MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
February 29, 2016**

CASH POSITION

Cash on Hand	1/31/2016	2/29/2016	Increase/(Decrease)
Shore Bank Checking Account	\$ 507,789	\$ 481,366	\$ (26,424)
Shore Bank Money Market Account	\$ 826,487	\$ 826,838	\$ 351
LGIP Account 1 - Unrestricted	\$ 97,585	\$ 97,619	\$ 34
LGIP Account 2 - Unrestricted	\$ 299,298	\$ 299,405	\$ 108
Total Cash On Hand	\$ 1,731,159	\$ 1,705,227	\$ (25,931)

Restricted and Reserved Cash Balances	1/31/2016	2/29/2016	Increase/(Decrease)
Shore Bank Savings Account - Facility Fees Reserved (Utilities)	\$234,530	\$234,530	0
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	\$3,520	\$3,939	419
Shore Bank Checking Account - E-Summons Revenue Reserved	\$50	\$50	0
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,584	\$257,586	3
Total Cash Held in Reserve	\$ 1,465,983	\$ 1,466,404	\$ 422
Total Cash - All Accounts	\$ 3,197,141	\$ 3,171,631	\$ (25,510)

DEBT SERVICE

<u>Next Debt Service Payments:</u>	<u>Due Date</u>	<u>Amount</u>
2010C General Obligation & Revenue Bond	4/20/2016	\$120,586.73
2013 USDA Loan - Police 2013 Dodge Charger	4/23/2016	\$3,955.49

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY15
GENERAL						
REVENUES	101,926	1,999,645	1,927,271	(72,373)	4,158,455	46.35%
EXPENDED	146,832	1,320,102	1,514,347	194,245	4,050,514	37.39%
NET	(44,906)	679,543	412,924	(266,618)	107,941 surplus to harbor	
PUBLIC UTILITIES						
REVENUES	155,176	1,124,233	1,219,909	95,676	1,723,011	70.80%
EXPENDED	73,686	995,967	792,915	(203,052)	1,723,011	46.02%
NET	81,490	128,266	426,994	298,728	0	
HARBOR						
REVENUES	125,191	544,690	634,902	90,212	1,965,837	32.30%
EXPENDED	258,242	674,737	1,077,035	402,298	2,073,778	51.94%
NET	(133,052)	(130,047)	(442,133)	(312,086)	(107,941)	
SANITATION						
REVENUES	16,083	118,096	125,512	7,417	175,300	71.60%
EXPENDED	14,198	98,404	100,502	2,098	175,300	57.33%
NET	1,885	19,692	25,010	5,319	0	

FY 2016 Capital Improvement Project Tracking Report

As of:
2/29/2016

	FY16 Status or Start Date	Percent of Completion	FY16 Budgeted	FY16 QTR 1 Expended	FY16 QTR 2 Expended	FY16 QTR 3 Expended	FY16 QTR 4 Expended	FY16 YTD Expended	(Over)/Under Budget
General Fund									
Enterprise Management System (Finance)	Remainder due in July	35%	\$ 55,069	\$ -	\$ 19,000	\$ -	\$ -	\$ 19,000	\$ 36,069
Replacement Police Vehicle	Complete	100%	\$ 26,000	\$ -	\$ 26,668	\$ -	\$ -	\$ 26,668	\$ (668)
Police vehicle cameras & software	Complete	100%	\$ 10,600	\$ -	\$ 9,640	\$ -	\$ -	\$ 9,640	\$ 960
Code Enforcement Vehicle	Complete	100%	\$ 25,302	\$ 26,125	\$ -	\$ -	\$ -	\$ 26,125	\$ (823)
Public Works Tractor	Postponed pending USDA Grant	0%	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Mason St Parking Improvements	Almost complete	72%	\$ 20,000	\$ 9,216	\$ 5,235	\$ -	\$ -	\$ 14,451	\$ 5,549
Sidewalk Repair Program (VDOT grant 50%)	Research phase	1%	\$ 20,000	\$ -	\$ -	\$ 130	\$ -	\$ 130	\$ 19,870
Pine St Parking/Waste Mgmt Design	In progress	10%	\$ 60,000	\$ -	\$ 5,517	\$ 627	\$ -	\$ 6,144	\$ 53,856
Strawberry Street Plaza Purchase/Improvements	Pending	0%	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
ArtWalk - Wayfinding Signage	Pending	15%	\$ 10,000	\$ -	\$ -	\$ 1,465	\$ -	\$ 1,465	\$ 8,535
Central Park Playground Equipment (phase 1)	In progress	%	\$ 30,000	\$ 46	\$ 58	\$ 37,268	\$ -	\$ 37,371	\$ (7,371)
Cape Chas Multi-Use Trail Phase 2	In progress	1%	\$ 1,570,000	\$ 4,486	\$ 3,677	\$ -	\$ -	\$ 8,163	\$ 1,561,837
Security Cameras for Beach, Park, Civic Center	Research phase	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
subtotal			\$ 1,941,971	\$ 39,873	\$ 69,795	\$ 39,490	\$ -	\$ 149,157	\$ 1,792,814
Water Fund									
Automatic Flush (2 & 3 of 5)	1st complete, 2nd pending	65%	\$ 20,000	\$ 12,371	\$ 573	\$ -	\$ -	\$ 12,944	\$ 7,056
Valve Exerciser (shared cost)	Complete	100%	\$ 3,500	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,400.00	\$ 100
subtotal			\$ 23,500	\$ 15,771	\$ 573	\$ -	\$ -	\$ 16,344	\$ 7,156
Sewer Fund									
Valve Exerciser (shared cost)	Complete	100%	\$ 3,500	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,400	\$ 100
Plum & Mason Pump Station Engineering	In progress	4%	\$ 165,000	\$ 2,695	\$ 1,897	\$ 1,591	\$ -	\$ 6,183	\$ 158,817
Manhole Rehab	Near completion	82%	\$ 41,792	\$ 17,396	\$ 16,896	\$ -	\$ -	\$ 34,292	\$ 7,500
subtotal			\$ 210,292	\$ 23,491	\$ 18,793	\$ 1,591	\$ -	\$ 43,875	\$ 166,417
Harbor Fund									
Breakwater	Preconstruction mtg. Nov 24	49%	\$ 860,000	\$ 20,396	\$ 9,416	\$ 390,060	\$ -	\$ 419,872	\$ 440,128
Truck	Transferred from Code Enf.	100%	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -
subtotal			\$ 870,000	\$ 30,396	\$ 9,416	\$ 390,060	\$ -	\$ 429,872	\$ 440,128
TOTAL		23%	\$ 2,835,471	\$ 86,040	\$ 79,784	\$ 429,549	\$ -	\$ 639,248	\$ 2,406,515

MUNICIPAL CORPORATION OF CAPE CHARLES
February 29, 2016

YTD 2015 Real Estate Tax Collections

Total Land Value	\$	204,870,500	
Total Improvement Value	\$	205,290,456	
Additional Assessments	\$	<u>6,819,000</u>	
Total Real Estate Value	\$	416,979,956	

2/29/2016

Total Budgeted	\$	1,079,374	
Total Bills Mailed	\$	1,134,323	
Total Adjustments	\$	4,032	
Total Collected YTD	\$	<u>1,029,960</u>	95%
Amount Due	\$	108,395	

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

Total Personal Property Value	\$	14,603,900	
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2/29/2016

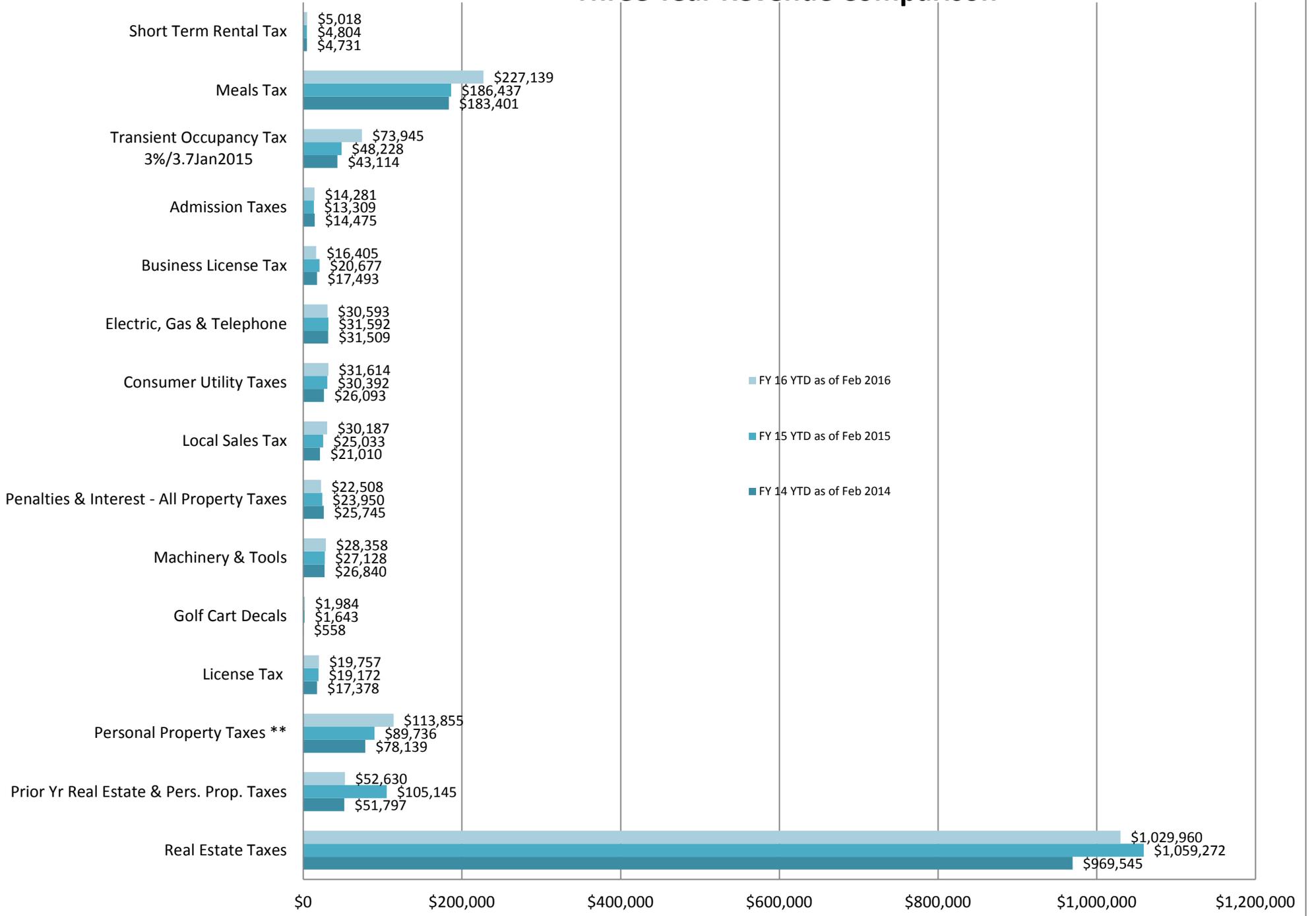
Total Budgeted FY15	\$	135,500	
Total Bills Mailed	\$	212,676	
Total Adjustments	\$	(5,203)	
Total Collected YTD	\$	<u>140,031</u>	103%
Amount Due	\$	67,441	

**FY 2016 YTD Prior Year Real Estate Tax, Personal Property Tax,
 Interest and Penalty Collections**

2/29/2016

Total Budgeted FY 2015	\$	41,798	
Total Collected	\$	<u>50,366</u>	121%
Amount Anticipated/Over	\$	(8,569)	

Three Year Revenue Comparison



Planning Department Report for Town Council

From: Larry DiRe 
To: Town Council
Date: March 4, 2016
Subject: Report for Planning Department
Attachment: None

Permits:

One Application for Zoning Clearance was approved this month.

Planning Commission:

1. The Planning Commission met in joint public hearing with Town Council on Tuesday March 1st to hear public comment on proposed Zoning Ordinance text and map amendments. There was no public comment at that time.
2. The Planning Commission met in a regular monthly meeting on Tuesday March 1st. The Commissioners considered the following five agenda items: recommended Town Council approval of proposed Zoning Ordinance text and map amendments following public hearing; reviewed text addition to draft Comprehensive Plan following comments received at the February 22nd public input session and sent the document to Town Council; reviewed Zoning Ordinance Article III Section 3.6.B.35; reviewed proposed Northampton County Town Edge-1 and Town Edge Commercial General Districts' land uses; discussed issues related to the study of potential dog beach.

Historic District Review Board:

1. The Historic District Review Board received three applications for consideration at their February 16th regular monthly meeting. One application was for a modification to a Certificate of Appropriateness approved in May 2015 allowing for the addition of a dormer to a contributing structure. The modification request was approved. The second application was for façade renovation to a contributing commercial structure in the Commercial – 1 District. That application was approved. The third application was for new construction of a single-family home in the Residential -1 District. That application was approved. Staff provided the Board with the 2015 Certificate of Appropriateness project progress report. The Board held their annual election for Chair and Vice Chair with Joe Fehrer and John Caton, respectively, being elected. The Board concluded their review of the Historic District Guidelines document.

Harbor Area Review Board:

1. The Harbor Area Review Board had no business and did not meet. An application for Harbor Development Certificate is pending.

Board of Zoning Appeals:

1. The Board of Zoning Appeals had no business and did not meet.

Wetlands and Coastal Dunes Board:

1. The Wetlands and Coastal Dunes Board had no business and did not meet.

Code Enforcement

Month of February FY16

Building Permits Issued/Permit Fees Collected:

Permits this month: 31	
Permits this year: 209	Total permits last year: 364
Total construction this month: \$648,903	
Total construction this year: \$9,056,491	Total construction last fiscal year: \$6,699,479
Permit fees this month: \$19,925.97	
Total permit fees this fiscal year: \$178,671.24	Total permit fees last fiscal year: \$186,198.10
Bay Creek Water/Sewer Tap fees: \$12,350	
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: \$98,800	Total Tap fees last fiscal year: \$111,150
Fire Dept. levy this month: \$605.01	
Total Fire Dept. levies this year: \$6,440.51	Total Fire Dept. levies last fiscal year: \$5,612.52
State levy this month: \$121.00	
Total state levies this year: \$1,241.96	Total state levies last fiscal year: \$1,122.65
Miscellaneous Revenue: \$50 for temporary C.O.	

Existing Structures Code Enforcement Cases:

Total Cases: 27	
New this month: 0	
Closed this month: 0	
Rental Inspections: 0	
Rental C.O's Issued: 0	
Rental Inspection fees collected: \$0	
Grass cutting enforcement: 0	
Grass cutting: 0	
Enforcement fees charged this month: \$0	
Enforcement fees charged this year: \$1,400	Fees charged last fiscal year: \$10,050
Enforcement fees collected: \$0	
Enforcement fees collected this year: \$0	Fees collected last fiscal year: \$1,129.36

Annual Fire Inspections (updated) (Completed)

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

Annual Fire Reports (updated) (Completed)

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

Month of February FY16

Other items of note:

1. Completed **97** inspections
2. Conducted 0 zoning clearances
3. Completed 4 courtesy residential inspections
4. Conducted 7 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. Completed 0 commercial plan review
9. Issued 0 Public Utilities Shallow Well permits
10. Staff has been making inspections on the construction of a new off shore breakwater. Project is about 95% complete.
11. Staff attended an 8 hour continuing education class in Norfolk, VA on February 4 regarding commercial fire doors.
12. Staff performed a fire suppression plan review for Hotel Northampton renovation project on Mason Avenue.
13. Staff attended pre construction meeting for phase II of Cape Charles Community Trail Project.
14. Staff has received some complaints on some derelict properties in town. Staff will be investigating and taking the appropriate steps.
15. Staff began review of Erosion & Sedimentation plan for Phase II Cape Charles Community Trail Project.
16. Staff finished plan review on a single family residential home in Plantation Point.
17. Staff began plan review for a new single family residential home in the Colony.

03/01/16

Permit/Construction Fee Report

Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Value
	PG160011	Gas	02/16/2016	313 Captain Orris Bro	Run gas line from tank to house	\$56.00	\$200
	PG160010	Gas	02/16/2016	313 Captain Orris Bro	Bury a 250 gallon gas tank	\$56.00	\$250
	PG160008	Gas	02/16/2016	608 Carousel Place	Running gas lines for a new single family r	\$56.00	\$2,400
	PM160006	Mechanical	02/19/2016	608 Carousel Place	New Mechanical for S/F Res	\$252.00	\$30,000
	PT160004	UST/ AST	02/22/2016	608 Carousel Place	330 Gallon UST	\$56.00	\$300
	PG160013	Gas	02/22/2016	608 Carousel Place	New Gas Service Line	\$56.00	\$200
	PB160005	Building	02/23/2016	103 Creekside Lane	New S/F Res	\$16,614.65	\$400,000
	PM160007	Mechanical	02/19/2016	4 Heron Court	New Mechanical for S/F Res	\$364.00	\$50,000
	PB160010	Building	02/16/2016	205 Jefferson Avenue	Adding Full Bath	\$58.80	\$3,000
	PE160008	Electrical	02/19/2016	205 Jefferson Avenue	New Electrical for bathroom	\$56.00	\$650
	PP160035	Plumbing	02/23/2016	205 Jefferson Avenue	New Plumbing for Bathroom	\$56.00	\$500
083A1-0100-08	PE160010	Electrical	02/25/2016	309 Jefferson Avenue	New electrical for Mercantile space	\$84.00	\$2,500
	PT160003	UST/ AST	02/22/2016	33 Marina Road	New 500 UST	\$56.00	\$300
	PF160001	Fire Suppresio	02/26/2016	1 Mason Avenue	Install a Wet Sprinkler System for renovatio	\$397.60	\$28,000
	PB160012	Building	02/16/2016	211 Mason Avenue	Remove & re-roof building	\$301.28	\$19,400
	PB160013	Building	02/19/2016	201 Monroe Avenue	Adding Sky Lights	\$62.72	\$3,700
	PE160007	Electrical	02/19/2016	224 Monroe Avenue	Electrical alteration per application	\$56.00	\$1,200
083A3-0100-25	PB160008	Building	02/10/2016	603 Monroe Avenue	Interior Demo	\$58.80	\$3,000
083A3-0202-08	PB160006	Building	02/08/2016	2 Randolph Avenue	Kitchen Remodel 384 sq. ft.	\$86.80	\$8,000
083A3-0202-08	PE160006	Electrical	02/17/2016	2 Randolph Avenue	Rough In electrical wiring in existing reside	\$56.00	\$2,500
083A3-0204-00	PB160011	Building	02/16/2016	117 Randolph Avenue	Residential alteration per application	\$86.80	\$8,000
083A3-0204-00	PM160008	Mechanical	02/19/2016	117 Randolph Avenue	Install gas boiler	\$91.86	\$8,903
083A3-0204-00	PG160012	Gas	02/19/2016	117 Randolph Avenue	New gas service for boiler	\$56.00	\$1,000
	PE160009	Electrical	02/19/2016	237 Randolph Avenue	Permit to finish remodel & addition	\$58.80	\$3,000
	PB160009	Building	02/10/2016	530 Randolph Avenue	Permit to finish renovation	\$280.00	\$35,000
	PP160036	Plumbing	02/23/2016	125 Strawberry Street	Plumbing rough in for entire single family ho	\$64.42	\$4,000
	PB160014	Building	02/25/2016	114 Tazewell Avenue	Porch Rebuild	\$196.00	\$20,000
	PP160008	Plumbing	02/05/2016	219 Tazewell Avenue	Plumbing rough in and trim out of renovatio	\$70.00	\$5,000
	PG160009	Gas	02/16/2016	219 Tazewell Avenue	Install gas lines for single family home addit	\$56.00	\$1,500
	PM160005	Mechanical	02/18/2016	638 Tazewell Avenue	Set equipment and run equipment lines. He	\$69.44	\$4,900
	PE160005	Electrical	02/29/2016	412 Walbridge Bend	New residence electrical installation - 1-20	\$56.00	\$1,500

03/01/16

Permit/Construction Fee Report

Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Value	
Total Permits:						31	\$19,925.97	\$648,903

PerDateIssued Range from 02/01/2016 to 02/29/2016

Town Harbor Town Council Report February 2016

Items of Interest:

1. Assistant Harbor Master Barbara Michaux is currently on sick leave. Many town employees graciously donated sick leave to her bank of leave.
2. 2016-2017 budget process.
3. Grant meetings and workshops attended. Application for 4th breakwater and Entrance Jetty survey has been submitted to VPA. Working on grants for future rehab of sewage pump out, advertising, signage and employees' water safety gear equipment.
4. Aggressively booking marina slips for spring and summer. April 1 is the date for the annual slip holders' renewal application. Letters will be sent by March 15th of 2016 addressing the 2016-2017 agreement.
5. Facebook is on-going. Will be using as an advertising tool in the near future.
6. Secured advertising in MapTech, Spin Sheet and Prop talk while cutting the budget by \$4,300.00. This is grant proceeds money will be used to further our advertising and harbor signage.
7. Delinquent account holders are being pursued and updates will follow.
8. Seasonal workers, we have confirmed 3 return seasonal part time employees, 2 which are in college and 1 a graduating senior. Now we are in the process of looking for 2-3 high school students to groom to fill these positions and they return to college and move on in life. Broadwater & North Hampton high has senior work week program towards end of school year which we could benefit from for pre-employment interest.

Maintenance/Repairs:

1. Repairs are in order for the ramps and electrical pedestals around the marina.
2. Water is being turned on and a couple of small repairs have been complete.
3. Routine inspection reports (work in progress).
4. Repairing and replacing board walk on the west rear of the Shanty. On Hold until next phase of dredging and Army Corp confirms the placement of spoil pipe. No Change at this time.
5. Bathhouse ready to open 3/19/2016 for this season.
6. Working on ideas to construct addition to work shed to house harbors' gator, pump out trailer and dock carts to remove from elements. Minimal cost to construct having lumber from left over projects.
7. BMP, plant schedule plans completed and out for bid by 3/14/2016.
8. Working on VDH grant to allow the sewage pump out station to be open 365 day without winterizing.

Capital Projects and Harbor improvements:

Offshore Breakwaters –Project completed, inspected by architecture firm. Construction equipment removed.

1. Dredging, final phase to begin Mid-March.
2. Watermen's Memorial – Working with Tom Bonadeo and discussed turn around issues and possible minor design change. Looking into pavers or similar for half circle and around Memorial.
3. Virginia Port Authority – Aid to Local Ports Grant in near future to follow with existing projects to include the 4th Breakwater and North Entrance Jetty Engineering.

Business YTD:

Rentals						
	FY 2014/2015		FY 2015/2016		FY 2016 (Cal. YTD projected)	
SLIP	94		94		94	
ANNUAL			207	\$42,295.00	42	\$92,600.00
SEASONAL			154	\$25,536.00	7	\$10,800.00
QUARTERLY			7	\$2,185.00	4	\$3,360.00
MONTHLY	36.4	\$8,036.35	179	\$8,238.00	1	\$333.00
WEEKLY	140.15	\$9,281.81	33	\$5,134.00	3	\$735.00
NIGHTLY	1,061	\$65,864.80	1,639	\$66,660.00	295	\$18,069.00
HOURLY	82	\$410.00	145	\$740.00		
STORAGE			28	\$4,061	10	\$2,926.75

NOTE: Projected fees based information on return customers and renewal agreements in March 2016 for next annual rentals. Slips only, does not including any side moorings and 35' average vessel length. All other Seasonal to Nightly rentals are current bookings for 2016 season.

Fuel (Gallons)				
	FY 2014/2015		FY 2015/2016	
Diesel	48,091.805	\$163,039.03	49,164	\$111,041.00
Transport	4,000	\$9,259.98	4,328	\$12,567.00
Regular	24,184.649	\$77,669.87	22,069	\$69,739.00
Plus (Non Ethanol)	15,711.693	\$65,55.98	17,052	\$63,178.00
Inter Dept. Accts				

Wharf Fees (Lbs.)				
	FY 2014/2015		FY 2015/2016	
Conchs	43	\$21.50	256	\$122.40
Crabs	10,483	\$3,718.33	9,306	\$4,639.00
Fish	60,909	\$414.82	119,143	\$476.58
Horse Shoe Crabs	182.9	\$27.44	547.1	\$218.84
Oysters	0	\$0.00	0	\$0.00

Credit card fees this month: \$11.61

Credit card fees YTD: \$7,745.00

Finance charges collected YTD: \$55.57

Finance charges YTD: \$374.89

Waiting List:

Length	Annual	Seasonal	Total
20'			
24'	1		1
30'	3	1	4
36'	2	1	3
45'			
50'			
60'			
Totals	6	2	8

Clubs reserved for the season:

Cape Charles Memorial Library
Monthly Report, February 2016

1. Below is the monthly attendance for **programs** held at the Library in February 2016.

Children's Programs

Preschool Story time	26
Toddler Storytime	39
Chess Club	27
Smart Beginnings Storytime	12
Andrew Barber Reading to Kids	38

Adult programs provided by the Friends

Friends Afternoon Tea	59
IPhone	11
Windows	16
Total	228

1 During the month of February the **Friends of the Library** again presented three classes: **iPhone Help, Intro to Windows,** and **Android Smartphone Help.**

2. Staff attended the **Eastern Shore Public Library Trustee** meeting on Monday, February 1 and the **Library Board Meeting & Friends of the Library Joint Meeting on February 10.** Staff attended the Retirement Party for Miles Barnes, Library Director of ESPL on Friday, February 19.

3. Staff met with the new Eastern Shore Public Library director Cara Burton on Tuesday, February 2 to discuss the Summer reading program, acquisitions, and other policy matters.

4. All of our computers have been reimaged and 4 new computers have been installed in the Computer Lab. We have reconfigured the Computer Lab, removing 3 of the 10 computers to allow for space for patrons. We also removed one of the computers from the Children's Area to allow more space for play.

5. Staff will be holding a **Tween Program "Extreme Game Night** on March 11 from 7:00 to 9:00.

6. The **Friends of the Library** held an **Afternoon Tea** at the Civic Center on February 1. They had 59 people attend. The topic was **"How Our gardens Grow an Overview of the Norfolk Botanical Gardens by CEO Michael Desplaines."**

7 In celebration of **Black History Month** the Cape Charles Historical Society provided a display for our exhibit case on artifacts and books about local African Americans.

8. On Thursday, February 11 Smart Beginnings Eastern Shore (SBES) presented Every day Fun with reading for parents and children at our regular scheduled storytime. The goal of Smart beginnings is school readiness for all young children. Each child received a free book and bag.

9. On Friday, February 12 Andrew Barber with the Barrier Islands Center read his new book *State of Ewe-nion*.

10. The last week of the month we had a plumbing problem, resulting in both restrooms being closed. Work is being done to solve this problem.

11. We continue to work on the Summer Reading Program 2016. As of today we have booked the following:

Kiptopeake State Park, Moonrise Jewelry, Andrew Barbour (Barrier Island Center), the Virginia Living Museum, The Nature Conservancy, and mime Hoopee. We are also working with the Eastern Shore Public Library to share programs.

	CAPE CHARLES MEMORIAL LIBRARY 2016												
	January	February	March	April	May	June	July	August	September	October	November	December	YTD
INCOME:													
Copier/Prt	\$96.15	\$149.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$245.90
Faxes	\$48.50	\$72.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.50
TOTAL	\$144.65	\$221.75	\$0.00	\$366.40									
Deposit													
BOOK CIRC-ADLT													
Fiction	503	536	0	0	0	0	0	0	0	0	0	0	1039
Non-fiction	184	136	0	0	0	0	0	0	0	0	0	0	320
DVDs	196	204	0	0	0	0	0	0	0	0	0	0	400
TOTAL 2016	883	876	0	1759									
Books Circ. 2015	764	708	702	740	742	979	1042	962	782	711	666	792	9590
BOOKS CIRC-JUV													
Fiction	327	349	0	0	0	0	0	0	0	0	0	0	676
Non-Fiction	3	62	0	0	0	0	0	0	0	0	0	0	65
DVDs	60	50	0	0	0	0	0	0	0	0	0	0	110
TOTAL 2016	390	461	0	851									
Books Circ 2015	488	443	600	610	589	1358	1279	773	507	707	373	523	8250
TOTAL 2016	1273	1337	0	2610									
Total Circ. 2015	1252	1151	1302	1350	1331	2337	2321	1735	1289	1418	1039	1315	17840
ATTENDANCE 2016	879	896	0	1775									
Attendance 2015	901	707	1047	1372	1124	1754	2449	1765	1079	1171	886	931	15186
PROGRAMS 2016	13	14	0	27									
Programs 2015	9	6	50	13	14	19	28	18	9	18	10	18	212
PROG. ATTEND 2016	163	228	0	391									
Prog. Attend 2015	82	48	159	115	169	211	650	372	109	172	200	334	2621
Computer Classes	0	0	0	0	0	0	0	0	0	0	0	0	0
Class Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0
INTERNET USE 2016	196	224	0	420									
Internet use 2015	222	160	196	229	184	279	377	365	308	284	211	155	2970
LIBRARY CARDS 2016	9	16	0	25									
Library cards 2015	11	5	16	25	10	32	22	16	21	23	10	7	198
Voulnteer Hours 2016	298.00	264.00	0.00	562									
Volunteer hours 2015	32.8	73.5	180.8	164	147	165.25	36.5	38.5	120.5	262.25	128.75	258.00	1607.85

CAPE CHARLES POLICE DEPARTMENT

MONTHLY STATISTICS

February 2016

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

- Calls for service in Cape Charles: 30
- Calls for service outside of Cape Charles: 9
- Felony arrests: 0
- Misdemeanor Arrests: 0
- D.U.I. Arrests: 0
- Traffic Summons: 4 (see below)
- Traffic Warnings: 9 (written& verbal):
- Parking tickets: 0
- Building Checks: 18
- Assisted Northampton County Sheriff's Office: 7
- Assisted Virginia State Police:2
- Assisted Federal Agencies: 0
- Assisted Fire& Rescue: 11
- Foot Patrol Hours: 56
- Bay creek patrol hours: 46

The following took place in February:

- Jake, Chelsea and I completed radar recertification.
- Jay and Tom completed 40 hours of in-service training at CBBT.

Traffic Summons

1. Reckless driving 54/25 zone
2. Speeding 42/25 zone
3. Speeding 44/25 zone
4. Expired rejection sticker

Arrests – None

Public Utilities

Monthly Report February 2016



Production Summary

- Miss Utility Tickets: 23
- Emergency Call Outs After Hours and Weekends:
Number of times called out: 3
Total Man Hours: 6
- Fire Calls: Man Hours: 2
- Sludge: Tons 18
- *Water: Total Production : 3,399,513 Gallons
High: 142,800 gallons on January 1
Low: 72,300 gallons on January 10

Average	Raw Water	Finished Water
Hardness	379.2	110.9
Iron	8.2	.019
Manganese	.480	.011

All Data in PPM

- *Waste Water: Average Flow 144,700 gpd
Maximum 434,100gpd
Total for Month 4,485,700 Gallons
Nutrients:
Phosphorus Average .04 Limit .3 mg/l annual average
YTD .04
Nitrogen Average 1.17 Limit 4 mg/l annual average
YTD 1.17
(*Numbers are from previous month)

Personnel

- Water
 - Scottie Neville Operator Class 3 Water, Operator in Charge
 - Ron Bailey Operator Class 3 Water
 - Patrick Christman 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 2 WW, Maintenance
 - Billy Powell Maintenance Supervisor

Completed Projects

- Dan Dabinett obtained his Class 2 Waste Water Certification
- 2 new mixers ordered for WWTP

Public Utilities

In Progress

- Southern corrosion, Chesapeake Bay Communications and Eastern Shore Communications are ready to install permanent communication equipment on the water tower. Riser installed for cable support.
- 911 communications (sheriff and fire) are submitting specifications for antenna install on Water Tower
- Wet well repaired on Lot 17, old WWTP site. Now sludge from backwash vault will be dumped there.
- Siting of auto flush units in Bay Creek
- Replaced water line to Bruce Evans B&B

Upcoming Projects

- Valve exercising.

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
 - Task Order #5 Pump Station Improvements:

Progress this Reporting Period:

1. Continue development of schematic drawings for proposed facility upgrades.
2. Coordinate with pump manufacturers to obtain preliminary proposals for selected pump types.

Planned Work for Next Period:

1. Confirm pump type selected for facility upgrades.
2. Obtain revised proposals from manufacturers of selected pump type.
3. Begin writing report for proposed pump station upgrades.

PUBLIC WORKS

February 2016

Dump Fees 0

- Recycled 5 truckloads of bags & leaves
- Recycled 7 truckloads of non-chip able brush

Staff Report

Charlie Demarino –in training
P.W. sick days– 80hours

Completed Projects

- Monthly meter reads & training of new areas in progress
- Chevy & Ford Dump truck's inspected
- Book shelves installed in Municipal Building office
- Municipal down stairs office patched & re-painted
- VML webinar on electrical safety (Wednesday 24th) for all staff
- Assisted Utilities department on Tazewell road opening repair
- Tennis court green wind break screen has been repaired using crab pot line to secure to fence
- Banner , event signs, picnic tables & burn barrels set up for February Freeze event
- Storm Prep- remove Town banners, Flag's & tie down garbage receptacles (Wednesday 24th)
- Brush pickup from storm / no major damage / dodged another bullet (Thursday 25th)
- Unloaded new playground equipment inside shop for safe keeping & organization
- Repaired 1 Mason Ave globes from storm
- Helped Utilities department on Mason Ave road work setup/prep/safety cone & signs

Events

- Valentine's Day (Sunday 14th)
- Presidents Day (Monday 15th)
- February Freeze event (Saturday 20th)

In Progress

- All--Vehicle/equipment maintenance
- Town maintenance & street gutter cleaning
- Trialing new solid fiberglass banner rods on Mason Ave
- Alley maintenance
- Safety & on the job training ongoing
- Shop & yard clean up

Upcoming Projects

- Alley tree & bush right of way trimming
- Re-paint Municipal building 1st floor entrance & Police bathroom
- Build bike racks for all beach entrances
- Install alley stop signs

Man Hours per Project/Task

Vehicle Maint.	Equipment Maint.	Building Maint.	Public Debris Areas	Street Cleaning	Beach Maint.	Public Maint.	Public facilities cleaning	Admin. training	Property maint. & repair	Events	Meter Reads
51	16	54	50	8	64	17	29	48	81	10	16

Recreation Department

March 2016 Council Report

February Freeze took place at the Cape Charles beach on February 20. Staff contacted Habitat for Humanity the Monday following the event to follow up on the event but has not received a return phone call. Discussions with the public and social media pictures support that a good time was had by all who participated. Thank you again to the public works crew for making sure this event ran smoothly.

Eventacular met to discuss the Birding Festival. There are concerns of man power to ensure this festival is able to continue. Many of our big volunteers have taken jobs in other areas and are no longer here to support the festival. The government agencies involved have shown an interest in continuing the festival. Eventacular had made a proposal that will be presented to the government agencies in mid-March. Staff will update council in the weekly report following this meeting.

Seven applications have been received for the Cape Charles Open Market. Vendor applications for the 4th of July are also slowly coming in. Staff is also organizing several Town Wide Yard Sales from May through October. Requests for applications have been received but have not been returned.

Upcoming Events:

- Town Easter Egg Hunt
- April 9 – Safe Boater Course offered at the Civic Center
- April 15 – Blessing of the Fleet

Movies at the Palace

- March 4 – Insurgent
- March 11 Despicable Me 2
- March 18 Jurassic World
- March 25 Mocking Jay 2

 TOWN OF CAPE CHARLES	AGENDA TITLE: Harbor Breakwater Construction		AGENDA DATE: March 17, 2016
	SUBJECT/PROPOSAL/REQUEST: Construction status of third breakwater and adding height to existing breakwaters.		ITEM NUMBER: 7A
	ATTACHMENTS: None.		FOR COUNCIL: Action () Information (X)
	STAFF CONTACT (s): Bob Panek, Asst. Town Manager	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Harbor Redevelopment Plan includes five offshore breakwaters for protection of the harbor from westerly swells and waves. The first two were built with a combination of Virginia Port Authority (VPA) grant and Town matching funds (bond proceeds) at a cost of about \$1M. These were the minimum required to provide protection for the new floating docks. However, the docking area is still negatively affected by swells generated by sustained winds, particularly from the southwest during the summer months. Other protection measures such as wave attenuators have been considered, but a recent wave study shows that offshore breakwaters provide the best protection. The third breakwater will be built to the south of the other two to block these swells. Additionally, the height of the existing two breakwaters will be increased by two feet to the original design of 7' above MLLW.

The project was estimated to cost about \$860K, including construction engineering. Council approved that amount in the FY 2016 budget. It is funded 75% from previous unexpended VPA grants and 25% from a combination of bond proceeds and Boating Infrastructure Grant (BIG) funds (\$80K) recently approved by the Department of Health. At the October 2015 regular meeting, Council approved award of the construction contract to Coastal Design & Construction, Inc.

DISCUSSION:

The current project estimate is \$848K. Coastal began construction in December 2015 and completed the work on March 11, 2016. The final inspection was made by Town staff and Langley & McDonald on March 14, 2016. We have received their final invoice. As payments are made, reimbursement requests are being submitted to the grant agencies.

RECOMMENDATION:

Provided for information only.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Zoning Ordinance Text and Map Amendments		AGENDA DATE: March 17, 2016
	SUBJECT/PROPOSAL/REQUEST: Action on proposed Zoning Ordinance text and map amendments following required public hearing.		ITEM NUMBER: 7B
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Larry DiRe	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The following proposed Zoning Ordinance text and map amendments were reviewed by both the Planning Commission and Town Council. A joint public hearing was held on Tuesday March 1st to receive public comment. No public comment was made at that time. At their regular monthly meeting on March 1, 2016 the Planning Commission made the recommendation to Town Council to approve the proposed text and map amendments as presented at the public hearing. The proposed amendments are stated below.

ITEM SPECIFICS:

The following sections of the Zoning Ordinance of the Town of Cape Charles are proposed for text amendment in order to correct factual or typographical errors, or comply with language in the Code of Virginia, or provide clarity in the administration of the Ordinance.

Article II Section 2.9 (page 26) defines “Municipal Community Center” as “the former Cape Charles High School building.” That section shall read “See Neighborhood Community Center.”

Article IV Section 4.5.B (page 29) identifies Section 4.8 as “Table of Parking Standards”. That section (Section 4.5.B) shall read “Section 4.5.1.”

Article III Section 3.2.I (pages 5-6) enumeration reads as follows: “1. Proportions; 3. Scale and Orientation; 4. Roofs; 4. Windows and Doors.” This section shall read “2.Scale and Orientation” and “3.Roofs.”

Article III Section 3.2.C.3.c (page 3) identifies Section 4.8.E.2 as “Table of Parking Standards”. That section (Section 3.2.C.3.c) shall read “Section 4.5.1.”

Article II Section 2.5.1.A.6 (page 6) and Article II Section 2.5.5 (page 7) both cite a four-year period of non-occupancy of non-conforming structures. Virginia Code Section 15.2-2307 states a two-year period. These sections shall read “two.”

Article II Section 2.3.7 is proposed for the purpose of resolving textual inconsistencies across the zoning ordinance. This section shall read, “Where there is conflict between the provisions or requirements of this ordinance, the more restrictive provisions or requirements shall apply.”

Article III Sections 3.5.B.21; 3.6.B.36; 3.7.B.3; and 3.8.B.2 state “compatible in nature with the foregoing uses and which the Zoning Administrator determines to be compatible with the intent of the district.” Section 3.9.E.8 states, “Any other use which is compatible in nature with the foregoing permitted and conditional uses and which is determined to be compatible with the intent of the District.” These sections (3.5.B.21; 3.6.B.36; 3.7.B.3; and 3.8.B.2) shall read “and is concurred with by the Planning Commission.” The revised Section 3.9.E.8 shall read “Any other use which is compatible in nature with the foregoing permitted and conditional uses and which the Zoning

Administrator determines to be compatible with the intent of the District, and is concurred with by the Planning Commission.”

The following parcels are proposed for Zoning District re-identification on the Zoning Map of the Town of Cape Charles to correct a cartography error.

Four Peach Street parcels (83A3-1-599c; 83A3-1-600c; 83A3-1-601b; and 83A3-1-601c) commonly known as 8 Peach Street, 10 Peach Street, and 12 Peach Street, are depicted on the February 2014 zoning map as zoned Residential – 1. Previous maps showed them as Commercial -1, and the historical use of those parcels is commercial.

RECOMMENDATION:

As recommended by the Planning Commission, staff recommends the Town Council approve the text and map amendments as presented.

 TOWN OF CAPE CHARLES	AGENDA TITLE: The Oyster Farm at Kings Creek Sign Request		AGENDA DATE: March 17, 2016
	SUBJECT/PROPOSAL/REQUEST: Local business request for permission to install a sign in a public place per Town Code section 6-4.		ITEM NUMBER: 8A
	ATTACHMENTS: Letter requesting Town Council permission to locate a sign on Town-owned property; Ordinance 20141009		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Larry DiRe	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Staff is bringing forward a letter from a local, in-town business requesting permission to erect a six square feet sized sign, not exceeding fifty-three inches in height, on the Town-owned lots at the corner of Fig Street and Randolph Avenue. According to the Town Code section cited below, no such sign shall be erected without Town Council permission.

ITEM SPECIFICS:

Chapter 6-Advertising

Sec. 6-4. - Erection of signs over, under or in streets or other public places.

- (a) No sign shall be erected in the town over, under or in any street, highway, road, alley, bridge, underpass or other public way or place without permission of the town council. A permit so granted shall designate the exact location, nature and dimensions of the sign.
- (b) After three days' notice to the owner of a sign erected under this section that such sign is not satisfactorily maintained, or that it is not in accordance with the permit or in any respect unsatisfactory to the council, the sign shall be removed at the expense of the owner.
- (c) This section shall not apply to traffic signs or other signs erected by state authorities or signs erected over a merchant's place of business.

(Ord. of 3-17-81, § 4.20)

RECOMMENDATION:

Staff recommends the Council grant a time-limited, temporary permit for the sign as described in the letter of request. This recommendation is based on Council's criteria and action in unanimously adopting Ordinance 20141009 on October 9, 2014.

Peacock Holdings Va. LLC. dba
THE OYSTER FARM AT KINGS CREEK
500 Marina Village Circle
Cape Charles Va. 23310

January 29, 2016

Cape Charles Town Council
Mayor George Proto
Plum Street
Cape Charles Va

RE: Sign Request for The Oyster Farm at Kings Creek on Town property

Dear Mayor Proto and Council Members

As the owner and operating entity of the 39 acre commercial complex now known as “The Oyster Farm At Kings Creek”, we have recognized the need for additional signage to identify our rather remote location within the town. I write you today to request a permit to install a permanent directional sign at the Fig Street intersection.

According to Town Planner Larry DiRe, Town Code section 6-4 “Erection of signs over, under or in streets or public places” provides that the town council may grant permission which designates the exact location, nature and dimensions for signs located on town property. At this time, we come to you to seek such permission for installation of a directional sign on town lot #83A4-1-1 on the corner of Fig and Randolph.

In this regard, the sign we are requesting is a modest six square feet in size, with a sign face of 36 inches wide by 24 inches high in a frame standing only 53 inches in height. It would be in a wood frame. We propose to make a permanent installation of the sign at the corner just inside the lot lines at a visible location free of utility pole obstructions that is agreeable to the town planner, which will not obstruct traffic visibility.

We believe that our contribution to the town’s overall economy and the magnitude of our commercial facilities warrants your favorable consideration for a sign such as this. We are in effect, requesting one sign to direct traffic to a 39 acre in town complex with several separately operated business entities, including a restaurant, an Event Center, a bait and Tackle shop, a Marina, and a Catering company, as well as Vacation Villa Rentals, golf cart rentals, bicycle rentals, and kayak and paddleboard rentals. This one sign will assist visitors in finding all of these establishments.

Mayor Proto

Jan 29, 2016

Page two

We also feel that our somewhat remote location, removed from the downtown commercial corridor and on the outer edge of the town, further warrants your favorable consideration of this request. We hope that you will agree that it is reasonable request in light of our status as both a major employer and contributor to the finances of the town as well.

I welcome the opportunity to review this request, and answer any questions that you may have.

Thanking you for your favorable consideration of our request, I am

Sincerely

Bill Parr, Manager for
Peacock Holdings Va LLC

ORDINANCE 20141009
TEMPORARY SUSPENSION OF ENFORCEMENT FOR A PORTION OF THE SIGN
REGULATION FOR BUSINESSES LOCATED ON SIDE STREETS

WHEREAS, on December 19, 2013, the revisions to Cape Charles Zoning Ordinance § 4.1-Sign Regulations were adopted by the Town Council; and

WHEREAS, off-premise signs are defined as billboards which are prohibited in the Town; and

WHEREAS, a number of businesses are located on side streets, such as Strawberry, Peach and Nectarine Streets, and are not as visible as those on Mason Avenue, causing them to lose foot traffic and business without an off-premise sign; and

WHEREAS, the Planning Commission reviewed this issue and recommended temporary suspension of a portion of the sign regulations, Section 4.1(F)11 to allow businesses on side streets to place portable signs to attract foot traffic until a way-finding sign can be installed on Mason Avenue or the sign regulations are revisited; and

WHEREAS, in an effort to support the businesses on the Town's side streets, Council agrees with the Planning Commission recommendation, provided that:

- i. any-off premise signage be limited to ten square feet in area;
- ii. the signage be located at the intersection of Mason Avenue and the street which the advertised business occupies;
- iii. the sign be removed at the end of each business day; now

THEREFORE BE IT ORDAINED by the Town Council of Cape Charles, this 9th day of October, 2014, that enforcement of a portion of the sign regulations pertaining to off-premise signs for businesses located on the Town's side streets be temporarily suspended, subject to the above conditions, until such time that a way-finding sign is installed on Mason Avenue or the sign regulations are revisited.

Adopted by the Town Council of Cape Charles on October 9, 2014.

By: _____
Mayor

ATTEST:

Town Clerk

 TOWN OF CAPE CHARLES	AGENDA TITLE: Commercial-3 District Review Body Designation		AGENDA DATE: March 17, 2016
	SUBJECT/PROPOSAL/REQUEST: Action by Town Council to name the Historic District Review Board as the Commercial – 3 District “review body” cited in the Town’s Zoning Ordinance Article III, Section 3.8.F.		ITEM NUMBER: 8B
	ATTACHMENTS: Town map showing Historic District overlay boundary and Commercial -3 District parcels outside that boundary (highlighted).		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Larry DiRe	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Staff is in the process of reviewing various Town documents, including the Zoning Ordinance. Of particular note is Zoning Ordinance *Article III Section 3.8.F*, which requires the naming of a materials and design review body for the Commercial – 3 District. Several parcels in the Commercial – 3 District fall within the footprint of the Historic District overlay. According to *Article VIII Section 8.14*, the Historic District Review Board is the entity having “power and authority...within the historic district.” Many parcels zoned in the Commercial - 3 District fall outside the boundary of the Historic District overlay. It is these parcels outside the overlay that are seemingly without the jurisdiction of a required, named “review body.”

The Historic District Review Board has jurisdiction over the Commercial – 1 District, and *Article III Section 3.6.F.1.e* is within that Board’s purview. *Article 3.8.E* incorporates that Commercial - 1 District development standard into the Commercial - 3 District. The result is the Historic District Review Board has jurisdiction over some, but not all, Commercial – 3 District parcels. Absent a “review body named by the Town Council” there is currently no authoritative body to consider and approve materials and design of development at certain parcels (highlighted in yellow on the attached map).

At this date there are no design plans requiring consideration and approval as a condition of being issued building permits, however such design plans may arrive at any time. In the interest of expediting the property owner’s right to develop private property according to the stated requirements in *Article III Section 3.6.F.1.e* and *Article III Section 3.8.F*, staff is bringing this item to the Town Council at this time.

ITEM SPECIFICS:

Article III Section 3.6.F.1.e (pages 17-18) “Materials. New construction should use materials in a manner sympathetic to the historic buildings in the Town of Cape Charles. Materials should be of similar or complementary color, size, texture, scale, craftsmanship, and applicability to function performed.

It should be noted that the sympathetic use of materials does not imply that materials used in new construction will replicate the old in detail nor that new construction will attempt to imitate historic structures. Rather, it is a matter of determining the compatibility of the new with the old. Certain materials are potentially so visually intrusive that their use for new construction in the Town will not be permitted. These materials include:

- aluminum or vinyl siding*
- asphalt siding*
- carpeted porch floors and steps*
- corrugated metal, except for roof applications*
- exposed concrete block above foundation level*
- exposed concrete masonry*

faux brick and stone (brick face)
flush exterior doors
inappropriate window treatments
jalousie windows
picture windows
windows with horizontal glazing
metal or wood awnings
open mesh-type fencing
ornamental pierced concrete masonry screens and walls
painted concrete masonry
unpainted wood
vertical plywood siding
vertical wood siding on primary structures
wrought iron and aluminum porch columns”

Article III Section 3.8.E (page 22) “Development standard Section 3.6 F (1)e, Materials, shall apply.”

Article III Section 3.8.F (page 22) “Materials and design shall follow site plan ordinance requirements and be considered and approved by a review body named by Town Council.”

Article VIII Section 8.6 Historic District Review Board; Creation (page 2) “For the general purposes of this Article as herein stated and specifically to preserve and protect historic places and areas in the Town through the control of demolition of such places and through the regulation of architectural design and uses of structures in such areas, there is created a board known as the Historic District Review Board.”

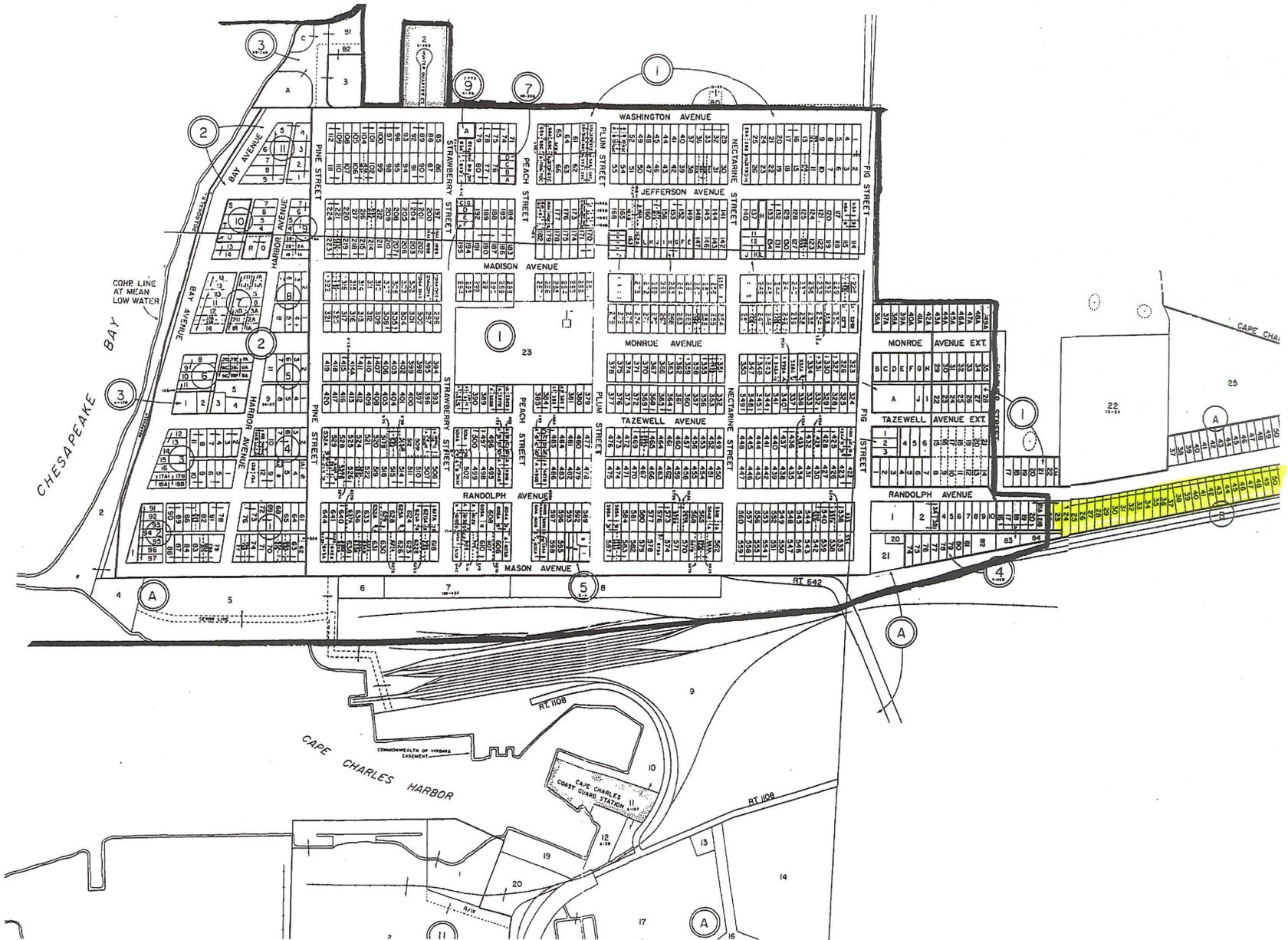
Article VIII Section 8.14 Historic District Review Board; Powers and Duties (page 4) “The Historic District Review Board shall have the power and authority for issuing or denying Certificates of Appropriateness for construction, reconstruction, substantial exterior alteration, razing, or relocation within the historic district.”

Historic District overlay map showing the Commercial – 3 District parcels outside the overlay highlighted in yellow (attached).

RECOMMENDATION:

Staff recommends the Council name the Historic District Review Board as the “review body” cited in Zoning Ordinance Article III, Section 3.8.F for parcels in the Commercial – 3 District lying outside the Historic District overlay boundary.

HISTORIC DISTRICT OVERLAY



 TOWN OF CAPE CHARLES	AGENDA TITLE: 2016 Town Harbor Slip Rates Comparison		AGENDA DATE: March 17, 2016
	SUBJECT/PROPOSAL/REQUEST: Compare Town Harbor rates to area Marinas in Lower Chesapeake Bay		ITEM NUMBER: 8C
	ATTACHMENTS: Proposed Harbor Rates for 2016		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Charlie Farlow, Harbor Master	REVIEWED BY: Brent Manual, Town Manager	

BACKGROUND:

Yearly harbor rate review, compared to other nearby harbors and marinas of similar size. Rate adjustment should be marketed to area marinas and close comparison to and other Cape Charles Marinas. These adjustments should be completed in a timely fashion in the fall, prior to end of the calendar year. This allows annual and seasonal slip holders ample time to give notice on the following year's agreement and to notify the wait listed that slips may be available.

DISCUSSION:

Attached is a comparison of rates and recommendations.

RECOMMENDATION:

Harbor Master recommends no adjustment at this time and revisit adjustment Oct 2016 time frame.

Recommendation for 2017-2018:

- Continue the 5% discount for Town Residents and the 15% discount for commercial users.
- Use minimum slip length for all vessels excluding transient vessel docking fees. Unless there is no choice of slip or other accommodating client/vessel at time of agreement.
- Add monthly billing for annual and seasonal slip agreements, increasing payments to \$72 per month (see example below).
- Annual, Semi-annual and Quarterly billing to remain the same (other than monthly billings).
- Due to minimal winter slip holders decrease slip rent for winter months to \$28.00 per foot from Nov 1 to Mar 30 ex. \$25X40=\$1,000 single payment and no discounts

Example: **Annual agreement** for 40' vessel currently \$63X40=\$2,520 yr single payment
 \$66X40=\$2,640 yr 2 pmts of \$1,320
 \$69X40=\$2,760 yr 4 pmts of \$690
Add 2017 \$72X40=\$2,880 yr 12 pmts of \$240

Seasonal agreement for 40' vessel currently \$43.75 to \$44X40=\$1,760 for 7 months 1 pmt
 \$45.50 to \$46X40=\$1,840 for 7 months 2 pmts
 \$47.25 to \$48X40=\$1,920 for 7 months 4 pmts
Added 2017 \$50X40=\$2,000 for 7 months 7 pmts

2016 Rate Comparison

	CCTH Current Rates	Oyster Farm Kings Creek	Cobbs Marina	Salt Ponds	Somers Cove Marina	Scotts Creek Marina	Recommended Rates
Wet Slips							
Annual 12 months	\$5.25	\$8.00	\$8.00	\$7.50	\$3.75	\$5.85	\$5.25
Wet Slip/Storage 7/5 12 months	NA	NA	\$8.00 + HF	NA	NA	NA	\$7.00
Summer Season May-Nov	\$6.25	\$10.00	NA	\$7.50	\$6.00	\$6.85	\$6.25
Winter Season Dec - April	\$5.75	NA	NA	\$7.50	\$6.00	\$6.85	\$5.25
Quarterly Summer	\$8.00	\$12.00	NA	NA	NA	NA	\$8.00
Quarterly Winter	\$7.00	NA	NA	NA	NA	NA	\$7.00
Monthly Summer	\$9.50	\$14.00	\$11.00	\$7.75	\$15.00	\$7.50	\$9.50
Monthly Winter	\$8.50	\$8.00	\$11.00	\$7.75	\$15.00	\$7.50	\$8.50
Weekly Summer	\$7.00	NA	\$4.00	NA	\$6.00	\$8.75	\$7.00
Weekly Winter	\$6.00	NA	\$4.00	NA	\$6.00	\$8.75	\$6.00
Daily Summer	\$1.75	\$2.00	\$2.00	\$1.50	\$1.50	\$1.50	\$1.75
Daily Clubs 10 boats or more	\$1.50	\$2.00	\$2.00	\$1.25	\$1.50	\$1.50	\$1.50
Daily Winter	\$1.50	\$2.00	\$2.00	\$1.50	\$1.50	\$1.50	\$1.50
Dry Storage							
Annual Storage	\$300.00	NA	NA	NA	\$250.00	NA	\$350.00
Seasonal Storage	\$210.00	NA	NA	NA	NA	NA	\$250.00
Quarterly	\$105.00	NA	NA	NA	NA	NA	\$150.00
Monthly	\$60.00	NA	\$8.00 per/ft	NA	NA	NA	\$75.00
Weekly	\$30.00	NA		NA	NA	NA	\$30.00
Nightly	\$5.00	NA	\$0.75 per/ft	NA	NA	NA	\$5.00
Davits	\$150.00	NA	NA	NA	NA	NA	\$175.00
Rentals							
West Parking Lot	\$100.00	NA	NA	NA	NA	NA	\$150.00
Gazebo	\$50.00	NA	NA	NA	NA	NA	\$75.00
Other Credit Card Fees	3%	If credit card information is on file					
	1%	If credit card is scanned					

NOTES: Comparisons

Cape Charles Town Harbor: 95 Slips, 44 floating, 51 fixed- Mixed use Commercial, recreational, **Rates = Slip Length**

Kings Creek Marina: Around 165 slips all floating and recreational. Resort - **Rates = Boat Length**

Cobbs Marina: 95 slips, fixed/floating, Mixed use but mostly recreational, Haul Out. - **Rates = Boat Length**

Salt Ponds: 254 Floating slips all recreational, Resort - **Rates = Boat Length**

Somers Cove Marina: 500 + Slips Mixed Floating/Fixed, State Owned, Similar to us except two pools. **Rates=slip length**

Scotts Creek Marina 135 slips all floating, Recreational. **Rates = Slip Length**

 TOWN OF CAPE CHARLES	AGENDA TITLE: Grounds Maintenance Service Contract Extension		AGENDA DATE: March 17, 2016
	SUBJECT/PROPOSAL/REQUEST: One-year extension for the Grounds Maintenance Services contract		ITEM NUMBER: 8D
	ATTACHMENTS:		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Dave Fauber	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Staff published an Invitation for Bids (IFB) for Grounds Maintenance Service on November 26, 2014. Proposals were due and opened on December 16, 2014. The contract was awarded to Eastern Shore Landscape Management, Inc/Browder-Hite. The contract was signed in April 2015 and allows for three (3) one year extensions, this being the first extension.

DISCUSSION:

Some changes were made to the base list of areas to be mowed, reducing the overall service area.

With those changes ESLM's base bid for mowing services has decreased. Total mowing service is \$20,305.00. The maintenance of Central Park is \$15,705.00 and includes mowing, fertilization, aeration, herbicide spraying, mulching, pruning and irrigation.

The Town is working with the ESLM regarding maintenance of additional locations including the planting beds at the intersection of Rt. 13 and Stone Road, the planting beds on Mason Avenue and maintaining the hump.

RECOMMENDATION:

Staff requests that Council approve the one-year extension of the Grounds Maintenance Service Contract, including the maintenance of Central Park, with Eastern Shore Landscape Management, Inc/Browder-Hite.