



TOWN COUNCIL

Regular Meeting

April 21, 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. None
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. Cape Charles Trail Project Phase 2 Update
8. New Business
 - *A. National Police Week
 - *B. National Public Works Week
 - *C. National Building Safety Month
 - *D. Harbor Delinquent Accounts Update
 - *E. Harbor Development Certificate – Lot 19
 - *F. Harbor Development Certificate – Lot 20
 - *G. USDA-RD Grant/Loan
 - *H. FY 2017 VRS Rate Election
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
 - April 26, 2016 – Mayor's Office Hours, 6:00 PM – 7:00 PM
 - April 28, 2016 – Town Council Budget Work Session, 6:00 PM
 - May 5, 2016 – Town Council Budget Work Session, 6:00 PM
 - May 10, 2016 – Mayor's Office Hours, 2:00 PM – 3:00 PM
 - May 12, 2016 – Town Council Work Session, 6:00 PM (tentative)
 - May 19, 2016 – Town Council Regular Meeting, 6:00 PM
 - May 24, 2016 – Mayor's Office Hours, 6:00 PM – 7:00 PM
11. Adjournment



DRAFT
TOWN COUNCIL
Budget Work Session
Cape Charles Civic Center
March 10, 2016
3:00 p.m.

At approximately 3:00 p.m., Mayor George Proto called to order the Work Session of Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilman Bennett and Councilwoman Natali. Councilman Brown arrived at 3:33 p.m. Councilmen Godwin and Wendell were not in attendance. Also present were Town Manager Brent Manuel, Treasurer Deborah Pocock, Public Works/Utilities Director Dave Fauber, Harbor Master Charlie Farlow and Town Clerk Libby Hume. There was one member of the public in attendance.

Mayor Proto announced the business for the evening would be to review the proposed Fiscal Year (FY) 2016/2017 Enterprise Fund budgets which included Public Utilities Administration, Waterworks, Wastewater, Meter & Utility Billing, Sanitation and Harbor.

Treasurer Deborah Pocock began by reviewing the budget assumptions and highlights and Council discussed the following:

All Department Personnel: i) A 1.7% cost of living allowance (COLA) was requested for existing employees. The requested COLA had not yet been included in the departmental budgets. This was the percentage used by the Social Security Administration for 2015 which was based on the Consumer Price Index. COLA was not approved by Council for FY 2015/2016. The last COLA authorized by Council was for FY 2014/2015.

All Department Benefits: The health insurance premiums for the three plans offered would increase by 1.7% effective April 1, 2016, but dental and vision costs decreased. The insurance rates were reviewed at the March 3rd Budget Work Session and there would be a slight decrease in premium costs to the Town overall.

Public Utilities Administration: Personnel Services and Employee Benefits included two-thirds of the Director's salary, 10% of the Treasurer, 10% of the Accountant and 10% of the Town Manager.

Waterworks: i) Pay increases were requested for several personnel, but were not reflected in the draft budget. Bill Powell's salary would be split 40% in waterworks and 60 % in wastewater; ii) Engineering Service/Water Quality Improvements was reduced to \$10K. \$10K would also be included in the wastewater budget; iii) Telecommunications was reduced to \$1,400 to more closely reflect actual costs in FY 2016; iv) General Liability was increased by 4% to \$8,400 in anticipation of a rate increase; v) Repair & Maintenance Supplies was adjusted to \$20K; vi) Vehicle & Powered Equipment Fuel was adjusted to \$4K; vii) Uniforms was adjusted to \$3,200 to remain the same as FY 2016; viii) Books & Subscriptions would remain at \$150; ix) Small Hand Tools/Expendable Tools would remain at \$200; x) Utility Truck Body to be shared with the Wastewater Department. The cost would be split between the two departments; xi) Keck Wells Pipeline to improve water quality and protect current water resources. Possible funding sources were reserved connection fees, a new loan or proceeds from refinancing town debt. The Town would have an approximate \$85K net gain by refinancing existing debt; xii) Mitsubishi Stacker to assist

staff in lifting equipment and heavy chemicals for employee safety and protection; and xiii) Auto Read Meters – a drive-by meter reading system and software that would reduce labor costs and improve accuracy.

Wastewater: i) Pay increases were requested for several personnel, but were not reflected in the draft budget. 60% of Bill Powell's salary would be included in the Wastewater budget. Brent Manuel informed Council that Dan Dabinett had recently obtained his Class 2 Wastewater Operator License; ii) \$10K was included for Engineering Service/Maintenance Inflow/Infiltration; iii) Landfill Disposal was adjusted to \$17,500 mainly for sludge disposal; iv) Dues & Associations was adjusted to \$350; v) Vehicle & Powered Equipment Fuel was adjusted to \$4K; vi) Chlorine Injection System – Initially \$40K was requested for this item. Since there had been no engineering performed regarding this project, the funding was removed; vii) Utility Truck Body to be shared with the Water Department; and viii) Pump Station Improvements – Completion of the work begun in FY2016 on the Plum and Pine Street pump stations.

Meter & Utility Billing: i) Included a pay increase for the utility clerk who had accepted new responsibilities to assist with property and personal property tax account adjustments and research. The increase would be split with the General Fund since some of the duties performed were outside the scope of utility billing;

Sanitation: i) Per the contract, Davis Disposal's prices would increase to \$13.85 per residence effective November 1, 2016. Staff recommendation was to keep the billed amount at \$13.76 for FY 2017 as it was anticipated that additional revenue would be collected from delinquent payments and associated penalties and interest.

Harbor: i) The Harbor was awarded a \$35K Boating Infrastructure Grant in FY 2016 for which the Town's match was \$8,750. \$10K was for advertising and the remainder would be used for boater safety equipment such as security cameras, lifesaving rings, fire extinguishers and like items. Spending would begin in FY 2017 and reimbursement would likely occur in FY 2018; ii) Title change for James Jones to Dock Master to more accurately reflect his responsibilities. Pay increases for several of the personnel including the part-time seasonal workers; iii) Information System Services was increased to \$2K to include additional QuickBooks support; iv) Maintenance Service Contracts was increased to \$3K to include contracts for fire services, pump out station, copier/printer, Scribble Software and inspection/calibration of the fuel system; v) There were two advertising categories. Advertising included \$2,500 for Prop Talk, Spin Sheet and several new publishing opportunities and Advertising-Boating Infrastructure Grant included \$10K for additional advertising and harbor signage; vi) Employment/Volunteer Testing/Validation was increased to \$300 to include testing for seasonal personnel; vii) Telecommunications was increased to \$1,500 for a new cell phone purchase and monthly fees for the harbor master and the replacement of two portable VHF receivers; viii) Equipment was increased to \$600 for the credit card machine lease; ix) All events were moved to the Recreation Department budget for a reduction of approximately \$73K; x) Office Supplies was adjusted to \$3,300; xi) Vehicle & Powered Equipment Fuel was adjusted to \$1,500; xii) Uniforms was increased to \$1,500 to purchase polo shirts for the year-round staff for a more professional appearance. Foul weather gear would also be purchased. T-shirts would be provided for the seasonal personnel; xiii) Fuel Purchases was adjusted to \$315K and would be offset by fuel sales; xiv) Clothing for Resale was increased to \$6K to increase inventory of t-shirts, sweatshirts, caps, etc. for resale. This would also be offset by sales; xv) Beverages & Candy for Resale was increased to \$1,800 to add new inventory of items for sale; xvi) Miscellaneous Resale Purchases was increased to \$1K as a placeholder for other miscellaneous items such as

toothbrushes, aspirin, etc.; xvii) Boating Supplies for Resale was increased to \$2K to add new inventory such as rope, charts, etc.; xviii) Harbor Master Boat - The current boat had deteriorated past repair and needed to be replaced. \$10K was included to purchase a new boat hull and trailer to be re-fitted from the current boat; xix) Breakwater and Jetty Improvements – Carryover and new funding requests were submitted to the Virginia Port Authority for breakwater and jetty improvement engineering grant funding. The Town’s match would be 25%. \$925K was included for these projects; xx) The projected revenue from grant funding, fuel and sales of other miscellaneous items, dockage and wharfage fees, electric service sales, penalties & interest, lease/storage revenue, credit card fees, and The Shanty lease revenue were also reviewed.

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

DRAFT



DRAFT
TOWN COUNCIL
Regular Meeting
Civic Center
March 17, 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 Bennett, Godwin and Wendell, and Councilwoman Natali. Councilman Brown was not in attendance. Also in attendance were Town Manager Brent Manuel, Treasurer Deborah Pocock, Planner Larry DiRe, Harbor Master Charlie Farlow and Town Clerk Libby Hume. The majority of the Department Heads were in attendance as well as 9 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. *Cape Charles Museum – Kimb Denny, Executive Director*

Ms. Denny introduced herself as the new executive director of the Cape Charles Historical Society and thanked Council for the opportunity to provide them with information regarding the Society's Farmers Market. Public markets had become the heart of communities and provided common ground for social and economic activity. There were a number of excellent small markets along the Shore but nothing to bring consumers, locals and tourists together to strengthen the community. Tourism was increasing and there was a lot of building and renovations going on in Cape Charles. A number of smaller groups had discussed farmers markets in the past and the Society was fortunate in bringing a number of the smaller groups together, with assistance from Karen Gay, Barbara O'Hare and Kathleen Coalter, to organize the Farmers Market which would be held every Tuesday from May 3rd through October 25th from 4:00 p.m. to 7:00 p.m. and possibly later in the peak of summer. There was also a possibility of a Holiday Market in November. It was being marketed via social media and information would be provided for the town's website. She would also keep Recreation Coordinator Jen Lewis informed.

Mayor Proto stated that it was a wonderful idea and thanked Ms. Denny for providing the information.

PUBLIC COMMENTS:

Phil Goetkin, 602 Jefferson Avenue

Mr. Goetkin began by thanking the Cape Charles Museum for organizing a farmers market and added that he was looking forward to it and may volunteer. Mr. Goetkin went on to address the Council as follows: i) He walked the beach every day. The LOVE Sign, which was the most photographed area in Cape Charles, had been relocated by the fishing pier. He asked that it be moved about 50' to the west so the backdrop would be the Chesapeake Bay and not Bayshore Concrete; and ii) The sand dunes at the beach were great but the beach entrances and the fishing pier were covered with sand. He knew that the Town staff was working hard and suggested that periodically, especially after storms, the Town ask for volunteers to help clear the wooden decks, especially by the fishing pier. Older people or those in wheel chairs could not walk over the sand to get to the beach or onto the fishing pier which needed to be kept clear.

Town Clerk Libby Hume read an email from Bill Prickett, 210 Tazewell Avenue, regarding the Oyster Farm Sign Request. (Please see attached.)

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

CONSENT AGENDA – APPROVAL OF AGENDA FORMAT:

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

CONSENT AGENDA – APPROVAL OF MINUTES:

The Town Council reviewed the minutes of the February 11, 2016 Work Session, the February 18, 2016 Regular Meeting, the February 22, 2016 Public Hearing and Special Meeting, the March 1, 2016 Town Council/Planning Commission Joint Public Hearing and Meeting, and the March 3, 2016 Work Session.

Motion made by Councilwoman Natali, seconded by Councilman Bennett, to approve the minutes from the February 11, 2016 Work Session, the February 18, 2016 Regular Meeting, the February 22, 2016 Public Hearing and Special Meeting, the March 1, 2016 Town Council/Planning Commission Joint Public Hearing and Meeting, and the March 3, 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 February 29, 2016 which showed the Total Cash on Hand of \$1,705,227, the Total Cash Held in Reserve was \$1,466,404 and the Total Cash – All Accounts was \$3,171,631. 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 Vice Mayor Bannon, seconded by Councilwoman Natali, to accept the Treasurer's Report as submitted. The motion was approved by unanimous vote.

B. *Planning Commission and Boards:*

Town Planner Larry DiRe updated Council regarding the next phase of the U.S. Army Corps of Engineers (USACE) Harbor Dredge Project. Staff met with the USACE project manager on March 16th and the USACE was hoping to award the contract on March 25th. The project was to dredge the outer channel with sand placement on the Cape Charles Beach, presumably the north end, and on the uplands site.

There was much discussion regarding the sand placement on the beach and Council suggested that staff contact the USACE to request placement of sand fencing to help keep the sand on the beach vs. having it blow across the street, onto the pier and back into the channel which would undermine the dredging work.

C. *Other Departments:*

Code Enforcement:

Code Official Jeb Brady stated that he did not have anything to add to his written report. There were no questions from Council.

Town Harbor:

Harbor Master Charlie Farlow reported the following: i) Crabbing season had begun and crabbers were bringing their crab pots into the Harbor; ii) The proposed Harbor budget had been submitted; and iii) The breakwater section had been completed and all barges and equipment had been removed. He took Assistant Town Manager Bob Panek and the architect to the breakwater site to inspect the work and all looked great.

Cape Charles Memorial Library:

Librarian Ann Rutledge reported the following: i) In an effort to reach out to the 10-14 year old population, which were difficult to reach, the Library held a Tween Program and provided games for them to play. 28 kids attended and all had a great time; ii) Staff attended a science initiative and PTA meeting at Kiptopeke Elementary School. Eight library cards were distributed; and iii) It was unfortunate that the Eastern Shore Community College's Employability Workshops did not work out, but she thanked the Friends of the Cape Charles Memorial Library for their efforts to help organize the program.

Police Department:

Chief Jim Pruitt stated that the police department office was under construction after the wastewater issue in the Town Hall earlier in the week.

Public Utilities/Public Works Departments:

Town Manager Brent Manuel stated that Dave Fauber was on vacation and asked if there were any questions from Council.

Mayor Proto asked whether the root cause of the wastewater equipment failures had been determined. Brent Manuel stated that the engineers were working on a response. Once their response had been received it would be provided to the Council.

The following questions were asked by Council and would be forwarded to Dave Fauber for his responses: i) Councilwoman Natali asked about the status of the mold remediation and minor construction on the second floor of the Library. Brent Manuel stated that he thought the work would be contracted out for completion; ii) Councilman Bennett stated that the water and wastewater production levels were in proportion the last few months and noted that in February, the wastewater production exceeded water production by over 1M gallons and asked for a statement from Dave Fauber. Councilman Wendell stated that he thought the manhole repairs were supposed to have resolved this issue and wondered where the additional wastewater was coming from; iii) Mayor Proto asked when the alleys would be trimmed; iv) Councilman Wendell suggested that the Public Works crew take time off from picking up sticks and brush to clean up the sand on the boardwalk and fishing pier; v) Councilman Wendell added that he didn't know why the Town contracted so much work out. Staff should prioritize their tasks to get it done without adding extra expenses; and vi) Councilwoman Natali asked whether the work on the new playground equipment had started yet. Chief Pruitt responded that the Public Works crew had been helping this week with the clean-up of the police department which was an emergency.

Recreation Department:

Brent Manuel stated that Recreation/Community Events Coordinator Jen Lewis was not in attendance. With the predicted storm this weekend, a rain date for the Easter Egg Hunt was set for the following Friday, March 25th.

OLD BUSINESS

A. *Harbor Breakwater Construction Update*

Brent Manuel stated that Bob Panek and Tom Langley from Langley & McDonald went to inspect the breakwater. The project was complete and the final payment was posted. The Town was still holding the retainage. Deborah Pocock added that the cost to the Town was about \$110K.

B. *Zoning Ordinance Text and Map Amendments*

Larry DiRe stated that a number of Zoning Ordinance text and map amendments were reviewed by both the Planning Commission and Town Council and a joint public hearing was held on

March 1, 2016 with no public comments received. The Planning Commission recommended Council approval of the proposed amendments as presented at the public hearing.

Motion made by Councilman Bennett, seconded by Councilwoman Natali, to approve the Zoning Ordinance text and map amendments as presented. The motion was approved by unanimous vote.

NEW BUSINESS:

A. The Oyster Farm at Kings Creek Sign Request:

Larry DiRe stated that Town Code section 6-4 permitted signs in public places with Council approval. A request was submitted by The Oyster Farm for permission to erect a 2' x 3' sign on the Town-owned lots at the corner of Fig Street and Randolph Avenue.

Mayor Proto invited Mr. Bill Parr, representing The Oyster Farm, to speak regarding their request.

Bill Parr stated that Mr. Prickett raised some valid issues but added that he would provide reasons why Mr. Prickett's concerns were not well grounded. The Oyster Farm was not a business but a conglomeration of 11 businesses which generated a lot of revenue for the Town. It was a large area of commerce on the fringe of the Town. Since the wayfinding signs were not as evolved as they should be, there was need for the requested signage. The people coming to The Oyster Farm also shopped in the other stores in the Town. The Oyster Farm brought hundreds of people into the Town for events and the people needed to be able to find them. Mr. Parr reiterated that The Oyster Farm was different and hoped that their modest request would be granted.

There was much discussion regarding the following: i) Council was in agreement that The Oyster Farm brought people into the Town; ii) Council was concerned regarding setting a precedent of allowing businesses to place signs on Town-owned property; iii) Councilman Bennett encouraged the Town staff to move forward with the wayfinding signs which would offer directional signs to other businesses also. Wayfinding signs were critical and needed to be located where they were most helpful; iv) It was unlikely that wayfinding signs could be designed and placed during the 2016 season; v) The majority of the Council were in agreement to allow The Oyster Farm to place temporary signage, similar to the businesses on Strawberry Street, at the corner of Fig Street and Randolph Avenue until a wayfinding sign could be placed there; and vi) Chief Pruitt expressed his concern regarding placement of the sign in a location so as not to block visibility for drivers.

Motion made by Vice Mayor Bannon, seconded by Councilman Godwin, to allow The Oyster Farm to place a 2' x 3' temporary sign on the Town-owned property at the corner of Fig Street and Randolph Avenue in a location approved by Chief Pruitt. The motion was approved by majority vote with Councilman Wendell abstaining.

B. Commercial-3 District Review Body Designation:

Larry DiRe stated that the Commercial-3 (C-3) District had a footprint partially in the Historic Overlay District and in that area new construction/design would be reviewed by the Historic District Review Board (HDRB). The Zoning Ordinance limited the HDRB's jurisdiction to the Historic District which covered part of the C-3 District as well. The ordinance stated that plans for construction in the C-3 District needed to be approved by a review body designated by the Town Council. At this time the portion of the C-3 District outside the Historic District did not have a designated review body.

Motion made by Councilman Bennett, seconded by Vice Mayor Bannon, to designate 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.

There was much discussion regarding the applicable guidelines for construction in the C-3 District lying outside the Historic District Overlay. Councilman Bennet suggested the Planning Commission review the issue and provide a recommendation regarding whether the existing Historic District Guidelines could possibly be amended so it could also be used in the C-3 District outside of the Historic District Overlay or a separate set of guidelines were needed for that district.

The motion was approved by unanimous vote.

C. *Harbor Rates Comparison:*

Charlie Farlow stated that the 2016 Harbor rate comparison was performed and the Town Harbor rates were within 2%-5% of other comparable marinas in the area. (Please see attached.) A monthly payment option would be brought back next year as well. Council reviewed the current payment options and although a monthly option was not available, a number of slip holders continued to pay on a monthly basis at the same rate as those paying quarterly, but more staff time was needed for the monthly customers. The proposed monthly amount would be slightly higher than the quarterly amount due to the additional staff time needed to process the additional billings and payments. No adjustments would be made at this time but the rates would be revisited in October 2016 for the 2017 season.

Councilman Wendell asked about the 5% discount for residents of the Town and added that if someone was fortunate enough to have a boat, they should pay the regular rate vs. the Harbor losing money and the deficit having to be funded by all the taxpayers. Favoritism to Town residents should be for first choice of slip. Mayor Proto stated that this issue would be revisited in October.

D. *Grounds Maintenance Contract Extension:*

Brent Manuel stated that an Invitation for Bids for Grounds Maintenance Service was published on November 26, 2014 with a submittal deadline of December 16, 2014. The contract was awarded to Eastern Shore Landscape Management, Inc. (now Browder-Hite) and was signed in April 2015. The contract allowed for three one-year extensions. This would be the first extension. Some changes were made to the base list of areas to be mowed, reducing the overall service area. With those changes, the base bid for mowing services decreased to \$20,305 and the maintenance of Central Park was \$15,705 and included mowing, fertilization, aeration, herbicide spraying, mulching, pruning and irrigation.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to approve a one-year extension of the Grounds Maintenance Service Contract, including maintenance of Central Park with Browder-Hite. The motion was approved by unanimous vote.

VICE MAYOR AND COUNCIL COMMENTS

Councilwoman Natali asked for an explanation of Nixle, why the Town was asking people to sign up for it, and the benefits to those that signed up. Town Clerk Libby Hume explained that Nixle was an opt-in communication system which was a subsidiary of Everbridge which was the system used by Northampton County. When Northampton County first contracted with Everbridge, the Town was told that it could use Everbridge for a variety of communications with the Town residents. The Town advertised and asked the residents to sign up. Unfortunately, the County was not able to isolate the service area to just the Town limits so the service was not useful. The Town contracted with Nixle which serviced smaller localities and law enforcement agencies. Initially, the Town was asking for individuals to sign up for general communications for emergencies, water flushes, etc. With Nixle, the Town had the capability of creating numerous groups so messages could be targeted to transient boaters, visitors to the Town, Police Department messages, etc. We are looking forward to getting the system running to enable us to enhance our communications with the Town residents and visitors.

Vice Mayor Bannon stated that he was recently at an event at Vacluse Shores and was asked about the crime in Cape Charles. The newspapers used mailing addresses to determine the location of crimes and unfortunately, Cape Charles covered the southern portion of Northampton County and not just the Town limits. Vice Mayor Bannon asked Ron West, reporter for the Eastern Shore Post, whether anything could be done regarding this matter. Mr. Ron West responded that the reports were based on the individual's mailing address and could not be isolated to just the Town limits.

Councilman Bennett stated that he was out of town for business and unable to attend the meeting for the mid-year budget review. He noticed that some additional funds were available and would like to try to get the Virginia Main Street Program moving. Wayfinding signs were very important. He had previously asked Larry DiRe to slow down regarding the wayfinding signs so they could be completed under the Main Street Program, but when legitimate requests from businesses were received, the Town needed to move forward. He would like to see if any of the available funds could be designated to get the Main Street Program rolling. Main Street would be a significantly beneficial program for the Town and surrounding area.

Councilman Godwin stated that he did not have any further comments.

Councilman Wendell commented as follows: i) The farmers market was one of the best things he had heard in a long time. He had hoped that the Town could negotiate with Patrick Hand for a farmers market in the downtown area, but the Museum/Welcome Center would be a good alternate location. He hoped the Town would do what it could to support the market; ii) He encouraged wayfinding signs for all to be able to find their way around the Town; and iii) The intersection of Plum Street and Monroe Avenue was one of the lowest places in Town. There were large patches of mud in the curbs. People stepping off the sidewalks would step off the curb into ankle-deep mud. He asked the Town Manager to drive around periodically and ask the Public Works crew to clean up the mud.

Mayor Proto wished everyone a Happy Saint Patrick's Day and proceeded to read the Announcements.

ANNOUNCEMENTS

- 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.
- April 7, 2016 – Town Council Budget Work Session, 3:00 p.m.
- April 12, 2016 - Mayor's Office Hours, 2:00 p.m. – 3:00 p.m.
- April 14, 2016 - Town Council Budget Work Session, 6:00 p.m. - tentative
- April 15, 2016 – 9th Annual Blessing of the Fleet, 6:00 p.m., Cape Charles Harbor
- April 21, 2016 – Town Council Regular Meeting, 6:00 p.m.
- April 26, 2016 – Mayor's Office Hours, 6:00 p.m. – 7:00 p.m.
- April 28, 2016 – Town Council Budget Work Session, 6:00 p.m.

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

Mayor Proto

Town Clerk

**Comments Submitted in Writing
March 17, 2016 Town Council Regular Meeting**

Bill Prickett, 210 Tazewell Avenue

I am opposed to granting the request from Oyster Farm to place a sign on Town owned property. While I appreciate and value the contribution that the Oyster Farm makes to Cape Charles, I do not believe that there is a hardship to the business regarding prospective customers finding them. There is a large billboard that is clearly visible to all traffic entering the town directing customers to the business. I do not think the Oyster Farm is any more difficult to find than any other business in town. For example, it could be argued that the Shanty is as difficult, or more difficult to find.

Granting the request would set a precedent and other businesses could then rightly request their signage to be placed on the property. It would be difficult to justify favoring one business over another if the Oyster Farm request is granted. This could lead to a proliferation of signs on the property which in my opinion would be unsightly.

There is an existing sign at the location that directs people to among others, the business district, beach, Marina Villages, etc. I would suggest re-lettering the sign replacing "Marina Villages" with "Oyster Farm." Since it is an existing sign, there would be no precedent involved.

Yours truly,
Bill Prickett

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**



DRAFT
TOWN COUNCIL
Budget Work Session
Cape Charles Civic Center
March 31, 2016
3:00 p.m.

At approximately 3:00 p.m., Mayor George Proto called to order the Work Session of Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilman Bennett, Brown and Godwin, and Councilwoman Natali. Councilman Wendell was not in attendance. Also present were Town Manager Brent Manuel, Treasurer Deborah Pocock, Recreation/Community Events Coordinator Jen Lewis, Librarian Ann Rutledge, Planner Larry DiRe, Code Official Jeb Brady, and Town Clerk Libby Hume. There were no members of the public in attendance.

Mayor Proto announced the business for the evening would be to review the proposed Fiscal Year (FY) 2016/2017 General Fund Revenue and Department Budgets for Code Enforcement, Recreation, Library, Planning, Finance, Clerk and Legislative.

General Fund Revenue:

Treasurer Deborah Pocock reviewed the projected General Fund revenue including estimated real property taxes, personal property taxes, prior year real estate and personal property tax collections, license tax, golf cart decals, machinery & tools tax, penalties – all property taxes, consumer utility taxes, electric, gas & telephone taxes, BPOL, admission taxes, transient occupancy taxes, meals taxes, short term rental taxes, land use application fees, zoning advertising fees, historic review fees, building permits, planning & review fees, various permits and fees, code enforcement charges, rental inspections, court fines and forfeitures, parking fines, interest & dividend income, use of facility fees, lease revenue, various service fees, sale of salvage & surplus property, storm damages recovery from FEMA, payments from Northampton County for the library, Assistance to Local Police HB 599 funding, personal property tax reimbursements, local sales & use taxes, various grants, loan proceeds, and miscellaneous revenue.

Deborah Pocock continued to review the following:

Recreation: i) \$5K was included under Contract Labor to rehire the seasonal part-time special events assistant to help with summer programming. This would be moved to a new line item for Part-Time Wages vs. Contract Labor and included estimated payroll taxes which would be shown in the appropriate line items; ii) Information System Service included \$200 for installation of a new computer. The department computer was purchased in 2010 and was on rotation for replacement. \$1,200 for the cost of the computer was included in the Computer Purchase line item; iii) \$400 was included in Advertising for Halloween and the Dropping of the Crab Pot. The events previously included in the Harbor Fund budget were moved to Recreation; and iv) Special Event Supplies/Awards was increased to \$20,550 due to the Dropping of the Crab Pot and Blessing of the Fleet being moved to the Recreation budget.

Library: i) \$1,700 was included in Information System Services due to increased historical costs and IT support; ii) \$2K was included in Repair & Maintenance to cover the cost of deep cleaning the floors, carpets, windows, etc.; iii) Electric included \$6,500; iv) \$2,500 was included for Heating; v) Mileage was increased to \$650 for the Eastern Shore Public Library Trustee meeting attendance and attendance at an annual conference; vi) Office Supplies was decreased to \$1K. A separate line item was added for Library Programs-Supplies which

included \$1,500. In previous years, the Office Supplies line was used for program supplies; vii) \$3K was included to replace four outdated computers in the lab; viii) \$3K was included for Library Programs-Performers. In previous years, the Friends of the Cape Charles Memorial Library (FOL) had funded a number of performers, but the FOL was currently focusing on other programs; ix) \$3K was included for Repair & Maintenance Supplies to cover the boiler inspection and other miscellaneous repairs; and x) Books & Subscriptions was increased to \$18K for cost increases and to add more books on CD and DVDs.

Planning: i) Management Consulting included \$1K for the A-NPDC for assistance with the Comprehensive Plan. If the Comprehensive Plan was adopted by the Town Council in FY 2016, this line item would not be necessary; ii) Advertising was increased to \$1K for the increased number of public hearings; iii) Although no money was requested under Computer Purchases, there was some discussion regarding the possibility of a new computer purchase since the Planner's current computer was purchase in 2010; iv) Books & Subscriptions included \$165; and v) \$3,600 was included in Computer/Electronics to purchase six iPads for the Planning Commission.

Code Enforcement: i) Salaries & Wages – Regular – Code Enforcement requested the permit assistant be made a full-time position vs. part-time. The permit assistant currently worked 30 hours per week but with the increase in building throughout the town, there was more than enough work to increase the position to full-time; ii) Information System Services included \$2,600 for the Permit system, IT support and Shore Scan; iii) \$5K was included each year under Repair & Maintenance in case a building in the town needed to be demolished; iv) Office Supplies was increased to \$800 based on previous years' spending; v) Vehicle & Powered Equipment fuel was increased to \$700 based on previous years' spending; vi) Vehicle & Powered Equipment Supplies was increased to \$200; and vii) Code Enforcement Debt Service included \$5,700 for the first of five annual payments for the Code Enforcement vehicle.

Finance: i) A request was made for a part-time employee with a strong accounting background to assist with account reconciliations and budget analysis. The employee would work 20 hours per week on average; ii) Payroll Processing Fees was reduced to \$6,322 since the town changed payroll companies in 2015; iii) \$26K was included under Independent Auditor. The town would be looking for a new auditing firm this year. The current firm was not accessible during the year; iv) IT Consulting & Website Assistance was reduced to \$400; v) Collections Fees & Services was reduced to \$250 based on previous years' spending; vi) Advertising was increased to \$300 based on previous spending; vii) Equipment was increased to \$1,169 for the cost of two credit card machines; viii) Mileage and Lodging & Meals were for additional training opportunities; ix) Office Supplies was increased to \$5K for office equipment and lateral file cabinet; x) Bank Service Charges was increased to \$3,500 since some debt service payments required wire transfers; xi) Computer Purchases included \$2,250 to upgrade the accountant's computer which was purchased in 2010 and purchase a new computer for the potential new part-time employee; xii) Books & Subscriptions was reduced to \$150 based on previous spending; and xiii) \$1,200 was included in Education for various training classes for the department staff. Deborah Pocock added that the town received a USDA RD Grant (25%)/Loan (75%) for the financial management software.

Clerk: i) IT Consulting & Website Assistance included \$3,700 for the Shore Scan annual agreement, website annual agreement and IT Support; ii) Maintenance Service Contracts was decreased to \$5,400 for copier/printer service charges and Shore Scan; iii) Advertising included \$3,800 for Town Council public hearing notices and other miscellaneous advertising; iv) \$4,216 was included in Equipment for the copier/printer lease and one-month

rental of a wide format scanner; iv) Mileage and Lodging & Meals were increased for additional training opportunities; v) \$595 was included for Dues & Associations for memberships for both the clerk and assistant clerk; vi) Computer Purchases included \$1,800 for a department laptop and iPad for the assistant clerk to use for board meetings; vii) \$3,350 was included in Books & Subscriptions for Municode fees and Town Code updates; and viii) Education included \$1,850 for the Clerks' Institute and Academy classes for the clerk and assistant clerk. Some of this was previously included under Convention & Education.

Legislative: i) \$516 was included in Telecommunication for the Mayor's cell phone; ii) Public Officials Liability included \$8,400 which assumed a 4% increase. Deborah Pocock stated that she would double check the numbers and this item could possibly be reduced; iii) Mileage, Gas, Tolls; Lodging & Meals; and Conventions & Education were increased to include the Newly Elected Officials training for three possible new Council members. These line items also included attendance for the Mayor at the Virginia Municipal League Annual Conference and Mayor's Conference; iv) 2017 was not an election year, so no funding was included in Community Election Support; v) \$300 was included Office Supplies for miscellaneous supplies; and vi) \$3,500 was included in Equipment for a custom-made audio cabinet and exterior notice kiosk for the Civic Center. Funding was included in the FY 2016 budget for the audio cabinet but the contractor who made the dais had not been available to construct the cabinet due to other renovation and building contracts. If the contractor was able to complete the cabinet in this FY, the funding request for FY 2017 would be removed.

There was some discussion regarding the discussion of personnel and what could and could not be done in closed session. Town Manager Brent Manuel stated that he would like Council to revisit the Springsted compensation study which was performed in 2015. Last year, after the study was received, Council reduced the entire wage scale by 5% and some positions were adjusted to lower rate categories. The town had a high turnover rate and recently lost two valued employees due to pay. Review of the compensation study would be done in open session and discussion of individuals and their pay rates and positions would be done in closed session.

Several of the Council members agreed that the study needed to be reviewed. The study could possibly be reviewed at the next budget work session scheduled for April 7th.

The Executive Session scheduled for this evening after the work session was cancelled.

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

Mayor Proto

Town Clerk



DRAFT
TOWN COUNCIL
Budget Work Session
Cape Charles Civic Center
April 7, 2016
3:00 p.m.

At approximately 3:00 p.m., Mayor George Proto called to order the Work Session of Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilman Bennett and Councilwoman Natali. Councilman Godwin arrived at 3:01 p.m. Councilmen Brown and Wendell were not in attendance. Also present were Town Manager Brent Manuel, Treasurer Deborah Pocock, Police Chief Jim Pruitt, Public Works Director Dave Fauber and Town Clerk Libby Hume. There were no members of the public in attendance.

Mayor Proto announced the business for the evening would be to review the proposed Fiscal Year (FY) 2016/2017 General Fund Department Budgets for Police Department, Public Works and Town Manager followed by the Employee Wage Compensation Plan Review.

FY 2016-2017 General Fund Departmental Budgets-continued:

The following was reviewed:

Police Department: i) There was much discussion regarding the Chief's request for an additional police officer at an estimated salary of \$32K - \$38K; ii) Dues & Associations was reduced to \$150 from FY 2016; iii) Computer Purchases was increased to \$4,500 to purchase two heavy duty laptops and two office computers which were purchased in 2010; iv) Repair & Maintenance Supplies was increased to \$1K; v) Vehicle & Powered Equipment Fuel was decreased to \$18K but could be increased with the addition of a vehicle for the new officer if approved; vi) Vehicle & Powered Equipment Supplies was increased to \$10K and included \$5K to outfit a new vehicle; vii) Police Supplies (Guns, Ammunition, Safety) was reduced to \$5K based on current spending; viii) Uniforms was reduced to \$6K based on current spending; ix) Education was reduced to \$2,500 based on previous years' spending; and x) Capital request items reviewed included \$10,600 for two in-car cameras, and \$27K for a new patrol car as part of the current five-year rotation. If a new office was approved, the cars would be placed on a six-year rotation.

Public Works: i) Repair & Maintenance was increased from FY 2016 to \$6,500 to add bi-weekly deep cleaning of the municipal building's public areas and Civic Center, and weekly cleaning of the Beach and Central Park Restrooms from April through September. The Public Works crew would continue with their daily maintenance cleaning; ii) Maintenance Service Contracts was increased to \$2,500 for the municipal building and library HVAC systems; iii) There was some discussion regarding the request from the Cape Charles Historical Society to have the grounds at the museum mowed by Town staff and when the museum became the Town's visitor's center. After discussion, the line item was kept at level spending at \$50K; iv) Advertising was reduced to \$325 based on previous years' spending; v) Heating was reduced to \$1,500 based on actual usage; vi) Telecommunications was increased to \$1,500 for cell phones; vii) Mileage was decreased to \$300; viii) Office Supplies was increased to \$1,250 based on previous years' spending; ix) \$1K was included in Computer Purchase to replace a 2010 computer; x) Janitorial Supplies was reduced to \$2,500 based on spending; xi) Repair & Maintenance Supplies was increased to \$58K adding landfill disposal fees and possible dog park fencing; xii) Pine Street Parking Lot & Waste Area included \$60K for phase one of the project. One bid was received and came in much higher than estimated. There was discussion regarding the possibility of rebidding the waste management project

with bid options for the entire project vs. in phases. The capital request sheet would be updated to show the adjusted estimate of \$220K; xiii) Deborah Pocock stated that the Beach Maintenance & Safety line included an incorrect figure since she misunderstood the capital request sheet and did not include for buoys and lines. The correct amount would be included; xiv) Central Park Improvements/Repairs included \$25K but a capital request sheet was not submitted; xv) The \$5K requested for the Cape Charles Visitor Center/Museum Improved was deleted. Council opted to wait until the Virginia Main Street program was in place before the tourism information station was completed at the museum; xvi) Vehicle & Powered Equipment Fuel was decreased to \$12,500 based on lower fuel prices; xvii) Litter Grant Expenditures included \$1,200 for the annual litter grant; xviii) \$500 was included in the Virginia Municipal League (VML) Safety Grant; xix) \$30K was included for Tree Removal and Replacement. This project would be contracted out to remove dead and dying trees in the VDOT right-of-way and replace them with new, more appropriate trees; xx) There was much discussion regarding no funding request for Video Equipment at Central Park. The quality of the current cameras was not good enough to identify anyone on film. Brent Manuel stated that in the valley, they did not have cameras but the citizens were the “eyes” to deter things from happening. Dave Fauber stated that if Council wanted cameras, it should be dealt with as a police issue. The Police Department could get a camera system and monitor it. Mayor Proto felt that was a good idea and asked that staff obtain input from Chief Pruitt and a camera system could be added to the Capital Improvements Plan for the future; xxi) \$30K was included for the Sidewalk Repair Program. VDOT offered a 50% cost sharing program which the Town could apply for to construct sidewalks where they were lacking in the Historic District; xxii) \$70K for the Strawberry Street Plaza Purchase & Improvements was carried over from FY 2016. Brent Manuel stated that the purchase could possibly be finalized in FY 2016 but the \$20K for improvements would have to be carried over; xxiv) \$1,256,000 was included for the Cape Charles Multi-Use Trail Phase 2 Construction; xxv) \$30K was requested for the Beach Shade Pavilion. After much discussion, this item was deleted. Council felt that project such as this should be done under the Virginia Main Street Program for consistency in the look of Cape Charles; xxvi) There was much discussion regarding Beach Safety Equipment. \$2K was included for signage and would be moved to the Beach Safety line item; and xxvii) There was much discussion regarding the capital request for a new beach sweeper for \$40K. Dave Fauber stated that a new beach sweeper was found for \$33K. Staff could possibly repair the existing sweeper which was about 12 years old. Council agreed to include \$33K in the budget for now. The funding could be deleted after review of the final numbers depending on the amount of the shortfall.

Town Manager: i) There was much discussion regarding the assistant town manager position and the length of time estimated for the construction of the Cape Charles Multi-Use Trail project. It was noted that Bob Panek was not acting in the role of assistant town manager but more of a project manager working on the breakwater and trail projects, harbor collections, etc. and should be referred to as project manager. Council agreed that as long as there was a project that justified the position, it was okay to include; ii) The Personnel Lapse Allowance was removed since any monetary savings from a vacant position was typically used by the department in another capacity; iii) IT Consulting & Website Assistance was increased to \$6K to include Nixle Communications, Network backup, LogMeIn access, backup server extended warranty and other miscellaneous expenses; iv) Legal was increased to \$80K to reflect actual FY 2016 spending. A number of issues required legal assistance this year such as Cape Charles By The Bay, South Port lease, the assessment and workers’ comp suits, and accounts payable issues at the Harbor; v) \$5K was included for Postal and covered all postage for the Town except for utility billing; vi) \$1,200 was included for Mileage for attendance at the VML Conference and travel for various meetings; vii) \$1,200 was included for Lodging & Meals for attendance at the VML and Virginia Local Government

Management Association (VLGMA) Conferences; viii) Convention & Education included \$800 for attendance at the VML and VLGMA Conferences; ix) Dues & Associations included \$3,301 for Town membership in the International City/County Management Association (ICMA), VML, UVA, Northampton County Chamber of Commerce, VLGMA and the Virginia Institute of Government; x) \$1K was included for \$25 gift cards for staff at Christmas; xi) Computer Purchase was deleted for FY 2017 since the town manager would purchase a laptop and docking station in this FY; and xii) \$750 was included under Licensing for the annual fishing pier license.

There was much discussion regarding Contributions to Other Entities: i) \$5K was included for the Arts Enter Grant Pass-through and Grant Match; ii) \$20K was requested from the Arts Enter for Operation Support. Council opted not to fund this request in order to allocate funding for the Virginia Main Street Program; iii) \$50K was included for the Cape Charles Volunteer Fire Company (CCVFC) - \$25K for operations and \$25K to replace the pump on truck #15; iv) \$15K was included for the July 4th Fireworks. Last year, \$5K was funded from the Harbor budget. In FY 2017, \$5K would be funded from the Transient Occupancy Tax (TOT) revenue; v) \$15K was requested from the Cape Charles Historical Society for their operations. Council opted not to fund this request in order to allocate funding for the Virginia Main Street Program; vi) \$11K was included for Marketing-Printed Materials, \$400 for Marketing-Cape Charles by the Bay (CCBTB) Website Hosting, and \$1,500 for Harbor for the Arts for flyers, event marketing to rental homes and vacationers, etc. Council opted to include these items under the Virginia Main Street Program; vii) \$1,500 was requested from Eastern Shore Spay Organization; viii) \$10K was included as a Grant pass-through for the CCVFC; ix) \$15K was included as level funding for the Eastern Shore of Virginia Tourism Commission (ESVTC). Council would ask that the \$15K include two rack card slots at the Welcome Center and a lighted advertising box; v) \$600 was included for STAR Transit Support; vi) \$10K was requested from Experimental Film Virginia. Council opted not to fund this request in order to allocate funding for the Virginia Main Street Program. Deborah Pocock stated that she would provide Council with copies of the contribution request letters received.

Council reviewed the TOT Revenue worksheet which showed a projected FY 2017 TOT revenue of approximately \$90K. Contributions to Other Entities which qualified and were included in the TOT funding were the Arts Enter Challenge Grant Match of \$5K, \$15K to the ESVTC, and \$5K for the July 4th Fireworks which totaled \$25K. The remaining TOT funding would be allocated to the Virginia Main Street Program which also included \$11K for Print Marketing (Virginia Travel Guide, Eastern Shore Travel Guide, Rack Cards, and Rack Card Spaces at Four Welcome Centers), \$400 for CCBTB Website Hosting, and \$1,500 for Harbor for the Arts.

Employee Wage Compensation Plan Review:

Mayor Proto reviewed the PowerPoint presentations from the January 8, 2015 Work Session detailing the recommendations from the Springsted study and the February 5, 2016 Budget Retreat which showed the recommendations to reduce the pay scale by 5% and changes to a number of position classifications.

It was noted that the February 5, 2016 presentation stated that implementation of the new compensation plan would reduce turnover, but it was not the case. Exit interviews were conducted with employees during their last week of employment. Three employees had left during the last year and their main reason for leaving was salary related. The average tenure for Town employees was three years.

Councilwoman Natali stated that two of the three most recent employees left for positions with salaries at least \$5K - \$10K more than what the Town was paying. This could be a sign that the economy was changing. The Town should not be a place where employees were trained then cherry-picked for higher paying positions. The Town was losing its brightest and hardest workers. The Town currently had a great staff and needed to figure out where the balance was.

Brent Manuel commented that overall it wasn't unusual to lose employees, but the Town had so few employees that when one left, it lost a higher percentage of the workforce. Brent Manuel went on to express his concern regarding the three-year average tenure and added that it was a testament to the employees who were still with the Town.

There was some discussion regarding the Council's decision in 2015 to discount the recommended pay scale by 5%. Mayor Proto stated that the Town needed to put the money on its employees and individual employees would be discussed in executive session which would immediately follow the work session.

Brent Manuel stated that he would like to try to reinstate the 5% back into the pay scale and determine the financial impact to the Town. Deborah Pocock added that if the pay scale were increased and employees were brought into the new minimum, the other employees who were already within the pay range would also need to be adjusted accordingly.

Councilwoman Natali summarized the discussion as a three-part process: i) reinstate the 5% into the pay scale; ii) increase all employees to at least the minimum in their pay range; and iii) review all other employees based on their performance and time in the position.

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

Mayor Proto

Town Clerk



DRAFT
TOWN COUNCIL
Executive Session
Cape Charles Civic Center
April 7, 2016
Immediately Following Work Session

At approximately 8:00 p.m. Mayor George Proto, having established a quorum, called to order the Executive Session of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett and Godwin, and Councilwoman Natali. Councilmen Brown and Wendell were not in attendance. Town Manager Brent Manuel and Treasurer Deborah Pocock were also in attendance.

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

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

Specifically: Review of Individual Employee Compensation for Budget Preparations

Motion made by Councilman Godwin, seconded by Councilman Bennett, to return to Open Session. The motion was unanimously approved.

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

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

Mayor Proto

Town Clerk

Planning Department Report for Town Council

From: Larry DiRe 
To: Town Council
Date: April 6, 2016
Subject: Report for Planning Department
Attachment: None

Permits:

Two Applications for Zoning Clearance were approved this month.

Planning Commission:

1. The Planning Commission met in a regular monthly meeting on Tuesday April 5th. The Commissioners considered the following three agenda items: reviewed proposed Northampton County Town Edge-1 and Town Edge Commercial General Districts' land uses and Town Edge District footprint map; continued discussing issues related to the study of potential dog beach; discussed rescheduling the May regular meeting from Tuesday May 3rd (Election Day in Cape Charles) to the alternative meeting date of third Monday (May 16th). The May regular monthly meeting will be Monday May 16th.
2. Staff's monthly report included an update on the harbor dredge project, and downtown wayfinding directional map.

Historic District Review Board:

1. The Historic District Review Board received six applications for Certificate of Appropriateness at their March 15th regular monthly meeting. These applications included new construction of a single-family home, removal of a chimney from a residential building, major renovation to a single-family home, front porch reconstruction at a contributing structure, front and rear additions of a single-family home, and mounting of bulletin and message boards at two Town-owned buildings. All were approved.

Harbor Area Review Board:

1. The Harbor Area Review Board received an application for Harbor Development Certificate and scheduled a meeting for Monday April 11, 2016.

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 March FY16

Building Permits Issued/Permit Fees Collected:

Permits this month: 64	
Permits this year: 273	Total permits last year: 364
Total construction this month: \$858,291	
Total construction this year: \$9,914,782	Total construction last fiscal year: \$6,699,479
Permit fees this month: \$12,466.64	
Total permit fees this fiscal year: \$191,137.88	Total permit fees last fiscal year: \$186,198.10
Bay Creek Water/Sewer Tap fees: \$0	
The Colony/Sewer Water Tap fees: \$0	
Marina Village/Marina Village East Sewer/Water Tap fees: \$0	
Bayside Village Sewer/Water Tap fees: \$0	
Old-Town Water/Sewer Tap fees: \$0	
Total Tap fees this year: \$98,800	Total Tap fees last fiscal year: \$111,150
Fire Dept. levy this month: \$952.39	
Total Fire Dept. levies this year: \$7,392.90	Total Fire Dept. levies last fiscal year: \$5,612.52
State levy this month: \$190.48	
Total state levies this year: \$1,432.44	Total state levies last fiscal year: \$1,122.65
Miscellaneous Revenue: \$0	

Existing Structures Code Enforcement Cases:

Total Cases: 27	
New this month: 0	
Closed this month: 0	
Rental Inspections: 0	
Rental C.O's Issued: 0	
Rental Inspection fees collected: \$0	
Grass cutting enforcement: 0	
Grass cutting: 0	
Enforcement fees charged this month: \$0	
Enforcement fees charged this year: \$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 March FY16

Other items of note:

1. Completed **84** inspections
2. Conducted 0 zoning clearances
3. Completed 3 courtesy residential inspections
4. Conducted 5 courtesy commercial inspection
5. Conducted 28 E & S control inspections
6. Conducted 0 commercial plan reviews for Erosion and Sedimentation Control.
7. Completed 2 residential plan reviews
8. Completed 1 commercial plan review
9. Issued 4 Public Utilities Shallow Well permits
10. Staff performed a plan review for a new home in The Colony.
11. Jeb Brady was out of the office from March 3 – March 9, 2016.
12. Jeb Brady attended a 2 day continuing education course in Virginia Beach on March 30-31, 2016.
13. Code Enforcement has received multiple complaints on a property on Randolph Avenue. The property was inspected and determined to be in an unsafe/uninhabitable condition and the residents were no longer able to reside on the property until a time that the structure could be brought back into compliance. **Update: The Cape Charles Baptist Church has intervened and has made major strides toward cleaning the structure up and making it habitable again.**
14. Performed a commercial plan review for a commercial alteration/addition project on Mason Avenue.
15. Performed a residential plan review for a new home on Park Row.
16. Performed a residential plan review for a new home in the Colony.

04/07/16

Permit/Construction Fee Report

Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Value
	PU160004	PU Shallow W	03/30/2016	3 Bay Vistas Way	Installation of a Shallow Well on property	\$100.00	\$0
	PE160013	Electrical	03/07/2016	602 Carousel Place	400 Amp Service in a New S/F Residence	\$378.00	\$60,000
	PM160012	Mechanical	03/15/2016	602 Carousel Place	Install 5 Air to Air Heat Pumps in New S/F R	\$303.95	\$39,276
	PG160018	Gas	03/31/2016	602 Carousel Place	Run new gas lines for fireplace & range in	\$56.00	\$1,250
	PU160001	PU Shallow W	03/17/2016	608 Carousel Place	Install a shallow well on property	\$100.00	\$3,900
	PE160015	Electrical	03/23/2016	608 Carousel Place	1 - 100 Amp Subfed Panel	\$56.00	\$1,500
	PM160010	Mechanical	03/14/2016	630 Carousel Place	Installation of Mechanicals for New S/F Re	\$186.21	\$18,250
	PP160041	Plumbing	03/15/2016	630 Carousel Place	Plumbing for new S/F Residence	\$98.00	\$10,000
	PU160002	PU Shallow W	03/17/2016	630 Carousel Place	Install a shallow well on property	\$100.00	\$3,900
	PG160016	Gas	03/18/2016	630 Carousel Place	New Gas Service For S/F Residence	\$56.00	\$2,500
	PP160040	Plumbing	03/15/2016	103 Creekside Lane	Plumbing for new S/F Res	\$213.09	\$23,050
	PU160003	PU Shallow W	03/17/2016	14 Kings Bay Drive	Install a shallow well on property	\$100.00	\$4,900
	PB160024	Building	03/21/2016	554 Madison Avenue	Permit to obtain CO	\$56.00	\$2,500
	PB160023	Building	03/22/2016	500 Marina Village Cir	Alteration to existing garage at end of the	\$156.80	\$9,000
083A3-0A00-0	PP160009	Plumbing	03/08/2016	300 Mason Avenue	Plumbing Installation in Lobby Area of New	\$112.00	\$5,000
083A3-0A00-0	PF160002	Fire Suppressio	03/29/2016	300 Mason Avenue	Install 1 new 4" fire main stubout	\$84.00	\$1,750
083A3-0A00-0	PP160010	Plumbing	03/08/2016	300 Mason Avenue 1A	Plumbing installation for 1 of 19 new reside	\$64.96	\$4,100
083A3-0A00-0	PP160011	Plumbing	03/08/2016	300 Mason Avenue 1B	Plumbing installation for 1 of 19 new reside	\$58.80	\$3,000
083A3-0A00-0	PP160012	Plumbing	03/08/2016	300 Mason Avenue 1C	Plumbing installation for 1 of 19 new reside	\$58.80	\$3,000
083A3-0A00-0	PP160013	Plumbing	03/08/2016	300 Mason Avenue 2A	Plumbing installation for 1 of 19 new reside	\$64.96	\$4,100
083A3-0A00-0	PP160014	Plumbing	03/08/2016	300 Mason Avenue 2B	Plumbing installation for 1 of 19 new reside	\$58.80	\$3,000
083A3-0A00-0	PP160015	Plumbing	03/08/2016	300 Mason Avenue 2C	Plumbing installation for 1 of 19 new reside	\$58.80	\$3,000
083A3-0A00-0	PP160016	Plumbing	03/08/2016	300 Mason Avenue 2D	Plumbing installation for 1 of 19 new reside	\$64.96	\$4,100
083A3-0A00-0	PP160017	Plumbing	03/08/2016	300 Mason Avenue 2E	Plumbing installation for 1 of 19 new reside	\$58.80	\$3,000
083A3-0A00-0	PP160018	Plumbing	03/08/2016	300 Mason Avenue 2F	Plumbing installation for 1 of 19 new reside	\$58.80	\$3,000
083A3-0A00-0	PP160019	Plumbing	03/08/2016	300 Mason Avenue 2G	Plumbing installation for 1 of 19 new reside	\$58.80	\$3,000
083A3-0A00-0	PP160020	Plumbing	03/08/2016	300 Mason Avenue 2H	Plumbing installation for 1 of 19 new reside	\$64.96	\$4,100
083A3-0A00-0	PP160021	Plumbing	03/08/2016	300 Mason Avenue 3A	Plumbing installation for 1 of 19 new reside	\$64.96	\$4,100
083A3-0A00-0	PP160022	Plumbing	03/08/2016	300 Mason Avenue 3B	Plumbing installation for 1 of 19 new reside	\$58.80	\$3,000
083A3-0A00-0	PP160023	Plumbing	03/08/2016	300 Mason Avenue 3C	Plumbing installation for 1 of 19 new reside	\$58.80	\$3,000
083A3-0A00-0	PP160024	Plumbing	03/08/2016	300 Mason Avenue 3D	Plumbing installation for 1 of 19 new reside	\$64.96	\$4,100

04/07/16

Permit/Construction Fee Report

Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Value
083A3-0A00-0	PP160025	Plumbing	03/08/2016	300 Mason Avenue 3E	Plumbing installation for 1 of 19 new reside	\$64.96	\$4,100
083A3-0A00-0	PP160026	Plumbing	03/08/2016	300 Mason Avenue 3F	Plumbing installation for 1 of 19 new reside	\$58.80	\$3,000
083A3-0A00-0	PP160027	Plumbing	03/08/2016	300 Mason Avenue 3G	Plumbing installation for 1 of 19 new reside	\$58.80	\$3,000
083A3-0A00-0	PP160028	Plumbing	03/08/2016	300 Mason Avenue 3H	Plumbing installation for 1 of 19 new reside	\$64.96	\$4,100
083A3-0A00-0	PP160029	Plumbing	03/08/2016	300 Mason Avenue A	Plumbing Installation for 1 of 6 Commercial	\$84.00	\$2,000
083A3-0A00-0	PP160030	Plumbing	03/08/2016	300 Mason Avenue B	Plumbing Installation for 1 of 6 Commercial	\$84.00	\$2,000
083A3-0A00-0	PP160031	Plumbing	03/08/2016	300 Mason Avenue C	Plumbing Installation for 1 of 6 Commercial	\$84.00	\$2,000
083A3-0A00-0	PP160032	Plumbing	03/08/2016	300 Mason Avenue D	Plumbing Installation for 1 of 6 Commercial	\$84.00	\$2,000
083A3-0A00-0	PP160033	Plumbing	03/08/2016	300 Mason Avenue E	Plumbing Installation for 1 of 6 Commercial	\$84.00	\$2,000
083A3-0A00-0	PP160034	Plumbing	03/08/2016	300 Mason Avenue F	Plumbing Installation for 1 of 6 Commercial	\$84.00	\$2,000
	PP160038	Plumbing	03/18/2016	301 Mason Avenue	New plumbing for a 3 Compartment Sink &	\$84.00	\$2,400
	PB160020	Building	03/17/2016	543 Mason Avenue	Some interior demo	\$56.00	\$2,500
083A3-0100-25	PP160037	Plumbing	03/04/2016	603 Monroe Avenue	New Plumbing installation in existing S/F Re	\$148.96	\$11,600
083A3-0100-25	PE160011	Electrical	03/04/2016	603 Monroe Avenue	Rough In Under Shell in Existing S/F reside	\$94.08	\$9,300
	PP160042	Plumbing	03/17/2016	3 Park Row	Update kitchen & bathroom plumbing in exi	\$67.20	\$4,500
083A-0100-289	PP160039	Plumbing	03/15/2016	9 Park Row	Plumbing for new modular home	\$56.56	\$2,600
083A-0100-289	PM160011	Mechanical	03/15/2016	9 Park Row	Mechanical for new modular home	\$168.00	\$15,000
083A-0100-289	PG160015	Gas	03/15/2016	9 Park Row	Gas appicances and piping for new modul	\$56.00	\$1,150
083A-0100-289	PE160014	Electrical	03/15/2016	9 Park Row	Electrical for new modular home	\$58.80	\$3,000
083A-0100-289	PB160019	Building	03/15/2016	9 Park Row	New S/F Res	\$2,763.03	\$165,000
	PB160017	Building	03/08/2016	12 Peach Street	Tear Off & Replace 3400 Sq Ft Roof on Co	\$303.13	\$19,565
083A3-0202-07	PB160021	Building	03/18/2016	8 Randolph Avenue	Re- Sheath & Re-roof Front Porch	\$56.00	\$2,200
083A3-0204-00	PG160014	Gas	03/08/2016	117 Randolph Avenue	Run Gas Lines for Propane Furnace in S/F	\$56.00	\$200
	PG160017	Gas	03/25/2016	237 Randolph Avenue	Run New LinesInstall New Hot Water H	\$61.60	\$3,500
	PB160016	Building	03/03/2016	530 Randolph Avenue	Tear Down Old Garage and Build New	\$246.40	\$29,000
083A3-0100-56	PB160018	Building	03/11/2016	546 Randolph Avenue	Build a 16'x24' Storage Shed/Workshop in	\$75.60	\$6,000
083A3-0100-56	PP160043	Plumbing	03/29/2016	546 Randolph Avenue	Replace main drain from residence to the t	\$75.60	\$6,000
	PB160025	Building	03/24/2016	634 Randolph Avenue	Remodel Existing Building	\$252.00	\$30,000
	PM160009	Mechanical	03/02/2016	125 Strawberry Street	Air to Air Heat Pump & Air Handler	\$78.40	\$6,500
	PE160016	Electrical	03/25/2016	125 Strawberry Street	New Electrical for Renovation	\$86.80	\$8,000
	PB160015	Building	03/01/2016	172 Sunset Blvd.	New S/F Residential Home	\$3,389.95	\$218,000

04/07/16

Permit/Construction Fee Report

Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Value
	PE160012	Electrical	03/04/2016	172 Sunset Blvd.	100 Amp Temporary Pole at New Residenc	\$56.00	\$200
	PB160022	Building	03/18/2016	221 Tazewell Avenue	Kitchen & 2 Baths & Laundry Room Remod	\$350.00	\$47,500
Total Permits:	64					\$12,466.64	\$858,291

PerDateIssued Range from 03/01/2016 to 03/31/2016

Town Harbor Town Council Report March 2016

Items of Interest:

1. 2016-2017 budget process completed.
2. 4th breakwater and Entrance Jetty survey has been submitted to VPA.
3. Working on VDH grant for sewage pump out to winterize pump house so the system is operational year round. Working on advertising, signage and employees' water safety gear equipment grant which was awarded this spring for \$25,000.00.
4. Annual and seasonal slip holder agreements have been sent to past slip holders. We sent letters on March 30th of 2016 addressing the 2016-2017 agreement. Many have called and confirmed the slips, a couple have notified the harbor that their boat is for sale and 1 has moved. The wait listed has been contacted and we have booked 4+ new slip holders, waiting for current slip holders to finalize their agreement. Aggressively booking marina slips for spring and summer. April 1 is the date for the annual slip holders' renewal application.
5. Facebook is on-going. Will be using as an advertising tool in the near future.
6. MapTech Cruising Guide is fresh of the press with new full page Cape Charles Town Harbor and Marina and for sale in marina shop. Spin Sheet ad has been updated.
7. Delinquent account holders are being pursued and updates will be ongoing.
8. Barbara Michaux is currently on sick leave. Many town employees graciously donated sick leave to her bank of leave.
9. The harbor has hired Andrew Spencer and is returning as the Assistant Harbor Master Starts April 4, 2016. We are welcoming his return to the harbor.
10. Harbor has received the title to the Sail Boat "Adhara", 29' 6", 1979, white, Hull ID No. GCY29664M79J, Registration No. VA 3700 AL. Working on cleaning and surveying the vessel to make ready for sealed bid auction in near future.

Maintenance/Repairs:

1. Making progress on repairs are for the ramps and electrical pedestals around the marina.
2. Routine inspection reports (work in progress).
3. 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.
4. BMP, planting sent out for bid, contacted 5 landscape companies for quote process, had 4 respond and received 1 bid. We awarded the bid to Kim Allen with Benjamin Lewis and Browder-Hite Inc.
5. Work in progress on VDH grant to allow the sewage pump out station to be open 365 day without winterizing.

Capital Projects and Harbor improvements:

1. Offshore Breakwaters –Project completed, inspected and payment being submitted.
2. Dredging, final phase (bid awarded and moving forward).
3. Watermen's Memorial – Working with Tom Bonadeo and Ed Lewis, discussed turn around issues and possible minor design change. Looking into pavers or similar for half circle and around Memorial. Pricing pavers, and weather to coordinate digging and pouring footers.
4. Virginia Port Authority – Aid to Local Ports Grant for projects to include the 4th Breakwater and North Entrance Jetty Engineering. Waiting for final decision for Port Authority.

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, March 2016

Youth Programs

Preschool Storytime	71
Toddler Storytime	43
Chess Club	29
Smart Beginnings Storytime	19
Tween Program	28

Adult programs (provided by the Friends)

Friends Afternoon Tea	54
IPhone/Windows	6
Total	250

• **Meetings**

- Staff met with Brown Dog Ice Cream to discuss Summer Reading Program incentives, 3/4
- Staff attended Eastern Shore Public Library Trustee meeting, 3/7
- Staff attended Library Board meeting, 3/9
- Staff attended special ESPL Trustee meeting, 3/21

• **Facility**

- Water fountain was not working due to an electrical problem and was fixed on 3/22
- Kolbush company cleaned the heating unit on, 2/21
- We continued to have plumbing problems this month. The problem was fixed on 3/11 but occurred again on March, 3/24. The issue was finally resolved on March 29 by the town Facilities Department.

• **Marketing & Communication**

- Staff continues to update Facebook, the Town website, create PR flyers, contact local schools, and community groups.

• **Outreach**

- Staff attended the Friends of the Library Tea on 3/14
- Staff attended the the Kiptopeak Stream PTA meeting on 3/15. We had a display and signed up people for library cards.
- Staff read at Christian School for Dr. Seuss Birthday.

• **Technology**

- Some of the computers in the computer lab were having problems connecting to the printer and were fixed by Chesapeake Bay Communications.
- The Library of Virginia has provided iPads to use in children's programs and other services for youth.

• **Friends of the Library Adult Programs**

- Friends of the Library Tea, The Cassatt Collection held on 3/14
- Three classes in Computer Tutor Series held this month: iPhone Help, Computer Help, and Smartphone Help.
- The Employability Workshop Series scheduled for this month was cancelled due to lack of interest.

• **Youth Series**

- On 3/25 we received a children's Early Literacy Activity Center from the Library of Virginia. This is bookcase filled with educational toys, games, and puzzles.

- Received 4 nature backpacks provided by a partnership between ESPL, the Library of Virginia, Virginia State Parks, and the Science Museum of Virginia. The backpacks can be checked out for 14 days and are designed to help children and their families learn about nature.
 - Work continues on the 2016 Summer Reading Program as staff selects crafts to go with the summer storytime programs.
 - Tween Extreme Game Night was held 3/ 11 from 7:00 to 9:00.
 - On 3/19 the Toddler Storytime was presented by Smart Beginnings, an early literacy program. All of the participants received a free book and book bag.
- **Continuing Education**
 - Staff attended a webinar on the Evergreen Circulation system used by the library
 - Staff attended a webinar on press releases.
- **Upcoming Events**
 - Poetry Reading to celebrate National Poetry Month will be held on Tuesday, 4/ 12 at 7:00 p.m.
 - Beginning on 4/ 16 we will be providing Paws for Reading, a program that allows children to read aloud to a therapy dog in order to improve reading and communication skills.
 - The 2nd Tween Extreme Game Night will be held on 4/22 at 7:00.
 - May 7 is free Comic Book Day and staff has contacted Diamond Comic Distributors to receive approximately 100 free comic to give away.

	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	\$102.10	\$3.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$351.40
Faxes	\$48.50	\$72.00	\$39.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$159.50
TOTAL	\$144.65	\$221.75	\$141.10	\$3.40	\$0.00	\$510.90							
Deposit													
BOOK CIRC-ADLT													
Fiction	503	536	500	0	0	0	0	0	0	0	0	0	1539
Non-fiction	184	136	142	0	0	0	0	0	0	0	0	0	462
DVDs	196	204	152	0	0	0	0	0	0	0	0	0	552
TOTAL 2016	883	876	794	0	2553								
Books Circ. 2015	764	708	702	740	742	979	1042	962	782	711	666	792	9590
BOOKS CIRC-JUV													
Fiction	327	349	517	0	0	0	0	0	0	0	0	0	1193
Non-Fiction	3	62	143	0	0	0	0	0	0	0	0	0	208
DVDs	60	50	65	0	0	0	0	0	0	0	0	0	175
TOTAL 2016	390	461	725	0	1576								
Books Circ 2015	488	443	600	610	589	1358	1279	773	507	707	373	523	8250
TOTAL 2016	1273	1337	1519	0	4129								
Total Circ. 2015	1252	1151	1302	1350	1331	2337	2321	1735	1289	1418	1039	1315	17840
ATTENDANCE 2016	879	896	1193	79	0	3047							
Attendance 2015	901	707	1047	1372	1124	1754	2449	1765	1079	1171	886	931	15186
PROGRAMS 2016	13	14	17	0	44								
Programs 2015	9	6	50	13	14	19	28	18	9	18	10	18	212
PROG. ATTEND 2016	163	228	250	0	641								
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	253	16	0	689							
Internet use 2015	222	160	196	229	184	279	377	365	308	284	211	155	2970
LIBRARY CARDS 2016	9	16	12	1	0	38							
Library cards 2015	11	5	16	25	10	32	22	16	21	23	10	7	198
Volunteer Hours 2016	298.00	264.00	364.75	0.00	926.75								
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

March 2015

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

- Calls for service in Cape Charles: 28
- Calls for service outside of Cape Charles: 4
- Felony arrests: 44
- Misdemeanor Arrests: 2
- D.U.I. Arrests: 0
- Traffic Summons: 4 (see page 2.)
- Traffic Warnings: 17 (written& verbal):
- Parking tickets: 2
- Building Checks: 15
- Assisted Northampton County Sheriff's Office: 4
- Assisted Virginia State Police:1
- Assisted Federal Agencies: 0
- Assisted Fire& Rescue: 7
- Foot Patrol Hours: 48.5
- Bay creek patrol hours: 41.5

The following took place in March:

- I was guest speaker at Rotary on March 1st
- All officers completed annual firearm training

Traffic Summons

1. Speeding 41/25 zone
2. Speeding 40/25 zone
3. Fail to dim headlights
4. Driving suspended
- 5.
- 6.

ARRESTS

1. Use of firearm while in commission of a felony
2. Brandish a firearm
3. Domestic assault
4. Attempted robbery
5. Sexual abuse
6. Fondling
7. Aggravated sexual battery
8. Object sexual penetration

38 counts of possession of child pornography

Public Utilities

Monthly Report March 2016



Production Summary

- Miss Utility Tickets: 17
- Emergency Call Outs After Hours and Weekends:
 - Number of times called out: 5
 - Total Man Hours: 14
- Fire Calls: Man Hours: 0
- Sludge: Tons 9
- *Water: Total Production : 3,313,935 Gallons
 - High: 285,100 (After Flush) gallons on Feb 9
 - Low: 45,900 gallons on Feb 10

Average	Raw Water	Finished Water
Hardness	411.2	107.3
Iron	8.4	.021
Manganese	.488	.011

All Data in PPM

- *Waste Water: Average Flow 205,000 gpd
 - Maximum 493,000 gpd
 - Total for Month 5,945,000 Gallons
 - Nutrients:
 - Phosphorus Average .03 Limit .3 mg/l annual average
 - YTD .04
 - Nitrogen Average 1.19 Limit 4 mg/l annual average
 - YTD 1.18

(*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

Public Utilities

➤ 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

March 2016

Dump Fees 0

- Recycled 10 truckloads of bags & leaves
- Recycled 8 truckloads of non-chip able brush

Staff Report

- Pete Leontieff has left the town. We wish him the best.
- We are advertising for new public works foreman

Response to Issues Raised at Previous Council Meeting(s)

- Love Sign Relocation
The love sign location is temporary and will be move to its original spot when sand maintenance is completed.
- Clearing sand from pier and beach entrances.
Done
- Status of mold remediation at library
The public area abatement is complete.
- When will the alleys be trimmed?
They are trimmed periodically as needed. If there is one in particular that needs work, call me and I'll look at it.
- Why is so much work contracted out?
Several factors determine whether we are going to contract a job out.
The amount of time required to do the job
The level of expertise
The tools required
- Playground equipment
Work has begun. Weather has hampered progress. Completion around the 1st of May.

Completed Projects

- Monthly meter reads
- Repaired leaky toilet supply at Beach Bathrooms
- Removed sand from boardwalk, pier and crossovers

Recreation Department April 2016 Council Report

1. The 9th Annual Blessing of The Fleet will be held April 15 at 6:00 p.m. VIP invitations have been mailed. The Kasey Rae Band will be playing at the Shanty following the ceremony. We have again had a good response from our local Clergy.
2. Eventacular met on April 5. Discussions were held on the future of Eventacular. Many ideas were discussed and the board will take a month to think about all the different options before making any decisions. There are many great ideas for local events that the board feels would support their mission statement.
3. Staff is very excited about several community wide yard sales that will be held throughout the spring and summer. There will be a designated area as well as residents holding sales in their own yards.
4. New Roots Youth Garden is getting geared up for the Blessing of the Worms and the Spring Garden session. As always this program is 100% funded and staffed by volunteers.
5. Staff met with Melissa Stein from the Arts Enter. We will continue to work together to promote the arts in Cape Charles. Summer movies will be moving to Wednesday evenings after the Memorial Day Holiday.
6. Staff will start working on summer programming. There will be three exciting programs offered every day to hopefully attract all ages.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: National Police Week Proclamation		AGENDA DATE: April 21, 2016
	SUBJECT/PROPOSAL/REQUEST: Proclaim May 15, 2016 as Peace Officers' Memorial Day and the week of May 15 – May 21, 2016 as National Police Week		ITEM NUMBER: 8A
	ATTACHMENTS: Proclamation #20160421		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Police Chief Jim Pruitt	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

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

DISCUSSION:

Sunday, May 15, 2016 is Peace Officers' Memorial Day and the week of May 15 – 21, 2016 is National Police Week. In honor of all law enforcement officers, the Department of Justice Community Oriented Policing Services (C.O.P.S.) suggests municipalities adopt a proclamation for Peace Officers' Memorial Day and National Police Week.

RECOMMENDATION:

Staff requests Council adoption of Proclamation #20160421 In Honor of Peace Officers' Memorial Day and National Police Week.

**TOWN OF CAPE CHARLES
PROCLAMATION #20160421**

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

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

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Cape Charles Police Department;

WHEREAS, there have been 15,725 assaults against law enforcement officers in 2014, resulting in approximately 13,824 injuries;

WHEREAS, since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

WHEREAS, 252 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 123 officers killed in 2015 and 129 officers killed in previous years;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 28th Annual Candlelight Vigil on the evening of May 13, 2016;

WHEREAS, the Candlelight Vigil is part of National Police Week, which takes place this year on May 15-21;

WHEREAS, May 15 is designated as Peace Officers Memorial Day in honor of all fallen officers and their families and U.S. flags should be flown at half-staff;

THEREFORE, BE IT PROCLAIMED that the Cape Charles Town Council formally designates May 15-21, 2016 as Police Week in the Town of Cape Charles and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

Adopted by the Town Council of Cape Charles on this 21st day of April, 2016.

Mayor George Proto

ATTEST: _____
Clerk of the Council



TOWN OF
CAPE CHARLES

AGENDA TITLE: National Public Works Week Proclamation

AGENDA DATE:
April 21, 2016

SUBJECT/PROPOSAL/REQUEST: Proclaim the week of May 15-21, 2016 as National Public Works Week

ITEM NUMBER:
8B

ATTACHMENTS: Proclamation 20160421A

FOR COUNCIL:
Action (X)
Information ()

STAFF CONTACT (s):
Dave Fauber

REVIEWED BY:
Brent Manuel, Town Manager

BACKGROUND:

Public Works infrastructure, facilities and services are of vital importance to sustainable communities and to the health, safety and well-being of the people of the Town of Cape Charles and could not be provided without the hard work and dedication of the Public Works Department.

Many times, the work done by the Public Works crews is taken for granted by the general public. The American Public Works Association annually sponsors the National Public Works Week to recognize and thank the employees in Public Works for all that they do on a daily basis.

RECOMMENDATION:

Staff requests Council adoption of Proclamation 20160421A designating the week of May 15 – 21, 2016 as National Public Works Week and to thank the Town's Public Works employees for their dedication in helping to keep the Town of Cape Charles such a great place to live, work and visit.

PROCLAMATION #20160421A

IN HONOR OF NATIONAL PUBLIC WORKS WEEK

WHEREAS, public works infrastructure, facilities, and services are of vital importance to sustainable communities, and to the health, safety, and well-being of the people of the Town of Cape Charles; and

WHEREAS, such facilities and services could not be provided without the dedicated efforts of public works managers and employees; and

WHEREAS, the Town is thankful to all those who plan, design, build, operate, and maintain the public buildings, structures, facilities and properties essential to our people; and

WHEREAS, it is critical that the people of the Town are educated about and participate in the shaping of public works programs in the community; and

WHEREAS, the year 2016 marks the 56th annual National Public Works Week sponsored by the American Public Works Association;

NOW, THEREFORE, the Town Council of Cape Charles hereby recognizes May 15-21, 2016 as National Public Works Week in the Town and call this observance to the attention of all our citizens.

Adopted by the Town Council of Cape Charles on this 21st day of April, 2016.

Mayor George Proto

ATTEST: _____
Clerk of the Council



TOWN OF
CAPE CHARLES

AGENDA TITLE: Building Safety Month Proclamation

AGENDA DATE:
April 21, 2016

SUBJECT/PROPOSAL/REQUEST: Proclaim the month of May as
National Building Safety Month

ITEM NUMBER:
8C

ATTACHMENTS: Building Safety Month Proclamation

FOR COUNCIL:
Action (X)
Information ()

STAFF CONTACT (s):
Jeb Brady, Code Official

REVIEWED BY:
Brent Manuel, Town Manager

BACKGROUND:

The International Code Council (ICC) is the most widely adopted building safety, energy and fire prevention codes in the nation and are used by most U.S. cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters. Building Safety Month is sponsored by the ICC to remind the public about the critical role of our local code officials who assure us of safe, efficient and livable buildings.

DISCUSSION:

The month of May every year is dedicated as Building Safety Month. The proclamation asks citizens to consider projects to improve building safety and sustainability at home and in the community.

RECOMMENDATION:

Staff requests Council adoption of Proclamation 20160421B designating the month of May as Building Safety Month.

**TOWN OF CAPE CHARLES
PROCLAMATION 20160421B**



BUILDING SAFETY MONTH — MAY, 2016

WHEREAS, our Town’s continuing efforts to address the critical issues of safety, energy efficiency, water conservation, and resilience in the built environment that affect our citizens, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound; and

WHEREAS, our confidence is achieved through the devotion of vigilant guardians – building safety and fire prevention officials, architects, engineers, builders, tradespeople, laborers and others in the construction industry – who work year-round to ensure the safe construction of buildings; and

WHEREAS, these guardians – dedicated members of the International Code Council – use a governmental consensus process that brings together local, state and federal officials with expertise in the built environment to create and implement the highest-quality codes to protect Americans in the buildings where we live, learn, work, worship, play; and

WHEREAS, the International Codes, the most widely adopted building safety, energy and fire prevention codes in the nation, are used by most U.S. cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes; and

WHEREAS, Building Safety Month is sponsored by the International Code Council, to remind the public about the critical role of our communities’ largely unknown guardians of public safety – our local code officials – who assure us of safe, efficient and livable buildings; and

WHEREAS, “Building Codes: Driving Growth through Innovation, Resilience and Safety” the theme for Building Safety Month 2016, encourages all Americans to raise awareness of the importance of building safe and resilient construction; fire prevention; disaster mitigation, water safety and conservation; energy efficiency and new technologies in the construction industry. Building Safety Month 2016 encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe and sustainable, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies; and

WHEREAS, each year, in observance of Building Safety Month, Americans are asked to consider projects to improve building safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property;

NOW, THEREFORE, BE IT PROCLAIMED that the Cape Charles Town Council formally designates the month of May 2016 as Building Safety Month in the Town of Cape Charles.

Adopted by the Town Council of Cape Charles on this 21st day of April, 2016.

Mayor George Proto

ATTEST: _____
Clerk of the Council

 TOWN OF CAPE CHARLES	AGENDA TITLE: Harbor Delinquent Accounts		AGENDA DATE: April 21, 2016
	SUBJECT/PROPOSAL/REQUEST: Collection status for delinquent accounts at the Town Harbor.		ITEM NUMBER: 8D
	ATTACHMENTS: None.		FOR COUNCIL: Action () Information (X)
	STAFF CONTACT (s): Bob Panek, Asst. Town Manager	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Seriously delinquent accounts at the Town Harbor have been increasing for several years. These accounts are predominantly associated with commercial waterman. The value of accounts over 60 days due was about \$77K at the end of August 2015. Many of the accounts are quite old and several are associated with out of state residents.

DISCUSSION:

A concerted effort has been underway to collect these debts by a variety of means: payment agreements, Warrants in Debt/Court Judgments, liens on Federal documented vessels, etc. This is a complex and arduous process.

We have obtained 5 Warrants in Debt from the Northampton General District Court. So far we have obtained 4 Judgments. We are in the process of obtaining additional Warrants and Judgments. After obtaining a Judgment we must request seizure and sale of assets if the defendant does not pay. Eight liens have been filed with the National Vessel Documentation Center to cloud the title and make it more difficult to mortgage or sell the vessel without satisfaction of the debt. We have recently obtained title to an abandoned sailboat, Adhara, which will be auctioned.

So far we have recovered about \$9K. With great difficulty we might get to \$20K.

The largest delinquent accounts remaining are;

- \$15.8K – Pete Bender; Cheriton
- \$11.3K – Ed Harrison; Cheriton
- \$10.8K – Jack Dise; Tangier
- \$7.1K – Greg Parks; Tangier
- \$7.0K – Patrick Hennesey, Massachusetts
- \$4.5K – Mark Bender; Cheriton
- \$3.8K – Dixie Haertel; North Carolina
- \$2.3K – Duane Diggs; Smithfield
- \$1.8K – Gregg Finney; Onley
- \$1.4K – John Jorette; Maryland

Though we will recover only a portion of what is owed, we should not fall into this situation again as the Harbor Master has instituted new management procedures and the community understands that legal remedies will be quickly sought.

RECOMMENDATION:

Provided for information only.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Application for Harbor Development Certificate at Lot 19 Cape Charles Harbor		AGENDA DATE: April 21, 2016
	SUBJECT/PROPOSAL/REQUEST: Action by Town Council to consider application for Harbor Development Certificate.		ITEM NUMBER: 8E
	ATTACHMENTS: Application, site plan, project narrative, drawings.		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Larry DiRe	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Harbor Area Review Board met on Monday April 11, 2016 to review an application for Harbor Development Certificate to locate a single-story, wood frame building on a permanent block and brick veneer foundation, and two stall bath\shower house new construction at Lot 19 in the Cape Charles harbor area. The Board reviewed the application materials and questioned the applicant at that meeting. While the Board did unanimously vote to recommend approval of the application, the Board had several specific requirements for the applicant to submit at the time for permitting. These requirements include a revised site plan showing a concrete base for the designated handicap parking stall at the location, submit a new dock master station floorplan showing a ramp wide enough to accommodate a wheelchair, and include a site plan note showing a brick veneer around the block foundation on the dock master station building.

ITEM SPECIFICS:

The applicant has applied for a Harbor Development Certificate for locating a 464-square foot, single-story, wood frame building (dock master station) and new construction of a 160-square foot bath\shower house at the location cited above. The proposed uses conform to the Harbor District zoning ordinance and on-site parking, including a handicapped stall, is shown on the site plan. Before the Town Council can award a Harbor Development Certificate, certain requirements must be met. Staff believes that these requirements have been met as the application is submitted.

Article III Section 3.9 enumerates the design and development requirements that must be met. First, the lot meets the lot area requirements described in Section 3.9.F.1. The height and roofline\elelevation continuity length requirements are not at issue here, and the buildings are lower than forty feet in height as required in Section 3.9.F.2. Second, the setback requirements are met and the lot is part of an Intensely Developed Area. That being the case, Section 3.9.F.3.b allows setback exemptions from the 30-foot setback line for “walkways, promenades, decks, gazebos, permitted signs, and similar structures intended to accommodate or provide amenities for pedestrians.” Staff is applying this exemption to both the deck and the bath\shower house, since the latter structure will be used by visitors to the harbor coming by foot, motor vehicle, and boat. Third, at less than 700-square feet of development on a 63,000 square foot lot, open space is available to the public through the existing walkway and the proposed green space. In addition, there is ample room between the two structures to allow for pedestrian movement. The curb shown on the site plan indicates the separation of pedestrians from motor vehicle traffic. Fourth, both buildings accommodate architectural and design standards found on historic structures in Town and so satisfy the requirements of Sections 3.9.I.3.a, .b, .j, and .k. Fifth, the parcel does not feature any alleys and so there are no requirements as stated in Sections 3.9.I.3.e, and .f. Sixth, the small scale development will not have vehicular impact beyond what can be expected for the street in its

current usage (Section 3.9.I.3.d, .g), and multimodal feature of the development will not impact pedestrian circulation around the two buildings (Section 3.9.I.3.i). Seventh, while the addition of any built structure or impervious surface creates micro-climatic changes (Section 3.9.I.3.l), the small scale and low rise nature of the two proposed buildings will not create heat zones, cast shadows on streets or public open spaces, or redirect wind beyond what would be expected of a single-family house anywhere in Town. Eighth, on-site signage is small and affixed to the dock master station building (Section 3.9.I.3.o). The attached elevations show the fixed sign posted by the main entrance door. There is no free-standing signage associated with the development. Finally, both buildings are developed on a human-scale in terms of height, width, and massing. This human-scale development conforms to page 32 of the *Cape Charles Harbor Area Conceptual Master Plan and Design Guidelines*, and so meets the requirements of Section 3.9.I.3.p.

RECOMMENDATION:

Pending Town Council review and discussion staff recommends approval of the application for Harbor Development Certificate for Lot 19.

Application for Harbor Development Certificate

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

Date: 4/4/16
Permit No.:
Fee: \$301-

Proposed Use: Bath/Shower house & Dockmaster Station
Present Zoning: Harbor District
Location Address: 1011 Bayshore Road Cape Charles VA 23310
Tax Map ID: 83AS-A-19 Acreage: 1.3

I (We) hereby petition the Cape Charles Town Council for a Harbor Development Certificate to provide the above use on the above mentioned property.

I (We) acknowledge the fact that all pertinent information required by the Harbor Area Review Board and Zoning Office must be submitted in a timely manner so that required public meetings can be scheduled and advertised (Zoning Ordinance §3.9.I). Applicant or representative must be present in the public meetings.

Land Owner/Lessee Name: Southport Investors LLC
Land Owner/Lessee Signature: [Signature]
Address: PO Box 395 Eastville VA 23347
Phone Number: 757-678-5880 Email Address: danbrown.va@gmail.com

Harbor Area Review Board Meeting
Date: APRIL 11, 2016 Time: 6:00pm

Meetings will be held at the Cape Charles Civic Center unless otherwise noted.

Harbor Development Certificate Application Checklist

- 1. [X] completed application
2. [X] payment of fees (\$300.00 + \$70.00 per acre)
3. [X] letter of application stating in general terms: (a) the proposed use of the property, (b) the effect of the changes on the surrounding area, and (c) the reason for the request
4. [X] plot plan in accordance with the Site Plan Ordinance

Detailed application information shall be added per §3.9.I.1.b of the Zoning Ordinance when required.

HARBOR
 TOWN OF CAPE CHARLES
 TAX PARCEL # 83A3-A-10
 (DB 158, PG 144) (DB 39, PG 86-87)

— FLOATING PIER —

— CONC. BULKHEAD —

— GREEN AREA —

CURB

CONC. SLAB

DECK

COVERED DECK

DECK

16'

WASHROOM BUILDING - 160 SF
 SLAB ON GRADE

30' SETBACK LINE

PARKING AS
 REQUIRED

LOT 19

TOWN OF CAPE CHARLES
 TAX PARCEL # 83A3-A-19
 (DB 99, PG 148)
 AREA 63,706 SF OR 1.462 AC

MAIN ENTRANCE
 117'-0"

MISS KITTY'S COTTAGE - 464 SF
 BLOCK FOUNDATION W/ BRICK PIERS

GRAVEL LOT

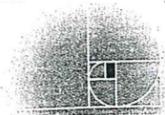
N70°44'12"W
 351' 346.42' FIELD

LOT 20

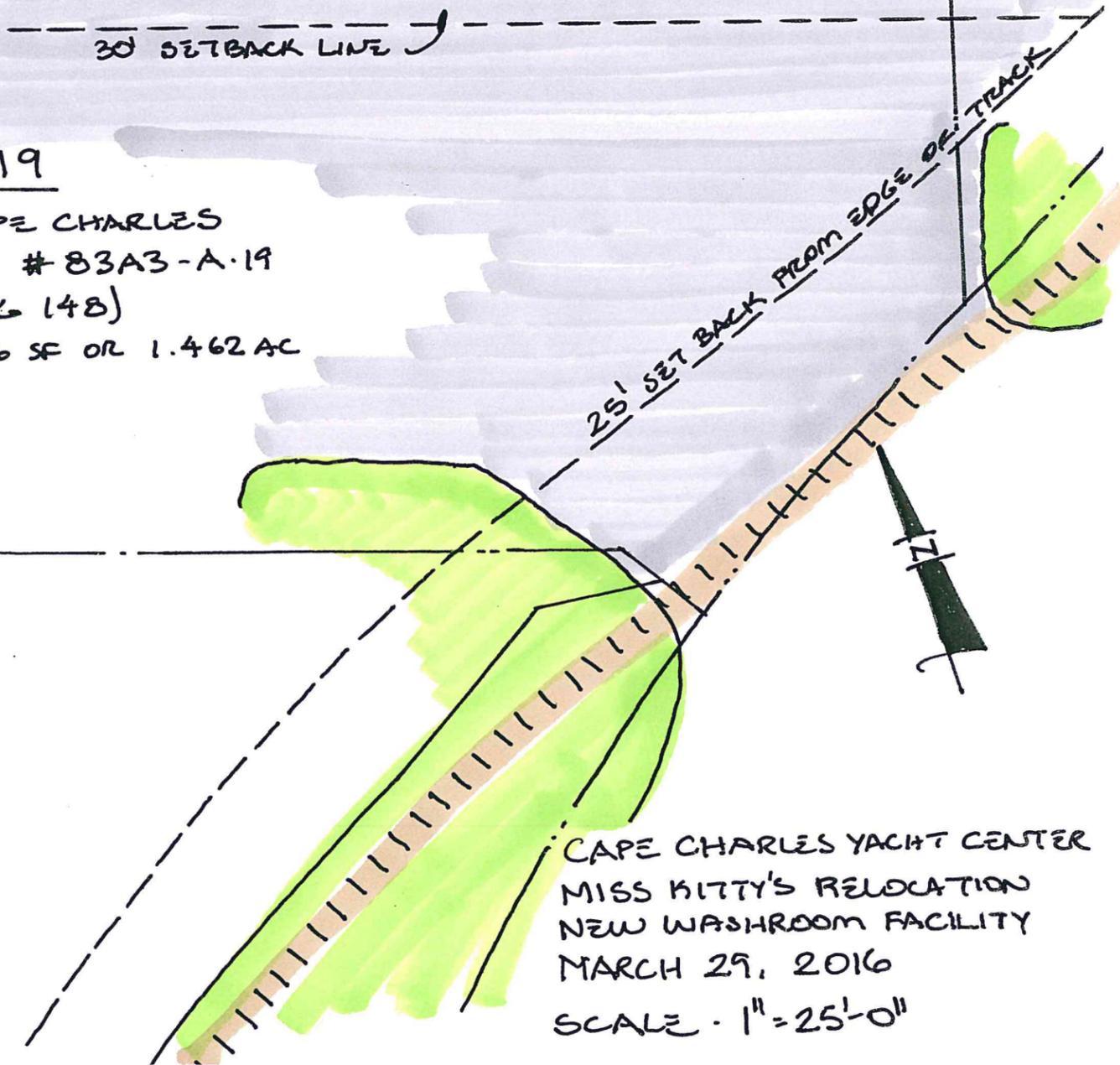
TOWN OF CAPE CHARLES
 TAX PARCEL # 83AC-A-20
 (DB 158, PG 144)
 AREA 81,578 SF OR 1.87 AC

COVINGTON HENDRIX ANDERSON
 ARCHITECTS

360 SOUTHFORT CIRCLE
 SUITE 104
 VIRGINIA BEACH, VA
 23452



CAPE CHARLES YACHT CENTER
 MISS KITTY'S RELOCATION
 NEW WASHROOM FACILITY
 MARCH 29, 2016
 SCALE - 1" = 25'-0"

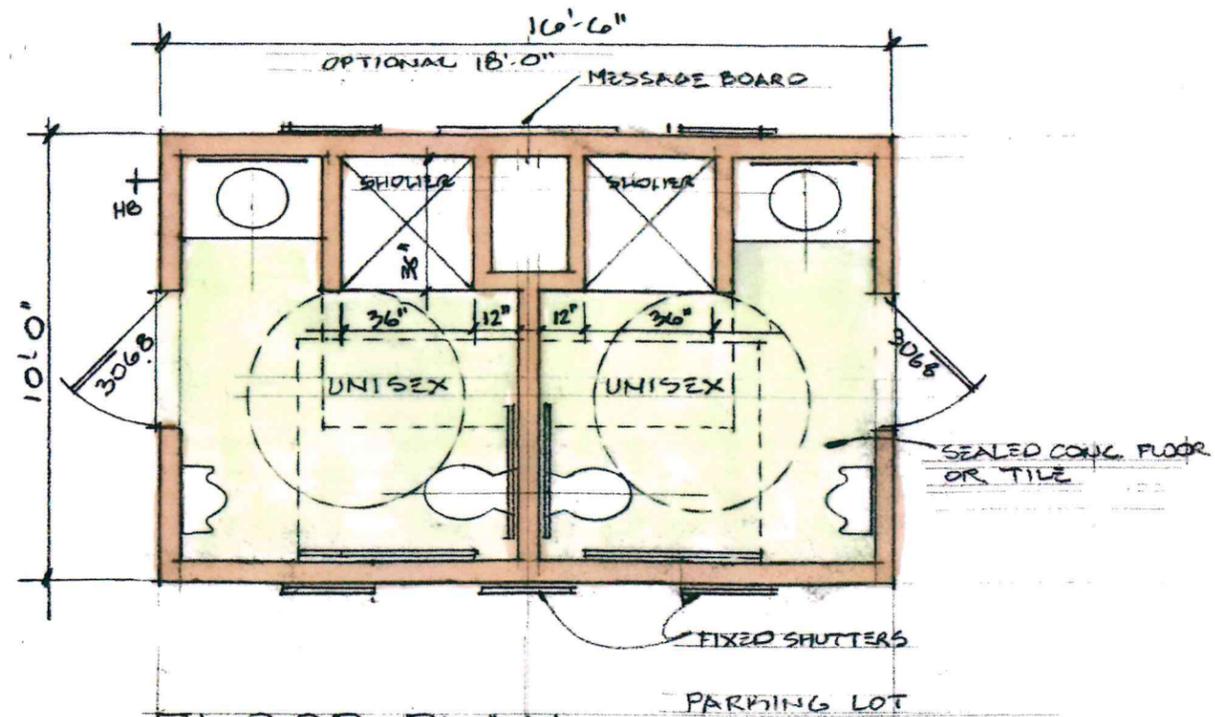


Lot 19 Project Narrative

Southport Investors, LLC wishes to relocate a historic single-story building from Cheriton, VA to Cape Charles Harbor. The structure is commonly referred to as "Miss Kitty's." Please see site plan provide for location of the structure.

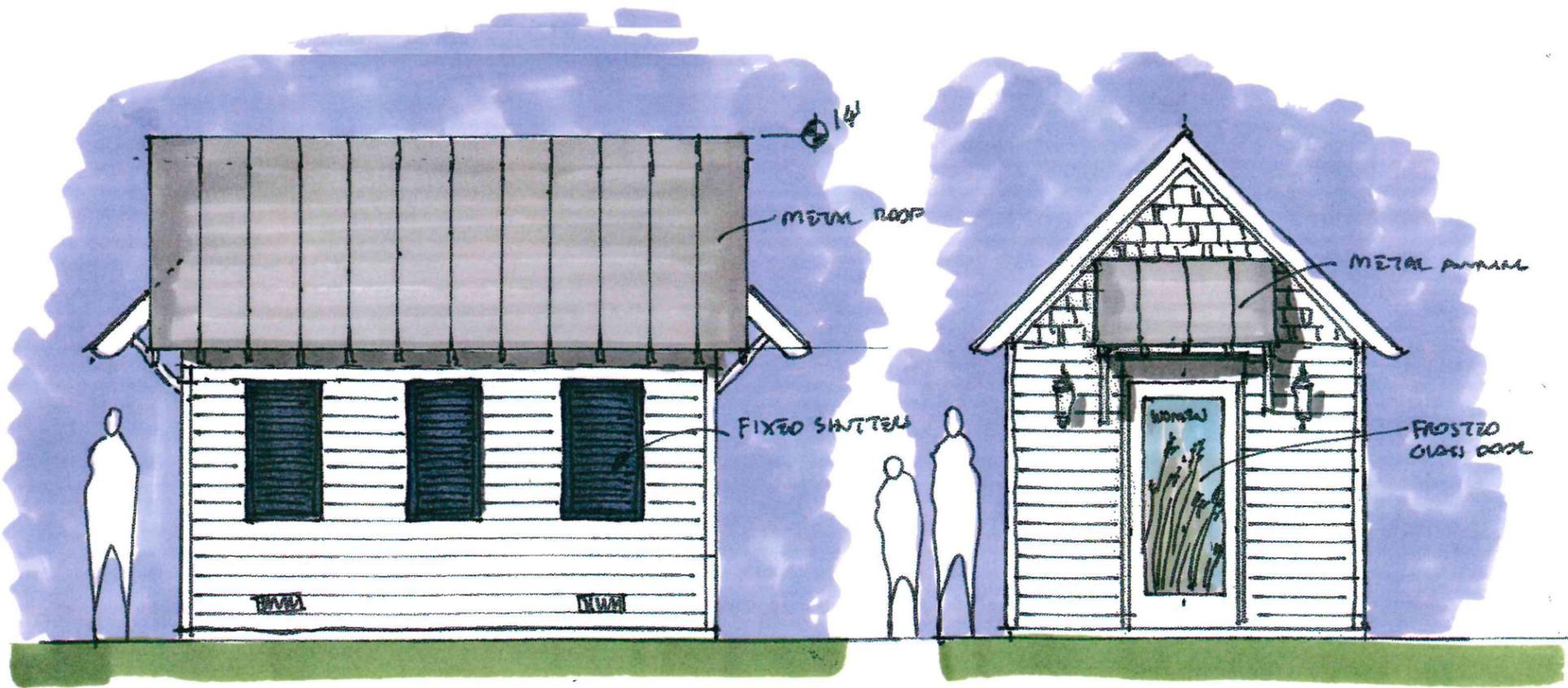
This building would serve as a "Dockmaster's Station" for our marina. This would be a small counter station/office where marina staff would control and schedule boat arrivals and departures. Refreshments and other snacks would also be available to boaters and foot traffic.

A small bath-house has been drawn on the site plan. Southport Investors, LLC would like to construct this small structure as a bathroom and shower facility for marina patrons.



FLOOR PLAN

SCALE = 1/4" = 1'-0"



CCYC - WASHROOM
BUILDING

SCALE = 1/4" = 1'-0"

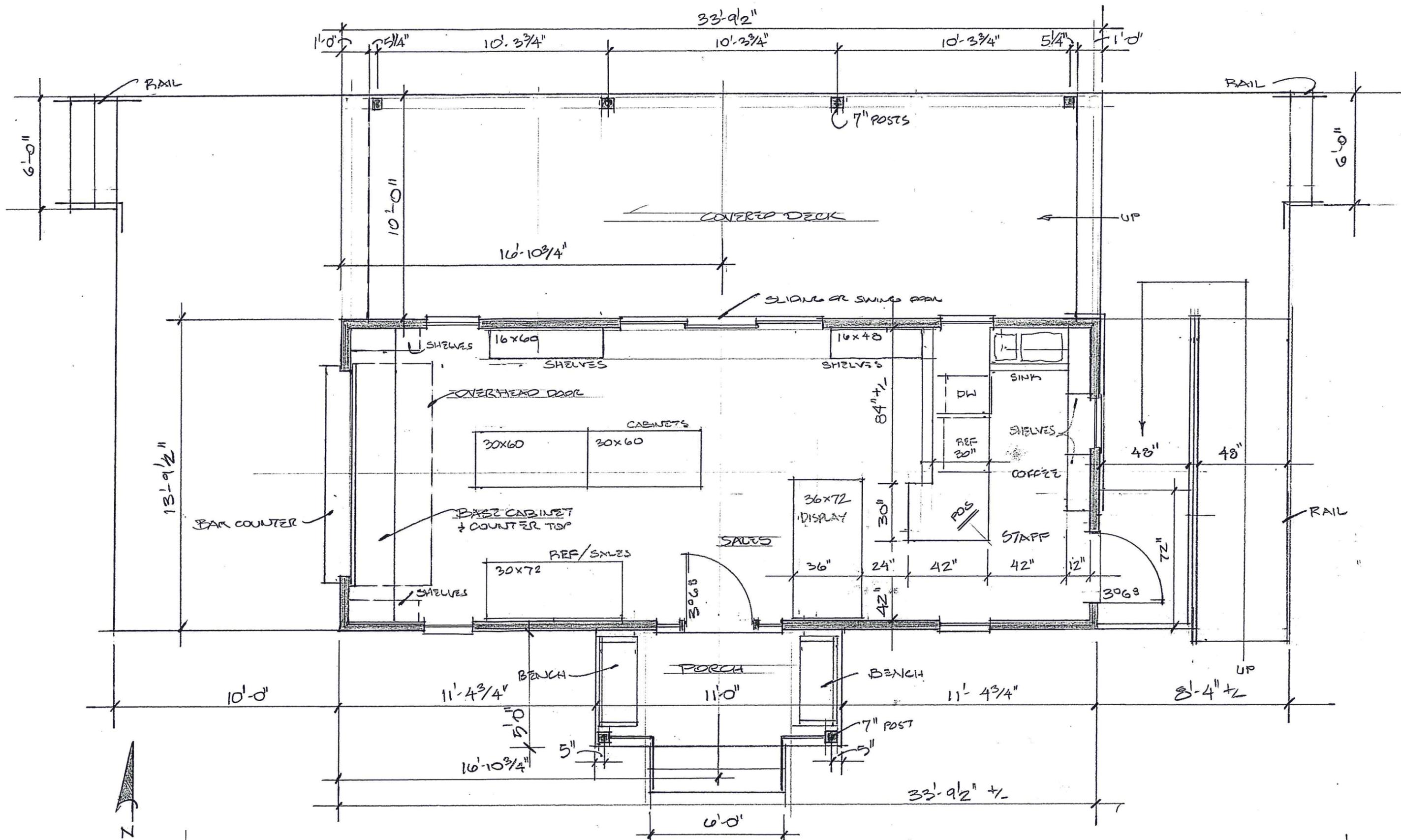
MARCH 24, 2016

COVINGTON HENDRIX ANDERSON
ARCHITECTS

360 SOUTHPORT CIRCLE
SUITE 104
VIRGINIA BEACH, VA
23452



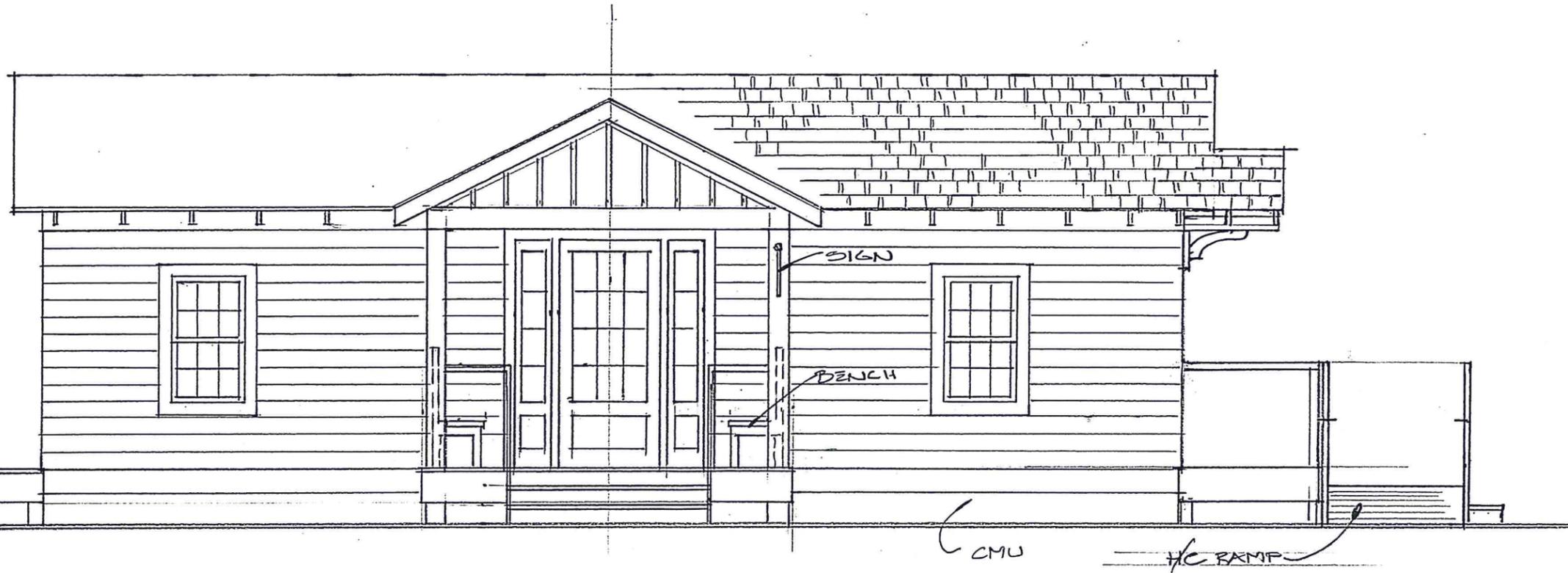
HARBOR



FLOOR PLAN

SCALE: 1/4" = 1'-0"

CLYC-MISS KITTYS



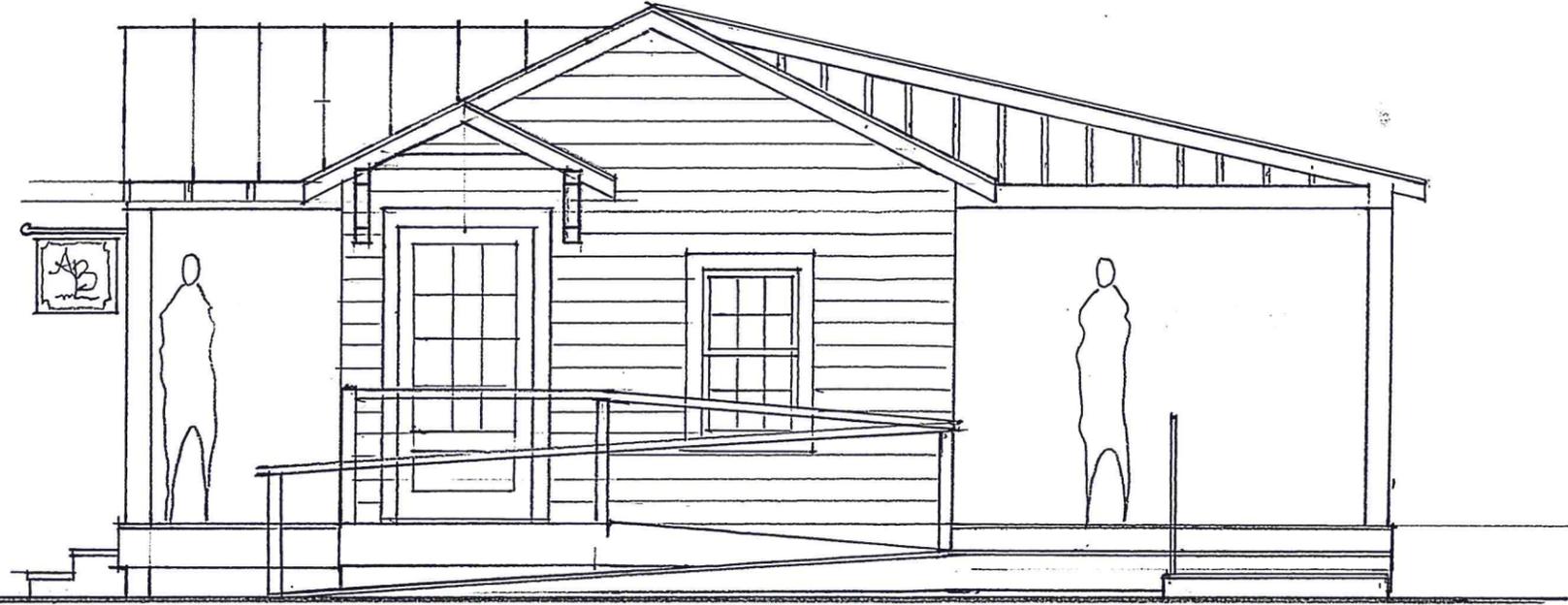
SOUTH ELEVATION

SCALE: 1/4" = 1'-0"

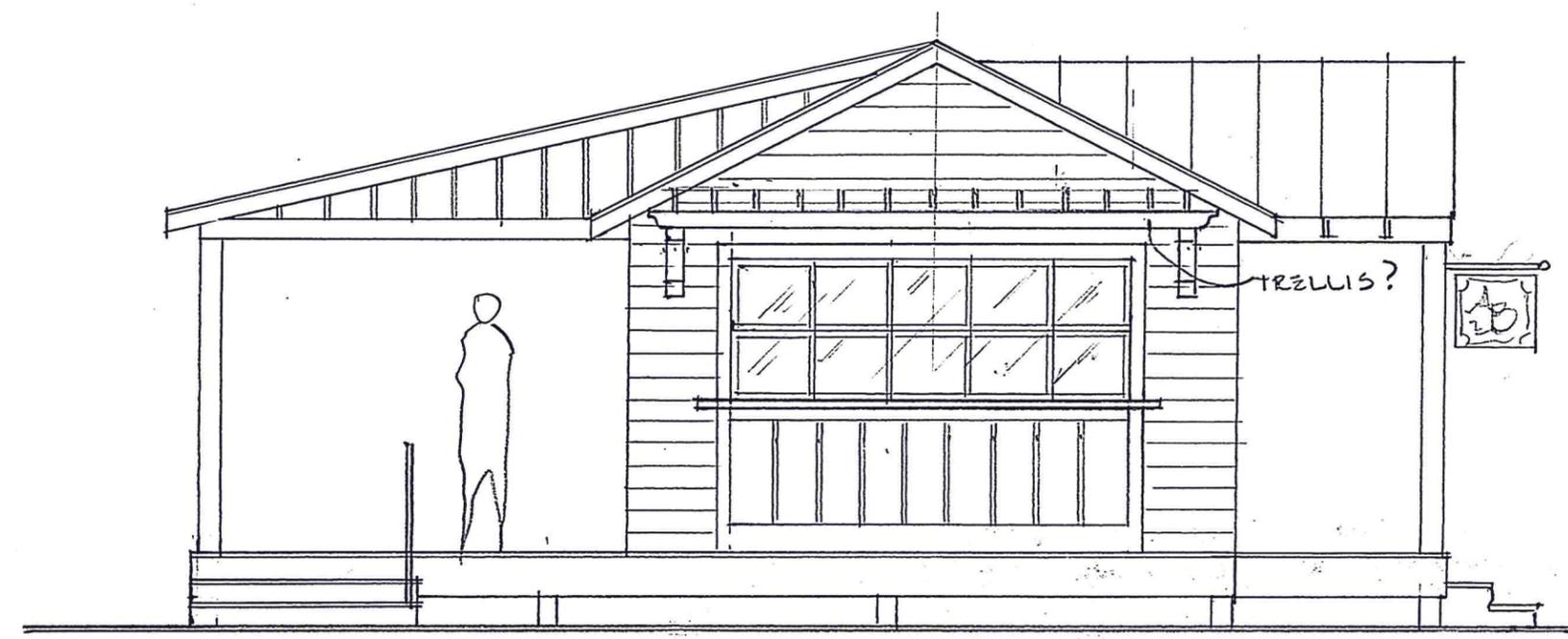


NORTH ELEVATION

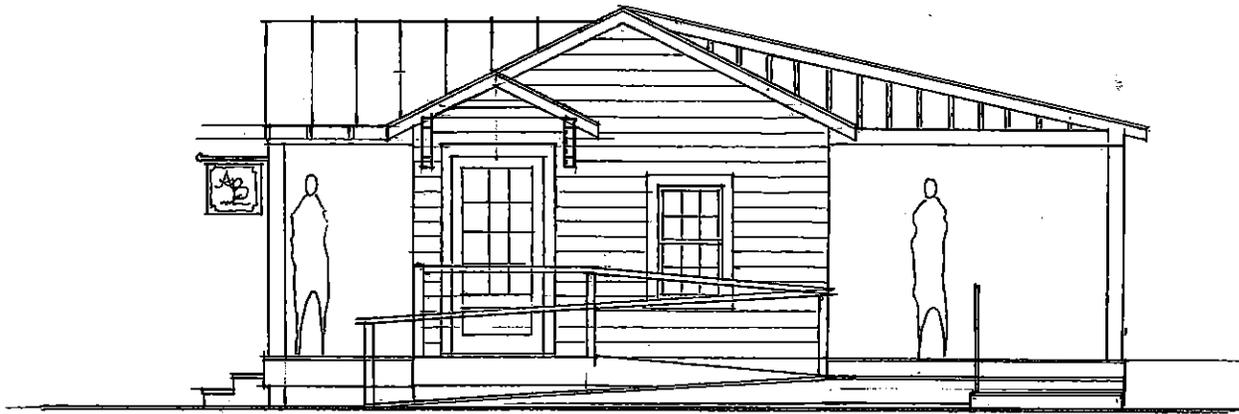
MISS KITTY'S



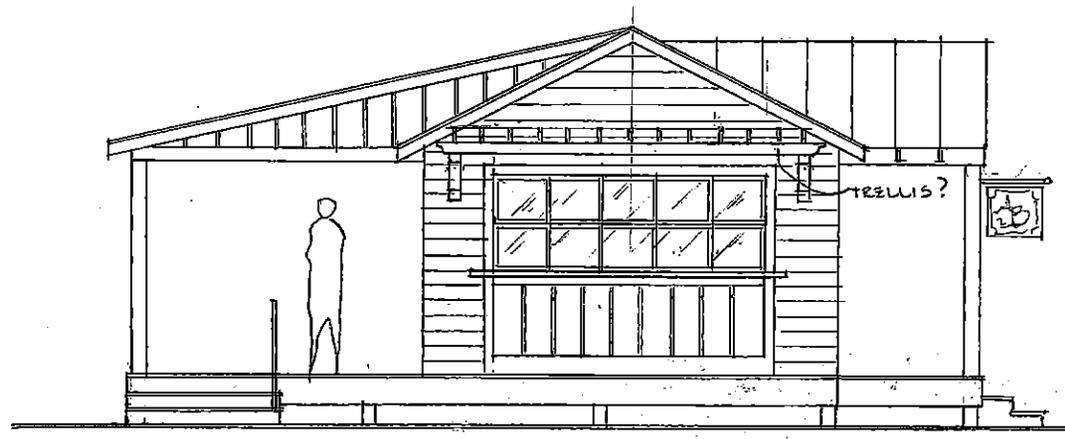
EAST ELEVATION
SCALE = 1/4" = 1'-0"



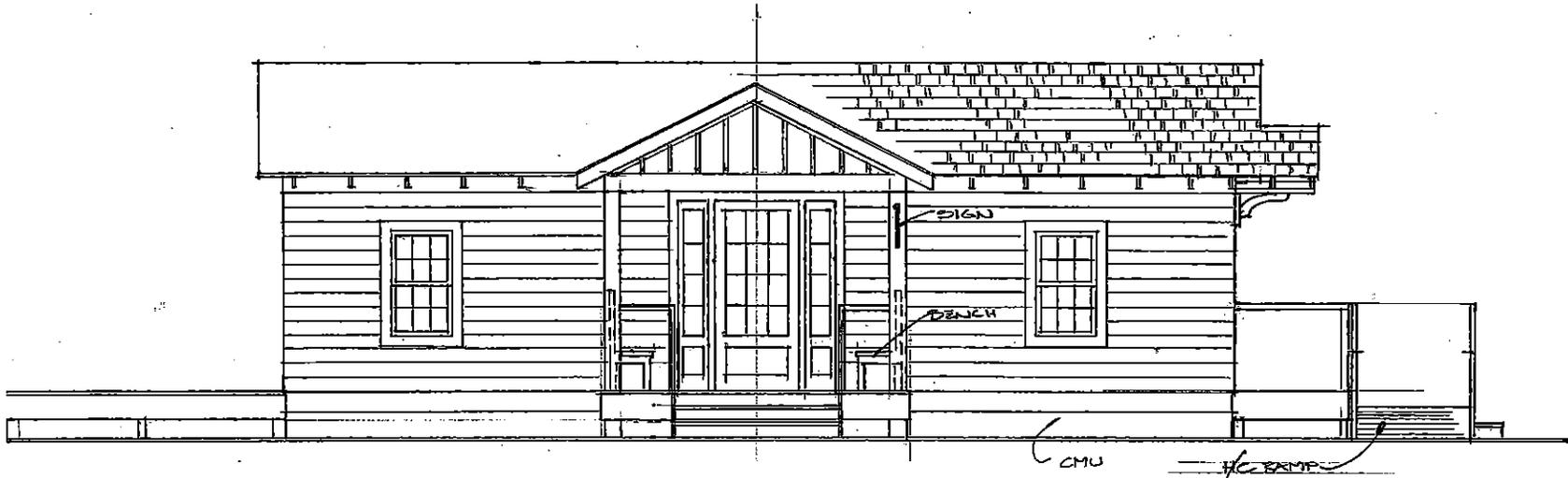
WEST ELEVATION
SCALE = 1/4" = 1'-0"



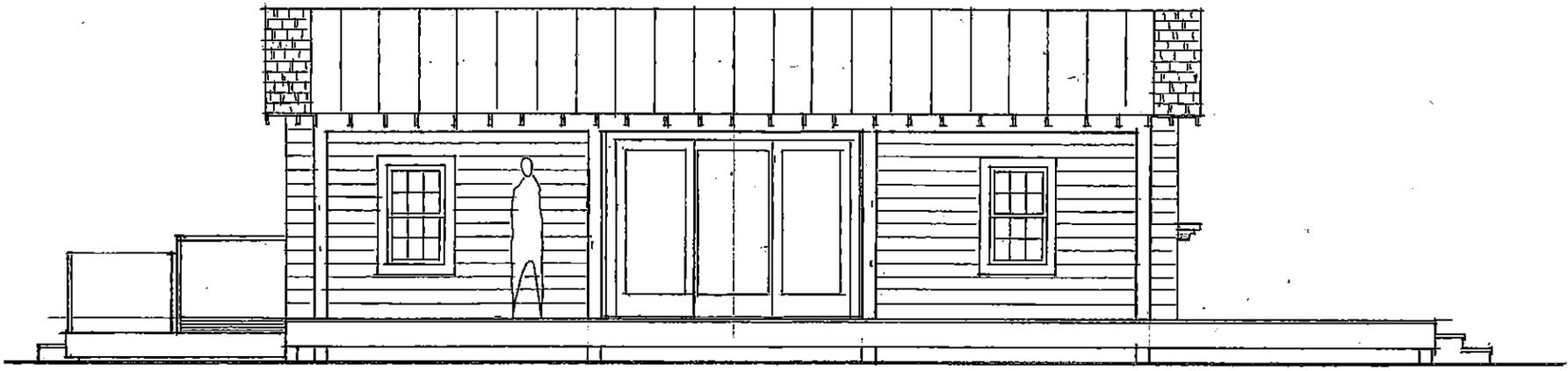
EAST ELEVATION
SCALE - 1/4" = 1'-0"



WEST ELEVATION
SCALE - 1/4" = 1'-0"



SOUTH ELEVATION
SCALE - 1/4" = 1'-0"



NORTH ELEVATION MISS KITTY'S

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Application for Harbor Development Certificate at Lot 20 Cape Charles Harbor		AGENDA DATE: April 21, 2016
	SUBJECT/PROPOSAL/REQUEST: Action by Town Council to consider application for Harbor Development Certificate.		ITEM NUMBER: 8F
	ATTACHMENTS: Application, site plan, project narrative, photos.		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Larry DiRe	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Harbor Area Review Board met on Monday April 11, 2016 to review an application for Harbor Development Certificate to locate a two-story, wood frame building on a permanent block and brick veneer foundation at Lot 20 in the Cape Charles harbor area. The Board reviewed the application materials and questioned the applicant at that meeting. While the Board did unanimously vote to recommend approval of the application, the Board had several specific requirements for the applicant to submit at the time for permitting. These requirements include a landscape plan for Lot 20 and a revised site plan showing a concrete base for the designated handicap parking stall at the location.

ITEM SPECIFICS:

The applicant has applied for a Harbor Development Certificate for locating a two-story, wood frame building (general merchandise retail and short-term stay accommodation) on a permanent foundation at the location cited above. The foundation materials proposed are block and brick veneer. This building (commonly known as the Harvey building) was subject of an application before the Board on December 21, 2015. The application at that time listed the proposed use as restaurant and overnight stay accommodation. That previous application also requested citing the building on Lot 19. That application was withdrawn before proceeding to Town Council. The current application request locating the Harvey building on a permanent foundation on Lot 20, as shown on the site plan, and proposes retail and overnight accommodation as uses. These proposed uses conform to the Harbor District zoning ordinance and on-site parking, including a handicapped stall, is shown on the site plan. The applicant proposes adding a deck to the building providing both ramp and stairs access to grade. Before the Town Council can award a Harbor Development Certificate, certain requirements must be met. Staff believes that these requirements have been met as the application is submitted.

As was presented at the December 21, 2015 Board meeting, staff finds that the architectural and design requirements for this building are met. The building's construction dates to the early 1900s, making the historic harbor an appropriate location for its settlement. The Harvey building's materials, design, scale, and massing are all proportionate to the Harbor District and conforming to the intent of the *Cape Charles Harbor Area Conceptual Master Plan and Design Guidelines*. The proposed location of this building poses no issue with required setbacks, and as shown on the site plan the building is outside of the railroad track setback.

Article III Section 3.9 enumerates the design and development requirements that must be met. First, the lot meets the lot area requirements described in Section 3.9.F.1. Second, at less than 2,000-square feet of development on an 81,000 square foot lot, open space is available to the

public. Third, the parcel does not feature any alleys and so there are no requirements as stated in Sections 3.9.I.3.e, and .f. Fourth, the small scale development and limited commercial uses will not have vehicular impact beyond what can be expected for the street in its current usage (Section 3.9.I.3.d, .g). The multimodal (including marine) feature of the development will not impact pedestrian traffic (Section 3.9.I.3.i). Fifth, while the addition of any built structure or impervious surface creates micro-climatic changes (Section 3.9.I.3.1), the physical scale and height of the Harvey building will not create heat zones, cast shadows on streets or public open spaces, or redirect wind beyond what would be expected of a single-family house anywhere in Town. Sixth, on-site signage is small and affixed to the front (east side) of the building (Section 3.9.I.3.o). Finally, the site plan shows parking on Lot 19 adjacent to the Harvey building footprint. Staff finds that to be appropriate given intention of sharing parking and reducing the growth of impervious surface on Lot 20. Lot 20 is in a less developed state than the more industrial Lot 19. Also, the same corporate entity would be operating facilities on these lots, with the longer-term intention to purchase both lots.

RECOMMENDATION:

Pending Town Council review and discussion staff recommends approval of the application for Harbor Development Certificate for Lot 20.

Application for Harbor Development Certificate

Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

Date: 3/22/16
Permit No.:
Fee: \$391-

Proposed Use: Mercantile (first floor) Overnight Accommodations (second floor)
Present Zoning: Harbor District
Location Address: 1011 Bayshore Road Cape Charles VA 23310
Tax Map ID: 83A3-A-20 Acreage: 1.3

I (We) hereby petition the Cape Charles Town Council for a Harbor Development Certificate to provide the above use on the above mentioned property.

I (We) acknowledge the fact that all pertinent information required by the Harbor Area Review Board and Zoning Office must be submitted in a timely manner so that required public meetings can be scheduled and advertised (Zoning Ordinance §3.9.I). Applicant or representative must be present in the public meetings.

Land Owner/Lessee Name: Southport Investors LLC
Land Owner/Lessee Signature: [Signature]
Address: PO Box 395 Eastville, VA 23347
Phone Number: 757.678.5880 Email Address: danbrown@gmail.com

Harbor Area Review Board Meeting
Date: APRIL 11, 2016 Time: 6:00PM

Meetings will be held at the Cape Charles Civic Center unless otherwise noted.

Harbor Development Certificate Application Checklist

- 1. [X] completed application
2. [X] payment of fees (\$300.00 + \$70.00 per acre)
3. [X] letter of application stating in general terms: (a) the proposed use of the property, (b) the effect of the changes on the surrounding area, and (c) the reason for the request
4. [X] plot plan in accordance with the Site Plan Ordinance

Detailed application information shall be added per §3.9.I.1.b of the Zoning Ordinance when required.

HARBOR
 TOWN OF CAPE CHARLES
 TAX PARCEL # 83A3-A-10
 (DB 158, PG 144) (DB 39, PG 86-87)

— FLOATING PIER —

— CONG. BULKHEAD —

— GREEN AREA —

CURB

CONG. SLAB

DECK

COVERED DECK

DECK

16'

WASHROOM BUILDING - 160 SF
 SLAB ON GRADE

30' SETBACK LINE

PARKING AS REQUIRED

LOT 19

TOWN OF CAPE CHARLES
 TAX PARCEL # 83A3-A-19
 (DB 99, PG 148)
 AREA 63,706 SF OR 1.462 AC

25'-0"
 117'-0"
 MAIN ENTRANCE

MISS KITTY'S COTTAGE - 464 SF
 BLOCK FOUNDATION W/ BRICK PIERS

GRAVEL LOT

N70°44'12"W
 351' 346.42' FIELD

LOT 20

TOWN OF CAPE CHARLES
 TAX PARCEL # 83AC-A-20
 (DB 158, PG 144)
 AREA 81,578 SF OR 1.87 AC

PARKING AS REQUIRED

RAMP

55.5' DECK

40.5'
 HARVEY BUILDING

9.25'

78' ±

65' ±

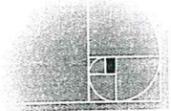
CMU PIER FOUNDATION
 WITH BRICK VENEER

25' SETBACK FROM EDGE OF TRACK

CAPE CHARLES YACHT CENTER
 MISS KITTY'S RELOCATION
 NEW WASHROOM FACILITY
 MARCH 29, 2016
 SCALE - 1" = 25'-0"

COVINGTON HENDRIX ANDERSON
 ARCHITECTS

360 SOUTHPORT CIRCLE
 SUITE 104
 VIRGINIA BEACH, VA
 23452



Lot 20 Harvey Building Project Narrative

The Harvey Building is a historic structure which was recently moved from Oyster, VA to Cape Charles. Harvey was constructed on the bank of Oyster Harbor in the early 1900's. The building was the site of a mercantile and general store for decades. Local watermen and boaters frequented the establishment for their day-to-day commercial needs. The store also offered sandwiches, soft drinks, and other snacks.

Southport, LLC wishes to relocate this historic structure on Lot 20 (see site plan.) Operations will consist of retail sale of mercantile goods and general store items. The bulk of goods offered will be items geared towards boaters such as marina supplies, commonly used engine parts, beach related merchandise, Coast Guard required safety equipment, etc. Packaged snacks and drinks will also be available. The second story consists of a single unit short-stay accommodation which Southport, LLC would like to offer as room rental for transient boaters. This space would also be available to local vacation rental management companies as an option for tourist accommodations when not booked with transient boating clientele.



