



TOWN COUNCIL

Regular Meeting

July 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. Election of Vice Mayor
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 Community Trail Project Update
8. New Business
 - *A. Town Council Representative to Planning Commission
 - *B. Town Council Representative to Library Board
 - *C. Board and Commission Appointments
 - *D. Re-appointment of Library Board member
 - *E. Harbor Breakwater and Jetty
 - *F. Conditional Use Permit – 530 Randolph Avenue
 - *G. Harbor Development Certificate – Lot 19
 - *H. Zoning Map Amendment Application – Parcel 83A3-11-2 – Set Public Hearing
 - *I. Budget Re-appropriation
 - *J. Davenport & Company – Review of Refinancing Options
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
 - July 23, 2016 – Concert in Central Park – J and the Band, 7:00 PM
 - July 26, 2016 – Mayor's Office Hours, 6:00 PM – 7:00 PM
 - July 30, 2016 – Concert in Central Park – Gayheart, Freeman & Lacy
 - August 4, 2016 – Town Council Work Session, 6:00 PM
 - August 9, 2016 – Mayor's Office Hours, 2:00 PM – 3:00 PM
 - August 13, 2016 – Concert in Central Park – Khedive Notables Dance Band, 7:00 PM
 - August 18, 2016 – Town Council Regular Meeting, 6:00 PM
 - August 20, 2016 – Concert in Central Park – Dharma Initiative, 7:00 PM
 - August 23, 2016 – Mayor's Office Hours, 6:00 PM – 7:00 PM
11. Adjourn at 8:00 P.M.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Election of Vice Mayor		AGENDA DATE: July 21, 2016
	SUBJECT/PROPOSAL/REQUEST: Election of Vice-Mayor		ITEM NUMBER: 3
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Section 3.6 of the Town Charter states that:

“The Town Council shall elect from its members, by a majority of the members present, a vice mayor. During the absence or inability of the mayor to act, the vice mayor shall possess the powers and discharge the duties of the mayor. While serving in the place of the mayor, the vice mayor may vote as a member of the town council.”

DISCUSSION:

Each election year, a new vice mayor has been elected at the first regular meeting with the new Council.

In July 2014, Councilman Bannon was elected vice mayor for a two year term.

RECOMMENDATION:

Staff recommends discussion and election of a vice mayor to serve from July 2016 through June 2018.



DRAFT
TOWN COUNCIL
Regular Meeting
Civic Center
June 16, 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, Brown and Wendell, and Councilwoman Natali. Councilman Godwin was not in attendance. Also in attendance were Town Manager Brent Manuel, Treasurer Deborah Pocock, Police Chief Jim Pruitt, Planner Larry DiRe, Town Clerk Libby Hume, Councilman-elect Andy Buchholz and Councilwoman-elect Dora Sullivan. The majority of the Department Heads were in attendance as well as 16 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. *Oaths of Office for the Newly Elected Council Members – Ms. Traci Johnson, Clerk of the Court*

Ms. Traci Johnson gave the oaths of office to Councilmen-elect Steve Bennett and Andy Buchholz, and Councilwoman-elect Dora Sullivan. Their terms would begin July 1, 2016 and expire June 30, 2020.

B. *John Burdiss – Crabby Blues Festival and Joint IDA Updates*

Mr. John Burdiss stated the following: i) Although the Crabby Blues Festival had to be rescheduled due to the weather, about \$10K was raised. The event would be held the third week in May next year. Mr. Burdiss thanked the Public Works crew and other Town staff and volunteers for their assistance; and ii) The Joint IDA met monthly in Eastville and meetings were open to the public. The Mayor and Council members could be added to the mailing list for agendas and minutes. If anyone was interested, Mr. Burdiss asked that they notify the Clerk who would forward the information to him. Recently, the Northampton County Joint IDA met with the Accomack County Joint IDA. The Eastern Shore was a small place and everyone needed to work together. Mr. Burdiss informed the Council of a recent study by the Accomack-Northampton Planning District Commission (ANPDC) regarding the economy's strengths and weaknesses and added that he would send a link so the Council could review the report. Accomack County had almost three times the population and twice the geographical size of Northampton County. Some of the economic strengths of Northampton County were retail and commercial businesses, agriculture and aquaculture, and tourism, which was seasonal with low paying jobs. The total economic impact of poultry farming in Northampton County was \$15M vs. \$1.5B in Accomack County. Homebuilding was not the highest in the last 10 years. Retirees were moving here but were looking for healthcare which was an issue with the hospital moving. Eastern Shore Community College (ESCC) was working to train a workforce. Building a workforce was a major issue. The ESCC also offered training for tourism, healthcare, etc. and were anxious to work with other organizations. Sunset Beach was undergoing a major renovation with private funding, but if it wasn't already in place, it was doubtful that a new project of this type would occur. The Eastern Shore needed to work with its assets and do the best it could in regards to economic development which was so incumbent on trained workers. Mr. Burdiss concluded by stating that he would come back to address Council whenever they asked and would be available to answer any questions from Council after they reviewed the ANPDC study.

Mayor Proto thanked Mr. Burdiss for the update and suggested he return every three to six months to update the Council.

PUBLIC COMMENTS:

Stephen K. Fox, 1 Monroe Avenue

Mr. Fox stated that he had a long history with the Eastern Shore and Cape Charles but was a new resident of the town and went on to address the Council regarding the management of the sand dunes. (Please see attached.)

Ed DeAngelis, 609 Mason Avenue

Mr. DeAngelis addressed the Council regarding his correspondence over a period of five months with the Code Enforcement office pertaining to structural conditions of a neighboring property which appeared to be in a seriously dangerous condition. He expressed his concern of possible damage to his property and added that he had not received any response from the Town. Mr. DeAngelis continued to state that he served 30 years in the military and knew that respect was a two-way street and that the tax payers of Cape Charles deserved answers and the respect of the elected and paid officials.

Bill Prickett, 210 Tazewell Avenue

Mr. Prickett addressed the Council regarding the dredging and beach adding that he was grateful for the Wetlands Board public information session last night. He now had a good picture of the delay which was due to the back and forth discussions between the Town and the Army Corps of Engineers regarding the scope of the project. The Town needed to improve its communications to the citizens and also needed a beach management program. The beach was a treasure of the Town and was enjoyed by the residents and tourists. Mr. Prickett announced that the playground was open and thanked the Public Works crew for all their hard work and members of the Police Department who volunteered their off duty time to help with the playground. The Citizens for Central Park Summer Concerts were kicking off this Saturday with the Navy band at 7:00 p.m. Mr. Prickett concluded by thanking Jen Lewis for helping to promote the events.

George Ferguson, 2 Madison Avenue

Mr. Ferguson thanked the Council for their service adding that the Council members received a lot of criticism but did a lot of good for the Town. He went on to state that a lot of facts were presented at the Wetlands Board public information meeting and the Board was trying to obtain input from the citizens in order to make their presentation to the Town Council. The Town was blessed to have such a nice beach. He moved back to Cape Charles four years ago and most of the Town was no longer in the flood plain. Mr. Ferguson went on to state that the sand dunes were a pet peeve of his and added that they were so high and sand blew into everyone's yard. The Town needed a sand management plan with the possible installation of sand fencing in the median to collect the sand and remove it.

Tammy Holloway, 405 Tazewell Avenue

Ms. Holloway began by thanking the Town Council for all they did and added that she attended the Wetlands Board public information meeting as well. She stated that the information provided at the meeting was helpful and noticed that the Town was doing more to communicate with the residents and respected that. She expressed her concern of the impact of the dredging on the tourism this summer. The delay would push the start of the dredge project into the middle of tourist season. There was a safety issue as well as the issue of damaging the Town's image to the visitors. Ms. Holloway continued to speak regarding mosquito spraying and timing of the water flushes. It was difficult to have to tell her guests that they couldn't shower after 9:00 p.m. on a water flush night and she asked if the flush could be done after midnight or around 2:00 a.m. She asked that the mosquito spraying also be done after midnight. (Please see attached for further comments submitted in writing.)

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

CONSENT AGENDA – APPROVAL OF AGENDA FORMAT:

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

CONSENT AGENDA – APPROVAL OF MINUTES:

The Town Council reviewed the minutes of the May 19, 2016 Regular Meeting, June 2, 2016 Work Session, June 2, 2016 Executive Session, and June 9, 2016 Public Hearing.

Motion made by Councilwoman Natali, seconded by Councilman Godwin, to approve the minutes from the May 19, 2016 Regular Meeting, June 2, 2016 Work Session, June 2, 2016 Executive Session, and June 9, 2016 Public Hearing as presented. The motion was approved by unanimous vote.

DEPARTMENT REPORTS:

A. Treasurer's Report:

Treasurer Deborah Pocock reviewed the Treasurer's report dated May 31, 2016 which showed the Total Cash on Hand of \$1,721,462, the Total Cash Held in Reserve was \$1,467,880 and the Total Cash – All Accounts was \$3,189,341. Deborah Pocock went on to review the Debt Service, Revenue vs. Expenditures, the FY 2016 Capital Improvement Project Tracking Report, the YTD 2016 Real Estate, Personal Property, Machinery and Tools Tax & 2016 License Tax Collections, the YTD Prior Year Real Estate Tax, Personal Property Tax, Interest and Penalty Collections and the Three Year Revenue Comparison.

Motion made by Councilman Bennett, 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 reported that the Board of Zoning Appeals granted a variance for parcel 83A3-A-7 to allow for 39 off-street parking spaces, reducing the Open Space requirement to allow for two additional parking spaces.

C. Other Departments:

Code Enforcement:

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

Councilman Bennett asked why the tap fees for FY 2016 were less than FY 2015 when the amount of construction in the Town increased. Jeb Brady responded that the reduction was due to The Town Council approval to defer fees for one major project.

Councilman Wendell asked about the delay in responding to Mr. DeAngelis' complaints. Jeb Brady responded that he had been working on other more urgent issues and would review Mr. DeAngelis' issues and contact him.

Town Harbor:

Harbor Master Charlie Farlow reported that the Harbor bath house had a sewage problem before the Memorial Day holiday. The problem was repaired and was due to sand in the drains. Staff was looking into the possible installation of an external shower for visitors coming from the beach to help alleviate the problem.

Cape Charles Memorial Library:

Librarian Ann Rutledge reported the following) The Summer Reading Program would be starting next Monday and bags would be given to the first 100 children to sign up. ; and ii) The Majority of the work in the program room were completed and the room looked great.

Councilman Wendell asked for a timeframe for the repairs to the road which was patched to repair the problems with the library's bathrooms. Brent Manuel stated that he had spoken to

Public Works/Utilities Director Dave Fauber and he was obtaining bids to repair this area as well as several other areas in Town.

Police Department:

Chief Jim Pruitt reported that there had been reports of theft from unlocked cars. A few minor items had been taken and he reminded everyone to lock their car doors at night. The officers had increased their patrolling at night. It seemed that the thefts were being committed by the same people that had been targeting cars in the county.

There was much discussion regarding this issue and Chief Pruitt stated that everyone could assist the police department by locking their car doors. The best number to contact the police department was 678-0458 which was the Northampton County dispatch number. Calls would be dispatched to officers and also heard by the County's deputies who could assist if needed. Councilwoman Natali suggested a possible article in the Gazette regarding the best way to contact a police officer.

Public Utilities/Public Works Departments:

Public Works/Public Utilities Director Dave Fauber was not in attendance. Brent Manuel noted that the phosphorus and nitrogen averages looked good. There was much discussion regarding the ongoing issues with the mixers at the wastewater treatment plant and the fines paid by the Town over the last three years. Brent Manuel would obtain the contact information for the Virginia Rural Water Association and reach out to them.

Recreation Department:

Recreation Coordinator Jen Lewis reported the following: i) The ribbon cutting for the playground was being postponed to the next concert in the park. She would be meeting with Mr. Bill Prickett to discuss the details; and ii) The circus was scheduled to come to Town on September 5th and would be performing two shows on that day.

OLD BUSINESS

A. *Proposed FY 2016-2017 Budget & Appropriation*

Deborah Pocock stated that the budget consisted of four separate funds – the General Fund, Harbor Fund, Sanitation Fund and Water/Wastewater Fund. The General Fund was supported by real estate taxes along with other taxes and revenues. The Harbor, Sanitation and Water/Wastewater Funds were Enterprise Funds and should be self-sustaining through fees for services and other charges. Town Council and staff held numerous work sessions since March to prepare the proposed Fiscal Year (FY) 2016-2017 Budget. The Public Hearing on the proposed budget was held on June 9, 2015 pursuant to § 15.2-2506 of the Code of Virginia with one citizen providing comments.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to adopt Resolution 20160616 Approving the Budget for FY 2016-2017 and Making Appropriations for the Fiscal Year.

Mayor Proto moved for adoption of Resolution 20160616 as noticed and forewent reading of the resolution. The motion was approved by unanimous vote. Roll Call Vote: Bannon, yes; Bennett, yes; Brown, yes; Natali, yes; Wendell, yes.

NEW BUSINESS:

A. *Code 42-3 – Adoption of State Law*

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

Motion made by Councilman Bennett, seconded by Councilwoman Natali, to adopt Ordinance 20160616 to Adopt Amendments to the Code of Virginia § 46.2 and Title 16.1, Chapter 11, Article 9 (§ 16.1-278 Et Seq.) and Title 18.2, Chapter 7, Article 2 (§ 18.2-266 Et Seq.), if any, for Incorporation into the Cape Charles Town Code Chapter 42-Motor Vehicles and Traffic.

Mayor Proto moved for adoption of Ordinance 20160616 as noticed and forewent reading of the ordinance. The motion was approved by unanimous vote. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Natali, yes; Wendell, yes.

B. Conditional Use Permit Application – 530 Randolph Avenue – Set Public Hearing

Larry DiRe stated that a conditional use permit (CUP) application was received to operate a bed and breakfast with a swimming pool at 530 Randolph Avenue. The CUP process was outlined in Article IV, Section 4.3 of the Cape Charles Zoning Ordinance and required that the Planning Commission and Town Council hold a public hearing prior to approval. The Planning Commission reviewed the application at their June meeting and recommended scheduling a joint public hearing on July 18, 2016.

Motion made by Councilman Bennett, seconded by Councilman Brown, to schedule a joint public hearing with the Planning Commission on Monday, July 18, 2016, to hear public comment regarding the conditional use permit application. The motion was approved by unanimous vote.

C. Petition for Zoning Amendment

Brent Manuel stated that a letter was submitted by Cape Charles Yacht Center requesting a zoning classification amendment for parcel 83A3-11-2, which was the 20-acre tract of land between Cape Charles Yacht Center and Bayshore Concrete Products, from Harbor District to Industrial. Sections 2.7.1 and 2.7.2 of the Cape Charles Zoning Ordinance outlined the zoning amendment process stating that a property owner must petition the Town Council requesting an amendment and the Town Council would then refer the petition to the Planning Commission for its recommendation. The Commission would review the potential uses and, after holding a public hearing, forward their recommendation to the Town Council for their public hearing prior to taking action. The public hearing could be a joint hearing.

Motion made by Councilman Brown, seconded by Vice Mayor Bannon, to refer the request from Cape Charles Yacht Center to the Planning Commission for their review and recommendation. The motion was approved by unanimous vote.

VICE MAYOR AND COUNCIL COMMENTS

Councilwoman Natali invited everyone to attend the first Concert in the Park scheduled for June 18th at 7:00 p.m. The U.S. Navy Fleet Forces Band would be performing. The Mark Alan Linton Band would be performing on June 25th and Hoppie Vaughan and the Ministers of Soul would be performing on July 16th.

Councilman Bennett commented as follows: i) He thanked Councilmen Wendell and Godwin for their service on the Town Council for four years adding that they had not always seen eye to eye but healthy discussions resulted from their differences; and ii) He wanted to get his perspective of the dredging issue on record and continued to state that he had spent a lot of time working on this issue for a number of reasons. A number of inaccurate comments were made at last night's meeting. In response to Mr. Fox's recommendation, the Wetlands and Coastal Dune Board were already working on a dune management plan. The delay in the project was not caused by the Town but by the U.S. Army Corps of Engineers extension of the first two phases and their delay in awarding the contract. Summer was not typically dredge season. When he received the initial information, he was concerned with the amount of sand proposed for the beach and the upland sites. The USACE had about 200K cubic yards (CY) of sand to dredge and the upland site had about 100K CY of capacity remaining and he had concern regarding placement of another 100K CY of sand on the beach in light of the complaints received about the blowing of sand from last year's sand placement. The blowing of sand was the larger issue and needed to be addressed to keep it from blowing over

the jetty into the channel. At a work session, it was suggested that a total of 93K CY would be placed on the beach, which included an additional 30K CY for this next phase of dredging. After being notified of the additional 100K CY for placement, he contacted Senator Lynwood Lewis and Congressman Scott Rigell who both contacted the USACE. The USACE's most recent plans were to place 118K CY of sand in the upland site and narrowing the width of the channel. From his perspective, the communication between the USACE and the Town was poor. A drawing of this phase was never provided to the Town.

Mayor Proto thanked Councilman Bennett for his explanation of the USACE dredge project and agreed that the delays were almost entirely due to the USACE.

Vice Mayor Bannon commented as follows: i) He noted that this was Zika season and suggested that the Town do something to inform the citizens of the information on the Virginia Department of Health's website; and ii) He asked Council to consider mowing the grass at the Cape Charles Museum. The Farmer's Market was becoming very popular and the Museum would appreciate assistance with the mowing of the grass.

There were no other comments.

Mayor Proto presented a gift from the Town to Councilman Wendell, thanked him for his service and wished him the best in his future endeavors.

Councilman Wendell stated that he had travelled to lots of places but Cape Charles was his hometown and his passion. He liked to see the Town make good decisions and brought issues to the Council when he didn't agree. He thanked Council for the last four years.

Mayor Proto stated that Councilman Godwin was not in attendance but he wanted everyone to know how much he appreciated Mr. Godwin's presence on Council and the wisdom he brought.

Mayor Proto proceeded to read the Announcements.

ANNOUNCEMENTS:

- June 22, 2016 – Virginia Main Street Presentation at the Civic Center at 6:30 p.m. The former Main Street Coordinator from Woodstock was the guest speaker. She ran the program in Woodstock for 14 years and it would be valuable to hear her lessons learned. Councilwoman Natali added that the Virginia Main Street initiative could not survive with only the businesses. The residents of Town also needed to be active participants in the program and she invited the residents to attend the presentation as well.
- June 28, 2016 Mayor's Office Hours, 6:00 p.m. -7:00 p.m.
- July 4, 2016 – Town offices closed for July 4th holiday.
- July 4, 2016 – July 4th Celebration and Fireworks.
- July 7, 2016 – Town Council Work Session, 6:00 p.m. – tentative.
- July 12, 2016 – Mayor's Office Hours, 2:00 p.m. – 3:00 p.m.
- July 21, 2016 Town Council Regular Meeting, 6:00 p.m.
- July 26, 2016 – Mayor's Office Hours, 6:00 p.m. – 7:00 p.m.

Motion made by Councilman Brown, 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
June 16, 2016 Town Council Regular Meeting**

Stephen K. Fox, 1 Monroe Avenue

Mr. Mayor and members of the Council, my name is Stephen Fox. I now live permanently at 1 Monroe Avenue, a property I have owned and frequented since 1995. Over the years, I have witnessed the “transformation” of the Cape Charles Beach to what it is today. I remember when there were sections of the beach where the seawall was completely exposed, and the beach area was much narrower. I do not think anybody could argue convincingly that the beach we have now is not far superior than that which existed several years ago.

The evolution of the beach was not accomplished without significant effort and expense. First, truckloads of sand were imported on to the beach. In storms which occurred thereafter, a significant amount of sand migrated to Bay Avenue and the lots which front on Bay Avenue. Many residents installed silt fencing to prevent further sand in their yards. Removal of the sand, which choked yard grasses, was costly.

More recently, the Army Corps of Engineers has deposited many cubic yards of sand as part of the Harbor Dredging project. The Corps will now deposit more sand. It is apparent that the dunes formation, though occurring through natural processes after the sand is deposited, is unchecked and unmanaged. The Corps will not take responsibility for managing the dunes beyond the depositing of sand, and planting of sprigs to stabilize its project. The immediate and long term management of the dunes and the Beach rests with the Town.

There are several competing issues presented. Beach sand will erode from weather and water conditions; it will require replenishment at some point. A significant amount of sand is displaced by these natural occurrences, becoming very high dunes. Whether one views the height of the dunes from the perspective of preserving a water view from the land side, or views the height as a protective barrier, the dunes can be managed in a manner which serves both objectives.

I am not necessarily an “anti-dunes” advocate as I suspect that some level of dune formation will be part of the Cape Charles Beach in the future. I can say that from the land side, the water view from my lot has been severely compromised in recent years. At the same time I understand that dunes formation is a natural corollary of depositing on the beach. I would strongly advocate:

- The Town should adopt a consensus baseline of dunes height/profile which addresses water view issues and safety issues; the baseline would only be adopted after professional study and public hearings;
- The baseline profile should be part of the Town’s regulations and Comprehensive Plan;
- When the dunes height/profile exceeds the adopted profile by a percent which is part of the adopted regulation (e.g. 20%), the protocol should be to re-dress the dunes to bring them within the adopted profile. Any excess material could be re-deposited on the beach toward the Bay. The latter procedure would limit (perhaps not eliminate) the necessity of importing sand to fill the beach.

Thank you for allowing me to comment on this issue.

Stephen K. Fox

Tammy and Jim Holloway, 403 Tazewell Avenue

We would like to ask the town to look into the scheduling times of the monthly water flush and the mosquito spraying. Both occur at a time of day when the town is still very active. We are sure there are reasons behind the timing but we ask that it be looked in to.

As Bed and Breakfast owners it is difficult to have to ask guests to not flush, take showers or brush their teeth at 9pm when they are paying to stay in a B&B. I would think this has an impact on restaurants and other businesses as well. And using the same logic. The town is still very active at 8pm and people are out and about enjoying the town, sitting on porches and enjoying the beach and park. Can mosquito spraying take place after dark? Could this also be pushed to either early morning or later at night? We appreciate both of

these services and hope this does not come across as critic as it is not our intent. Our town has evolved to a place where we need to be more conscious of the impact routine maintenance procedures have on the positive image of our town residents and tourism industry.

On a separate note and on behalf of New Roots Youth Garden we would like to thank the town for their ongoing support in mowing the grass at the kids garden. We have a volunteer team that manages the weeding and push mower places and appreciate the assistance. We kick off our summer garden club with our new garden club coordinator at the helm, Brooke Binard. The program will be Thursdays, June 23rd-August 11th 5-6:30pm. Please bring your children, grandchildren or visitors between the ages of 5-13, under 5 must be accompanied by an adult throughout the program. Also make note to come out and support the Guppie Challenge, a FREE youth fishing tournament, sponsored by NRYG, the TOCC and Solstice Environmental on July 4th at 12:30 (registration at 11:00 am). All children welcome, this event has grown from 50 to 127 last year! So if you have a few hours on the 4th and want to head down after the parade and give a helping hand, we welcome the support!

As always, we thank the Town Council and Town staff for your commitment to making Cape Charles the best it can be! We try our best to do our part and appreciate all you do.

With appreciation,
Tammy and Jim Holloway

DRAFT



DRAFT
TOWN COUNCIL
Executive Session
Cape Charles Town Hall
June 23, 2016
6:00 p.m.

At approximately 6:00 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 Brown and Councilwoman Natali. Councilmen Godwin and Wendell were not in attendance. Also in attendance was Town Manager Brent Manuel.

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

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

Specifically: Interviews for Planning Commission and Wetlands and Coastal Dunes Board

Motion made by Councilman Brown, 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; Brown, yes; Natali, yes.

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

Mayor Proto

Town Clerk

**MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
June 30, 2016**

CASH POSITION

<u>Cash on Hand</u>	<u>5/31/2016</u>	<u>6/30/2016</u>	<u>Increase/(Decrease)</u>
Shore Bank Checking Account	\$ 846,317	\$ 922,918	\$ 76,601
Shore Bank Money Market Account	\$ 477,482	\$ 1,077,695	\$ 600,213
LGIP Account 1 - Unrestricted	\$ 97,734	\$ 97,773	\$ 38
LGIP Account 2 - Unrestricted	\$ 299,773	\$ 299,895	\$ 122
Total Cash On Hand	\$ 1,721,307	\$ 2,398,281	\$ 676,974

<u>Restricted and Reserved Cash Balances</u>	<u>5/31/2016</u>	<u>6/30/2016</u>	<u>Increase/(Decrease)</u>
Shore Bank Savings Account - Facility Fees Reserved (Utilities)	\$234,559	\$234,589	29
Shore Bank Checking Account - Police Funds	\$431	\$431	0
LGIP Account 2 - Restricted for USDA Police Vehicle loans	\$10,875	\$10,875	0
PNC Account- 2013 Bond Proceeds - Principal	\$958,993	\$848,917	(110,076)
PNC Account- 2013 Bond Proceeds - Interest	\$5,277	\$5,693	416
Shore Bank Checking Account - E-Summons Revenue Reserved	\$155	\$165	10
US Bank - Reserved per VRA Interest Free Loan Requirements	\$257,590	\$257,582	(8)
Total Cash Held in Reserve	\$ 1,467,880	\$ 1,358,251	\$ (109,629)
Total Cash - All Accounts	\$ 3,189,187	\$ 3,756,532	\$ 567,345

DEBT SERVICE

<u>Next Debt Service Payments:</u>	<u>Due Date</u>	<u>Amount</u>
2010 D, E & F VML/VaCo General Obligation Bonds	8/5/2016	\$37,283

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY15
GENERAL						
REVENUES	756,151	2,301,937	3,047,874	745,937	4,158,455	73.29%
EXPENDED	184,226	1,988,826	2,185,283	196,457	4,050,514	53.95%
NET	571,926	313,111	862,591	549,480	107,941 surplus to harbor	
PUBLIC UTILITIES						
REVENUES	125,593	1,638,586	1,742,178	103,592	1,723,011	101.11%
EXPENDED	104,849	1,682,838	1,404,149	(278,690)	1,723,011	81.49%
NET	20,744	(44,253)	338,029	382,282	0	
HARBOR						
REVENUES	78,740	820,132	1,503,424	683,292	1,965,837	76.48%
EXPENDED	96,389	1,065,949	1,703,518	637,569	2,073,778	82.15%
NET	(17,650)	(245,817)	(200,094)	45,723	(107,941)	
			add 132K Rev for Grant match			
SANITATION						
REVENUES	14,935	177,982	185,253	7,271	175,300	105.68%
EXPENDED	14,401	170,334	157,357	(12,977)	175,300	89.76%
NET	534	7,648	27,896	20,248	0	

FY 2016 Capital Improvement Project Tracking Report

As of:
6/30/2016

	FY16 Status or Start Date	Percent of Completion	FY16 Budgeted	FY16 QTR 1 Expended	FY16 QTR 2 Expended	FY16 QTR 3 Expended	FY16 QTR 4 Expended	FY16 YTD Expended	(Over)/Under Budget
General Fund									
Enterprise Management System (Finance)	Remainder due in Sept	35%	\$ 55,069	\$ -	\$ 19,000	\$ -	\$ -	\$ 19,000	\$ 36,069
Replacement Police Vehicle	Complete	100%	\$ 26,000	\$ -	\$ 26,668	\$ -	\$ -	\$ 26,668	\$ (668)
Police vehicle cameras & software	Complete	100%	\$ 10,600	\$ -	\$ 9,640	\$ -	\$ -	\$ 9,640	\$ 960
Code Enforcement Vehicle	Complete	100%	\$ 25,302	\$ 26,125	\$ -	\$ -	\$ -	\$ 26,125	\$ (823)
Public Works Tractor	TB Completed in August	0%	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Mason St Parking Improvements	2016 Work Complete	72%	\$ 20,000	\$ 9,216	\$ 5,235	\$ -	\$ -	\$ 14,451	\$ 5,549
Sidewalk Repair Program (VDOT grant 50%)	Research phase	55%	\$ 20,000	\$ -	\$ -	\$ 231	\$ 10,741	\$ 10,972	\$ 9,028
Pine St Parking/Waste Mgmt Design	In progress	14%	\$ 60,000	\$ -	\$ 5,517	\$ 2,669	\$ 315	\$ 8,502	\$ 51,498
Strawberry Street Plaza Purchase/Improvements	Pending	7%	\$ 70,000	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 65,000
ArtWalk - Wayfinding Signage	Pending	4%	\$ 10,000	\$ -	\$ -	\$ -	\$ 375	\$ 375	\$ 9,625
Central Park Playground Equipment (phase 1)	Complete	%	\$ 30,000	\$ 46	\$ 58	\$ 37,297	\$ 11,486	\$ 48,887	\$ (18,887)
Cape Chas Multi-Use Trail Phase 2	In progress	4%	\$ 1,570,000	\$ 4,486	\$ 3,677	\$ 4,210	\$ 51,953	\$ 64,327	\$ 1,505,673
Security Cameras for Beach, Park, Civic Center	Research phase	0%	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
subtotal			\$ 1,941,971	\$ 39,873	\$ 69,795	\$ 44,408	\$ 79,871	\$ 233,946	\$ 1,708,025
Water Fund									
Automatic Flush (2 & 3 of 5)	1st complete, 2nd pending	65%	\$ 20,000	\$ 12,371	\$ 573	\$ 13	\$ -	\$ 12,958	\$ 7,042
Valve Exerciser (shared cost)	Complete	100%	\$ 3,500	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,400.00	\$ 100
subtotal			\$ 23,500	\$ 15,771	\$ 573	\$ 13	\$ -	\$ 16,358	\$ 7,142
Sewer Fund									
Valve Exerciser (shared cost)	Complete	100%	\$ 3,500	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,400	\$ 100
Plum & Mason Pump Station Engineering	In progress	6%	\$ 165,000	\$ 2,695	\$ 1,897	\$ 4,712	\$ 387	\$ 9,691	\$ 155,309
Manhole Rehab	Complete	82%	\$ 41,792	\$ 17,396	\$ 16,896	\$ -	\$ -	\$ 34,292	\$ 7,500
subtotal			\$ 210,292	\$ 23,491	\$ 18,793	\$ 4,712	\$ 387	\$ 47,383	\$ 162,909
Harbor Fund									
Breakwater	Comple.t.e	99%	\$ 860,000	\$ 20,396	\$ 9,416	\$ 737,492	\$ 80,776	\$ 848,081	\$ 11,919
Truck	Transferred from Code Enf.	100%	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -
subtotal			\$ 870,000	\$ 30,396	\$ 9,416	\$ 737,492	\$ 80,776	\$ 858,081	\$ 11,919
TOTAL		41%	\$ 2,835,471	\$ 86,040	\$ 79,784	\$ 781,913	\$ 160,647	\$ 1,155,768	\$ 1,889,995

MUNICIPAL CORPORATION OF CAPE CHARLES
June 30, 2016

YTD 2015 Real Estate Tax Collections

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

6/30/2016

Total Budgeted	\$	1,079,374	
Total Bills Mailed	\$	1,131,950	
Total Adjustments	\$	6,385	
Total Collected YTD	\$	<u>1,081,973</u>	100%
Amount Due	\$	56,361.70	

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

Total Personal Property Value	\$	14,603,900	
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6/30/2016

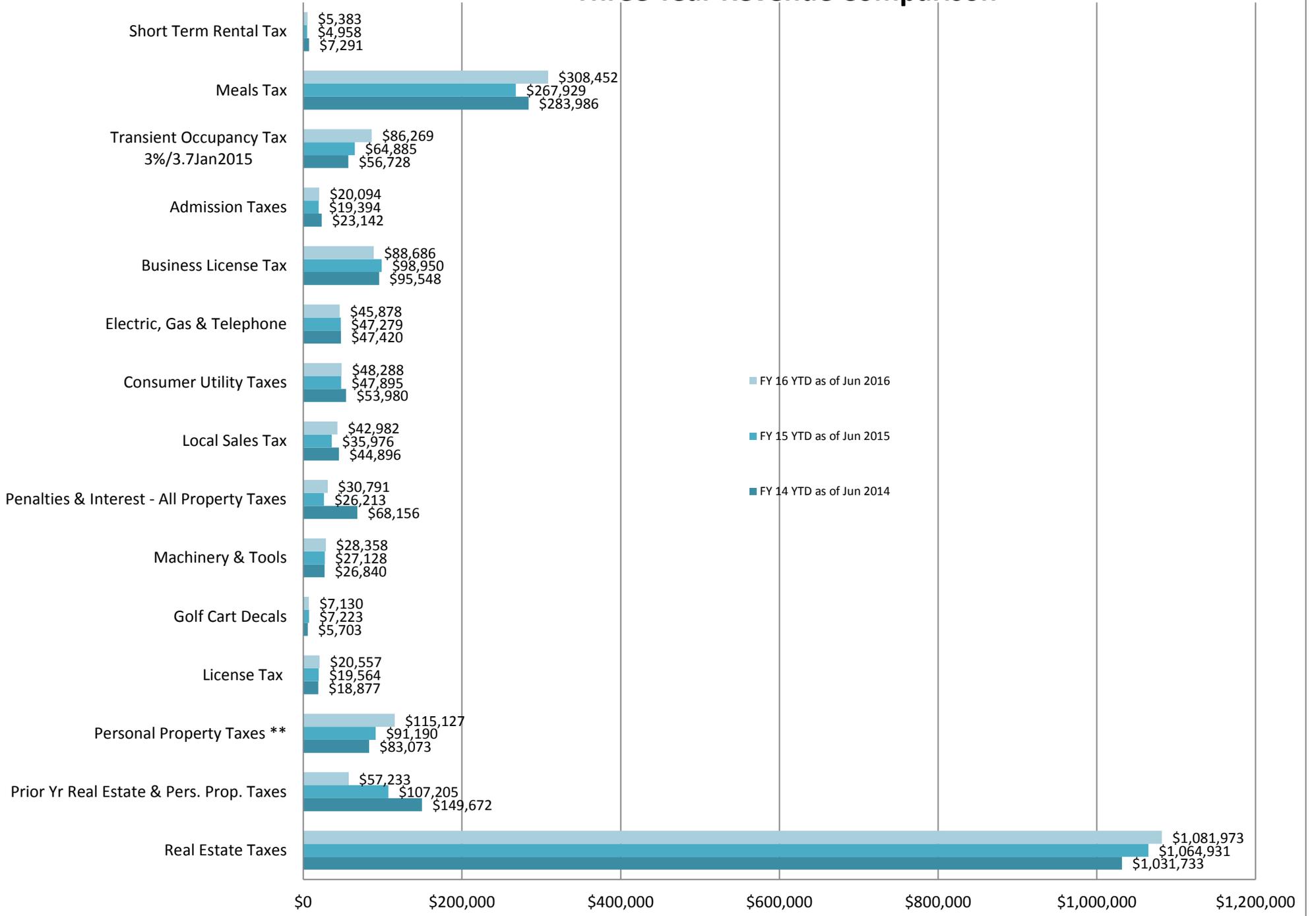
Total Budgeted	\$	135,500	
Total Bills Mailed	\$	212,676	
Total Adjustments	\$	(5,203)	
Total Collected YTD	\$	<u>141,904</u>	105%
Amount Due	\$	65,569	

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

6/30/2016

Total Budgeted	\$	100,000	
Total Collected	\$	<u>66,985</u>	67%
Amount Anticipated/(Over)	\$	33,015	

Three Year Revenue Comparison



Planning Department Report for Town Council

From: Larry DiRe 
To: Town Council
Date: July 8, 2016
Subject: Report for Planning Department
Attachment: None

Permits:

Two Applications for Zoning Clearance were approved this month.

Planning Commission:

1. The Planning Commission regular monthly meeting is scheduled for Monday July 18th. That is also the date for a joint Planning Commission\Town Council public hearing for a conditional use permit application for a bed and breakfast with swimming pool. The Commission will consider the following agenda items: make recommendation to Town Council on application for conditional use permit for a bed and breakfast with swimming pool; review dog tethering ordinance; review application for zoning map amendment and set public hearing date. The planning department monthly staff report will include the 2016 annual report data for the first six months.

Historic District Review Board:

1. The Historic District Review Board received two applications for Certificate of Appropriateness at their July 19th regular monthly meeting. One for a back porch enclosure and stair removal, the other for modification to a previously issued Certificate to remove an approved gable. The Board continued studying exterior paint color palettes for use in the historic district.
2. On Tuesday July 5th staff received notice from the Virginia Department of Historic Resources that \$25,000.00 in grant funding was awarded to the Town's application to update the historic district registry and provide Board training. There is no local matching fund requirement for this award.

Harbor Area Review Board:

1. The Harbor Area Review Board received an application for Harbor Development Certificate to locate a two-story, wood frame building on Lot 19. The Board scheduled a meeting on Monday July 11th to consider the application but did not have a quorum. The meeting was rescheduled for Monday July 18th at 5:30 pm at the Civic Center.

Board of Zoning Appeals:

1. The Board of Zoning Appeals received an application for variance for commercial off-street parking requirements at lot 83A3-5-1 (439 Mason Avenue), and scheduled a public hearing and meeting for Monday July 25th at 10:00 am.

Wetlands and Coastal Dunes Board:

1. The Wetlands and Coastal Dunes Board scheduled a work session for Wednesday July 20th (5:00 pm at 325 Mason Avenue) to discuss beach sand and dune management practices. This is a public meeting and the public is invited to attend.
2. Public hearings on two applications (one for installation of riprap at a residential lot; the other for floating finger piers with mooring piles) and meeting on these applications are scheduled for Wednesday July 27th (6:00 pm at the Civic Center).

Code Enforcement

Month of June FY16

Building Permits Issued/Permit Fees Collected:

Permits this month: 25	
Permits this year: 355	Total permits last year: 364
Total construction this month: \$301,470	
Total construction this year: \$10,729,370	Total construction last fiscal year: \$6,699,479
Permit fees this month: \$3,945.64	
Total permit fees this fiscal year: \$201,281.12	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: \$321.00	
Total Fire Dept. levies this year: \$8,264.18	Total Fire Dept. levies last fiscal year: \$5,612.52
State levy this month: \$64.20	
Total state levies this year: \$1,606.58	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: 5	
Rental C.O's Issued: 3	
Rental Inspection fees collected: \$200	
Grass cutting enforcement: 12	
Grass cutting: 7	
Enforcement fees charged this month: \$1,050	
Enforcement fees charged this year: \$2,450	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 June FY16

Other items of note:

1. Completed **40** inspections
2. Conducted 0 zoning clearances
3. Completed 8 courtesy residential inspections
4. Conducted 4 courtesy commercial inspection
5. Conducted 28 E & S control inspections
6. Conducted 0 commercial plan reviews for Erosion and Sedimentation Control.
7. Completed 0 residential plan reviews
8. Completed 0 commercial plan review
9. Issued 1 Public Utilities Shallow Well permits
10. Staff met with ANPDC regarding the re-write to the Town Chapter of the regional Hazard Mitigation Plan. Participation in the plan is mandatory to be eligible for the Town to apply for any FEMA funding.
11. Staff issued building permits for 207 Mason Avenue yogurt bar alteration, and 2 apartments above.
12. Permit Technician Connie Drummond has signed up to the Virginia Code Academy Core Module in August to begin her training toward certification.

07/06/16

Permit/Construction Fee Report

Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Value
	PE160031	Electrical	06/06/2016	103 Creekside Lane	Electrical Wiring for new S/F Residence	\$95.20	\$9,500
	PB160052	Building	06/20/2016	205 Jefferson Avenue	Tear off and reroof the entire S/F Residenc	\$84.37	\$7,565
	PP160057	Plumbing	06/06/2016	3 Madison Avenue	New Grinder Pump install for bathroom in g	\$58.80	\$3,000
	PP160059	Plumbing	06/22/2016	3 Madison Avenue	Plumbing per application.	\$61.60	\$3,500
	PB160053	Building	06/22/2016	3 Madison Avenue	Build a deck in back yard & make alteration	\$240.80	\$28,000
	PE160033	Electrical	06/27/2016	3 Madison Avenue	Install 100 amp meter to the Garage	\$56.00	\$2,200
	PE160032	Electrical	06/08/2016	23 Marina Road	Running a line for the new waterman's me	\$0.00	\$500
	PB160045	Building	06/10/2016	207 Mason Avenue A	Alteration to Yogurt Bar	\$670.00	\$30,000
	PB160046	Building	06/10/2016	207 Mason Avenue B	Addition for 2nd Story Apartment	\$476.00	\$35,000
	PB160047	Building	06/10/2016	207 Mason Avenue C	Addition to add 3rd story apartment	\$532.00	\$40,000
	PP160060	Plumbing	06/28/2016	541 Mason Avenue	Plumbing permit per application	\$58.80	\$0
	PB160055	Building	06/30/2016	543 Mason Avenue	Interior remodel	\$196.00	\$20,000
083A3-0100-54	PB160044	Building	06/10/2016	635 Mason Avenue	Tear off & reroof of front & side porch	\$56.00	\$2,500
	PB160048	Building	06/21/2016	543 Monroe Avenue	Complete Renovation	\$275.69	\$34,230
	PB160049	Building	06/21/2016	545 Monroe Avenue B	Complete Renovation	\$275.69	\$34,230
083A3-0100-32	PB160042	Building	06/03/2016	644 Monroe Avenue	Reroof an existing garage	\$56.00	\$1,895
083A1-0700-00	PM160019	Mechanical	06/30/2016	605 Peach Street	Install two Air to Air Heat Pumps in S/F resi	\$87.65	\$8,150
	PU160006	PU Shallow W	06/24/2016	716 Prestwick Turn	Abandon old well and install new shallow	\$100.00	\$1,000
083A3-0203-01	PP160058	Plumbing	06/08/2016	1 Randolph Avenue	Replace main water line from town meter t	\$56.00	\$2,000
083A3-0202-08	PB160050	Building	06/16/2016	5 Randolph Avenue	Tear off/reroof	\$91.28	\$8,800
	PB160043	Building	06/06/2016	11 Randolph Avenue	12x24 Deck	\$168.00	\$15,000
	PP160055	Plumbing	06/10/2016	11 Randolph Avenue	Replace a 4" sewer line approx 60 to 80 ft	\$56.56	\$2,500
	PP160056	Plumbing	06/03/2016	332 Randolph Avenue	Repair 70 ft of 4" sewer line from house to	\$56.00	\$2,400
083A3-0100-49	PP160061	Plumbing	06/29/2016	339 Randolph Avenue	New plumbing in existing S/F residence per	\$81.20	\$7,000
083A3-0100-54	PB160051	Building	06/16/2016	630 Randolph Avenue	Interior Demo	\$56.00	\$2,500
Total Permits: 25						\$3,945.64	\$301,470

PerDateIssued Range from 06/01/2016 to
06/30/2016

**Code Enforcement
Totals for FY 2016**

Building Permits Issued/Permit Fees Collected:

Permits this year: 355

Total construction this year: \$10,729,370

Total construction last fiscal year: \$6,699,479

Total permit fees this fiscal year: \$201,281.12

Total permit fees last fiscal year: \$186,198.10

Bay Creek Water/Sewer Tap fees: \$24,700

The Colony/Sewer Water Tap fees: \$0

Marina Village/Marina Village East Sewer/Water Tap fees: \$0

Bayside Village Sewer/Water Tap fees: \$61,750

Old-Town Water/Sewer Tap fees: \$12,350

Total Tap fees this year: \$98,800

Total Fire Dept. levies this year: \$8,264.18

Total state levies this year: \$1,606.58

Code Enforcement Performed a Total of 1,300 Inspections this Fiscal Year.

**Town Harbor
Town Council Report
June 2016**

Items of Interest:

1. Summer is moving along. Most repairs are in progress and completion in site.
2. The bath house sewage pumps have been rebuilt and back in working order. Both pumps were rebuilt to new standard.
3. Working on advertising and signage to partner with local businesses which have an impact on the transient boating community and fisherman who use our ramps and marina in Cape Charles.
4. Facebook is on-going. Will be using as an advertising tool in the near future.
5. Chesapeake Bay Publications to produce ads to target north and south bound vessels as the best mid-Atlantic stop for dockage, fuel and place to shelter.
6. Delinquent account holders are being pursued and updates will be ongoing. Making good progress.

Maintenance/Repairs:

1. BMP, excavating bed and planting prep in progress. Started excavation of stone and inspecting base. Will require topsoil to sustain plant life. Kim Allen with Benjamin Lewis and Browder-Hite Inc. is overseeing operation. Weather and time of year operations have slowed progress.
2. Making progress on repairs. The ramps are complete and electrical pedestals around the marina are work in progress.
3. Routine inspection reports (reporting complete and being performed by staff).
4. Repairing and replacing board walk on the west rear of the Shanty to be replaced due to pipe location on north side of railroad.

Capital Projects and Harbor improvements:

1. Dredging, final phase July 13 arrival date for pipeline and crews, July 17 for dredge vessel.
2. 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. Light house tower complete and out to be power coated. Expected to be set in place by end of July. *Do to traffic and Shanty patrons may need to consider after holiday to proceed.*
3. Virginia Port Authority – Awarded funds from Aid to Local Ports Grant. Options for projects to include the 4th Breakwater and North Entrance Jetty Engineering are out for opinion.

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, June 2016**

Youth Programs

Preschool Storytime (4 programs)	26
Toddler Storytime (4 programs)	70
Chess Club (3 programs)	34
Tween Program	10
Kiptopeake State Park	3
Paws for Reading	4
Moonrise Jewelry	34
Virginia living Museum	35
Lego build	14
Andrew Barbour	17
Imagine Create	6
Crafts after storytime	10

Adult programs (provided by the Friends)

Friends Author Event-Higgins/shay	34
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Total 297

• **Meetings**

- Staff attended ESPL Trustee meeting at the Chincoteague Library, 6/6
- Staff attended Friends of the Library & staff meeting, 6/6
- Staff attended Library Board meeting 6/8
- Staff met with the Christina Gast to plan the next Tween Night.

• **Facility**

- The contractor completed the work on the program room, covering up all pipes and cords. The wall behind the cover was also repaired and painted.
- The library carpets and floors were cleaned by a professional cleaner this month.

• **Marketing & Communication**

- The 2016 Summer Reading Challenge began on June 20. The first 100 children to sign up received a free bag and pencil.
- Staff compiled a listing of our 2016-2017 programs for the Library Board.

• **Outreach**

- Staff attended the Friends of the Library Author program with Wendy Higgins & J.J. Shay on 6/6.

• **Technology**

• **Adult Programs**

- *(See Friends of the Library)*

• **Friends of the Library Adult Programs**

- Friends of the Library presented Unearthly Delights with authors Wendy Higgins and JJ Shay on June 13. A book signing followed and refreshments were provided.

• **Youth Services**

- Paws for Reading was held on Saturday, from 10:45 to 12:00 and 4 attended. 6/18
- Our fourth Tween Night was held on Friday, June 17 from 7:00 to 9:00 behind the Library. We had 10 youths attended. 6/17
- Registration for the Summer Reading Challenge began on Monday, 6/20
- Our first program of the summer was Kiptopeak State Park and they talked about their nature backpacks and 3 attended. 6/21
- Lego Build was held at 3:00 on Tuesday. 6/21
- On Wednesday Moonrise Jewelry presented Fun with Fish Leather at 10:30 and 11:15. Children made collages using scrapes of fish leather and we had two groups of 17. 6/22
- Quick Craft for preschoolers. 6/23 & 6/30
- Local author Andrew Barbour from the Barrier Islands Center read his 4th of July book, Red, White, and Ewe. 17 attended. 6/28
- We have had 168 children to sign up for the Summer Reading Challenge.

• **Volunteers**

- 326 volunteer hours for this month.

• ***Continuing Education: no report***

• **Collection Development**

- Jen Swann Downey, a visiting children's author from Charlottesville donated a copy of her two books, *Ninja Librarians, the Accidental Keyhand* and *The Ninja Librarian, Sword in the Stacks*.

• **Fund Raising**

- The Friends of the Library held a monster Book sale at the Civic Center on June 24-26. It was a huge success. They raised \$1,000!

• **Upcoming Events**

•

- The Eastern Shore Public Library Trustee meeting will be held at 1:00 on July 11.
- The Friends of the Library will hold their monthly meeting on July 7, at 5:00
- The Library Board will meet on July 13 at 5:00.
- Paws for Reading will continue to be held every third Saturday of the month from 10:45 to 12:00.
- Our July programs include:
 - LEGO Build -7/6, 3:00pm.
 - Following Storytime, Summer Quick Craft for preschoolers
 - Image/Create-upcycling crafts (best suited for ages 6 and up)7/20
 - Kiptopeake State Park-Fun with Geocaching. 7/12
 - Paws for Reading.7/16
 - Nature Conservancy-5 B's. 7/19
 - Barrier Islands Center documentary-The Last Hunt Club. 7/19
 - Silent Comedy with Hoopoe! 7/20
 - Bently Boyd -Chester Comix
 - Virginia Living Museum-Our Animal neighbors. 7/27
 - 3rd Stuffed Animal Sleepover. 7/28

	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	\$80.80	\$76.35	\$103.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$608.15			
Faxes	\$48.50	\$72.00	\$39.00	\$33.00	\$52.00	\$27.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$272.00			
TOTAL	\$144.65	\$221.75	\$141.10	\$113.80	\$128.35	\$130.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$880.15			
Deposit																
BOOK CIRC-ADLT																
Fiction	503	536	500	470	479	601	0	0	0	0	0	0	3089			
Non-fiction	184	136	142	126	135	173	0	0	0	0	0	0	896			
DVDs	196	204	152	115	121	194	0	0	0	0	0	0	982			
TOTAL 2016	883	876	794	711	735	968	0	0	0	0	0	0	4967			
Books Circ. 2015	764	708	702	740	742	979	1042	962	782	711	666	792	9590			
BOOKS CIRC-JUV																
Fiction	327	349	517	502	419	696	0	0	0	0	0	0	2810			
Non-Fiction	3	62	143	85	94	128	0	0	0	0	0	0	515			
DVDs	60	50	65	60	69	123	0	0	0	0	0	0	427			
TOTAL 2016	390	461	725	647	582	947	0	0	0	0	0	0	3752			
Books Circ 2015	488	443	600	610	589	1358	1279	773	507	707	373	523	8250			
TOTAL 2016	1273	1337	1519	1358	1317	1915	0	0	0	0	0	0	8719			
Total Circ. 2015	1252	1151	1302	1350	1331	2337	2321	1735	1289	1418	1039	1315	17840			
ATTENDANCE 2016	879	896	1193	1056	1047	1536	0	0	0	0	0	0	6607			
Attendance 2015	901	707	1047	1372	1124	1754	2449	1765	1079	1171	886	931	15186			
PROGRAMS 2016	13	14	17	17	16	24	0	0	0	0	0	0	101			
Programs 2015	9	6	50	13	14	19	28	18	9	18	10	18	212			
PROG. ATTEND 2016	163	228	250	226	200	297	0	0	0	0	0	0	1364			
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	218	195	275	0	0	0	0	0	0	1361			
Internet use 2015	222	160	196	229	184	279	377	365	308	284	211	155	2970			
LIBRARY CARDS 2016	9	16	12	22	11	26	0	0	0	0	0	0	96			
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	349.50	171.75	29.50	0.00	0.00	0.00	0.00	0.00	0.00	1477.5			
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

June 2016

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

- Calls for service in Cape Charles: 73
- Calls for service outside of Cape Charles: 8
- Felony arrests: 1
- Misdemeanor Arrests: 7
- D.U.I. Arrests: 1
- Traffic Summons: 14
- Traffic Warnings: 13 (written& verbal):
- Parking tickets: 6
- Building Checks: 30
- Assisted Northampton County Sheriff's Office: 6
- Assisted Virginia State Police: 0
- Assisted Federal Agencies: 0
- Assisted Fire& Rescue: 6
- Foot Patrol Hours: 112.5
- Bay creek patrol hours: 36.5

The following took place in June:

- Tom and Chelsea attended breath tech school in Richmond

Traffic Summons

1. Reckless driving 48/25 zone
2. Reckless driving 49/25 zone
3. Defective equipment
4. Drinking in public
5. Drinking in public
6. Drinking in public
7. Speeding 42/25 zone
8. Drinking in public
9. Drinking in public
10. Fail to maintain control
11. Drinking in public
12. Fail to restrain a child age 4
13. Fail to restrain a child age 7
14. Fail to restrain a child age 8

Arrests

1. Drunk in public
2. Hit & run property damage
3. Possession of marijuana
4. Possession of marijuana
5. Possession of marijuana
6. DUI
7. Refusal
8. Contributing to delinquency of minor
9. Contributing to delinquency of minor

Public Utilities

Monthly Report June 2016



Production Summary

- Miss Utility Tickets: 32
- Emergency Call Outs After Hours and Weekends:
 - Number of times called out: 2
 - Total Man Hours: 31
- Fire Calls: Man Hours: .5
- Sludge: Tons 10
- *Water: Total Production : 4,450,375 Gallons
 - High: 319,600 May 23 After Town Flush
 - Low: 86,300 gallons on May 18

Average	Raw Water	Finished Water
Hardness	437.6	104.2
Iron	8.4	.015
Manganese	.497	.018

All Data in PPM

- *Waste Water: Average Flow 169,700 gpd
 - Maximum 267,500 gpd
 - Total for Month 5,260,700 Gallons
 - Nutrients:
 - Phosphorus Average .05 Limit .3 mg/l annual average
 - YTD .055
 - Nitrogen Average .56 Limit 4 mg/l annual average
 - YTD 1.16

(*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

Completed Projects

- Repaired water line break on Bayshore Road
- Repaired water line break at Cape Charles Hotel
- Replaced mulch beds at Fig and New Quarter biofilters
- Replaced hydrant at Shanty

Capital Projects

➤ Water:

- Task Order No. 2
 - Construction of pipeline for Keck Wells \$500k
 - Waiting for budget approval.
- Task Order No. 4
 - The chlorination is on hold. \$33k

➤ Waste Water

- Task Order No. 5 Pump Station Improvements
 - We have received the engineer's final report.
 - Waiting for funding.
 - Mason Avenue \$127k
 - Pine and Plum \$475k

PUBLIC WORKS
June 2016



Dump Fees - \$34.50

- Recycled truckloads of bags & leaves
- Recycled truckloads of brush

Staff Report

Completed Projects

- Beach Bathrooms
 - Painted Floors
 - Repaired drinking fountain
 - Replaced Fan Light
- Repaired Library AC
- Completed library second floor improvements
- Repairs/Cleanup in police offices after water backup
- Installed exhaust fan in municipal building computer closet
- 4th of July prep and cleanup
- Replaced fountain pump in central park
- Started cleanup after UST fuel leak at library

In Progress

- All--Vehicle/equipment maintenance
- Alley maintenance

Upcoming Projects

- Install alley stop signs
- Clean up and repair Central Park Gazebo
- Change over Mason Street lights to LED

Man Hours per Project/Task

Vehicle Maint.	Equipt. Maint.	Building Maint.	Public Debris Areas	Street Cleaning	Beach Maint.	Public Maint.	Public facilities cleaning	Admin. training	Property maint. & repair Playground	Events/M.reads
This information not Available										

Recreation Department July 2016 Council Report

1. Staff has been very busy preparing for the 4th of July. Although the weather did not cooperate 100% this year the event was met with very little complaint. Many vendors stated this was the best year for them ever. The parade was bigger than ever. Horseshoes were cancelled due to lack of participation but that was when the weather was the worse. Staff was amazing throughout the entire day and the days leading up to the event.

2. Summer programming kicked off on June 22. Tuesday programming includes various paint projects. Most participants have been vacationers and families with a second home in Cape Charles. Programming has been averaging 15 children.

3. Matt continues to do well with the outdoors activities. A few adjustments have been made to the schedule to accommodate the activities the public like the most. In the mornings sandcastle competitions and treasure hunts are the favorite. Afternoons all ages are having fun playing capture the flag and flag football.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Cape Charles Community Trail		AGENDA DATE: July 21, 2016
	SUBJECT/PROPOSAL/REQUEST: Status report.		ITEM NUMBER: 7A
	ATTACHMENTS: Phase 2 & 3 Plans		FOR COUNCIL: Action () Information (X)
	STAFF CONTACT (s): Bob Panek, Asst. Town Manager	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Council adopted the Master Trail Plan on September 11, 2007. This multi-use trail is being constructed in phases. Eighty percent of the cost is funded by Federal grants under the Transportation Alternatives Program (TAP), administered by the Virginia Department of Transportation (VDOT) and twenty percent by the Town. \$2.6M of grant funding has been previously awarded. About \$1M was utilized for the Master Plan and for design, engineering and construction of Phase 1 in Central Park. About \$1.6M is being utilized for Phase 2 – north Peach St. and Washington Ave.

In September 2015, the Town requested another \$817.2K for Phase 3, south Peach St., and any funding shortfall to complete Phase 2.

DISCUSSION:

Phase 2 is now under construction by Kevcor Contracting Corporation. The start of construction was delayed somewhat due to an extended review of the Storm Water Management plan by the Department of Environmental Quality. We will need to add a Filtera system to one of the drop inlets on Washington Ave. to remove additional phosphorous generated by the project. This will be done via a contract change order. The contractor has accomplished the following: installed the rip rap over the storm water outfall at Bay and Washington Aves., excavated about half of the trail route on Washington Ave., milled the asphalt for the median and storm water system on north Peach St., started demolition of curbing, sidewalks, etc. The project estimate is about \$2.0M, including utility relocation (\$35K), construction engineering and inspection (12%), VDOT oversight (1.15%) and a contingency reserve (5%). We anticipate that Phase 2 construction will be completed in late fall.

We were notified on June 17, 2016 that the Commonwealth Transportation Board approved our full request for additional grant funding. These funds will become available on October 1, 2016, so design and engineering of Phase 3 can begin in the fall. A visual depiction of Phases 2 and 3 are attached for reference.

RECOMMENDATION:

Provided for information only.

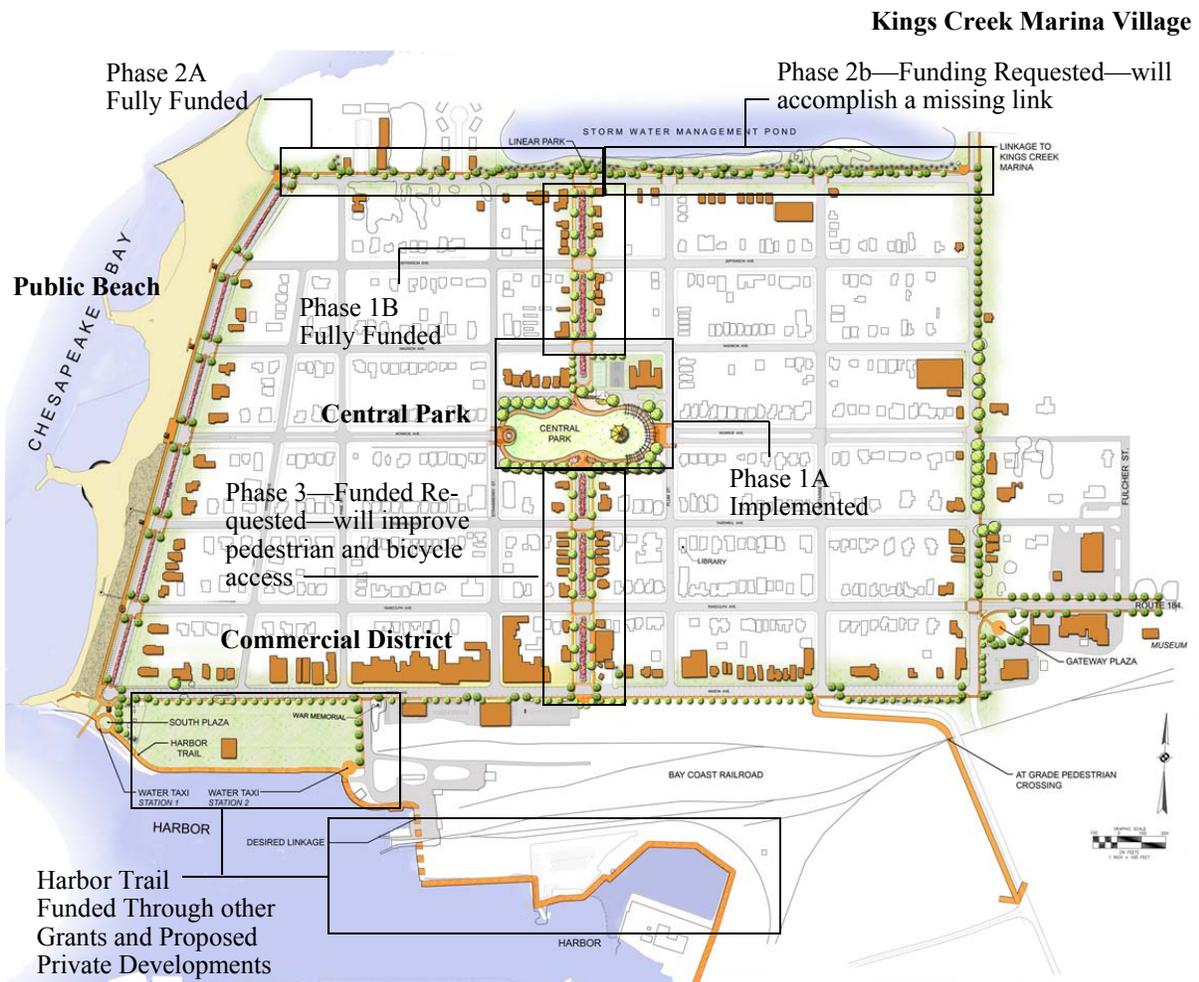
The Cape Charles Community Trail Highlights—Linking the town’s main destinations

The Cape Charles Community Trail Network links residents and visitors to the town’s many destinations. It also links to and incorporates the bicycle and trail recommendations of adjacent localities and planning district commissions. The plan is a direct result of a detailed analysis with input from many stakeholders and citizens. The proposed community trail network is comprised of trail linkages within its historic core and out into the surrounding area. Once implemented, this system will provide pedestrians and bicyclists safe access to the many destinations in Cape Charles, adding greatly to the uniqueness and attractiveness of the town.

The proposed trail builds on the town’s inherent historic quality and character. Cape Charles is going through a rebirth and concurrently developing plans that will help to guide that development in a manner that benefits the town as a whole. The community trail is one piece in bringing forward a rebirth of Cape Charles.

Previously Funded Activities

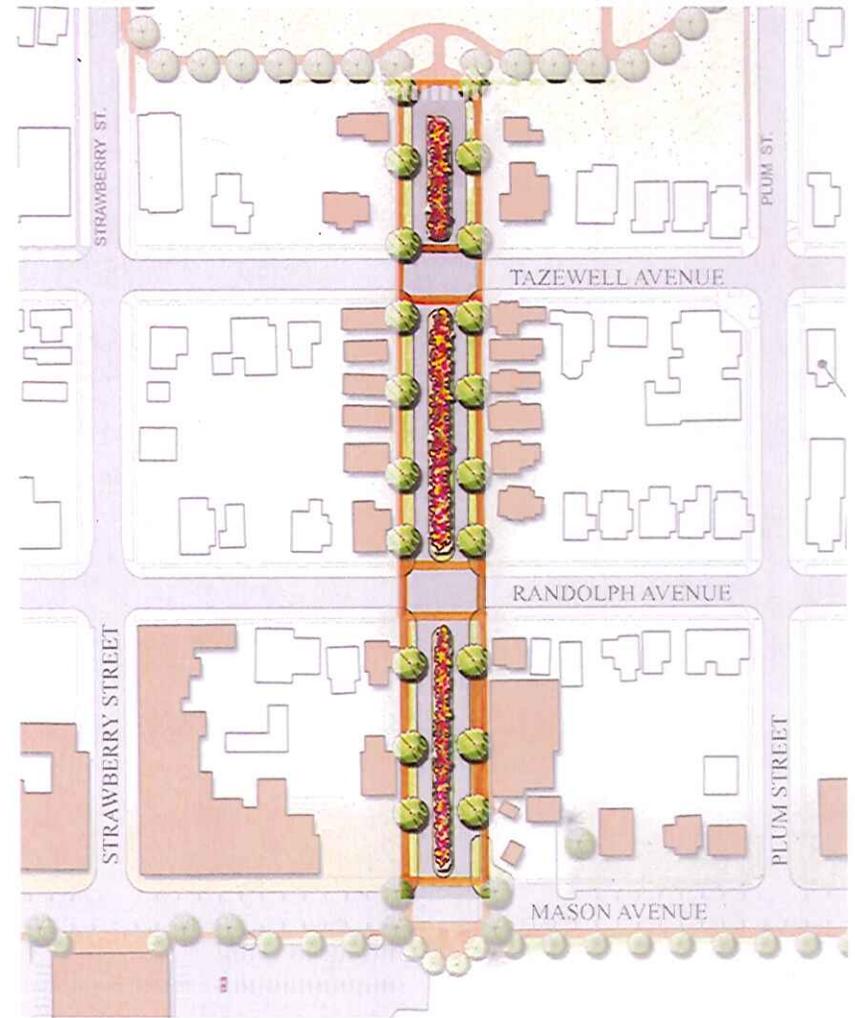
Enhancement funding to date has been used to develop a comprehensive trail master plan (see attached document), environmental documentation for the entire trail, design and construction of Phase 1A—Central Park, design and construction of Phase 1B and 2A, and design of Phase 2B. When these phases were bid, contractors bids exceeded our anticipated budget. The bid package was modified to include Phase 2B as a bid alternate and the project is being re-bid in September. We anticipate the construction for Phase 1B and Phase 2 will be complete by May of 2016.



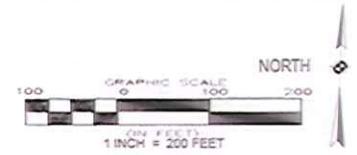
Cape Charles Community Trail Alignment and funding status by phase.



NORTH PEACH STREET



SOUTH PEACH STREET



 TOWN OF CAPE CHARLES	AGENDA TITLE: Town Council Representative to Planning Commission		AGENDA DATE: July 21, 2016
	SUBJECT/PROPOSAL/REQUEST: Appointment of Town Council Representative to the Planning Commission		ITEM NUMBER: 8A
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Article Two of the Town of Cape Charles Planning Commission By-Laws states the following:

“This Planning Commission shall consist of seven (7) members. One (1) member shall be a representative of the Town Council. The remaining six (6) members shall be referred to as appointed members.”

DISCUSSION:

On May 3, 2016, the Town held its Town Council elections and the new Council members’ terms began July 1, 2016.

Currently, Councilwoman Natali serves as the Council representative to the Planning Commission. Councilman Buchholz also serves on the Planning Commission. There can only be one representative from the Town Council on the Commission.

RECOMMENDATION:

Staff recommends discussion and appointment of a representative from Council to the Planning Commission.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Town Council Representative to Library Board		AGENDA DATE: July 21, 2016
	SUBJECT/PROPOSAL/REQUEST: Appointment of Town Council Representative to the Library Board		ITEM NUMBER: 8B
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Town Council representatives serve on a number of the Town's Boards and the Planning Commission.

The Library Board oversees the Cape Charles Memorial Library and consists of seven members, including the Town Council representative, and meets on a monthly basis. The members serve four-year terms.

DISCUSSION:

Former Councilman Godwin was the Town Council representative to the Library Board until the expiration of his term on June 30, 2016. Another representative from Council needs to be appointed to serve on the Library Board.

RECOMMENDATION:

Staff requests discussion and the appointment of a representative from Council to serve on the Library Board.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Board and Commission Appointments		AGENDA DATE: July 21, 2016
	SUBJECT/PROPOSAL/REQUEST: Fill vacancies on the Wetlands & Coastal Dunes Board and Planning Commission		ITEM NUMBER: 8C
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Town currently has a vacancy on the Wetlands & Coastal Dunes Board.

With the recent election of Councilman Andy Buchholz, the Town has two Council members on the Planning Commission. The Council representative to the Planning Commission is also an agenda item for the July Council meeting and the second Council member must step down from the Planning Commission leaving a vacant position.

DISCUSSION:

On June 23, 2016 the Town Council interviewed the candidates expressing their interest in serving on the Town's boards and commission and recommended the following appointments:

Wetlands & Coastal Dunes Board:

- William Prickett

Planning Commission:

- Keith Kostek

RECOMMENDATION:

Staff requests the Town Council to make the necessary appointments to fill the vacancies listed above.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Reappointment of Library Board Member		AGENDA DATE: July 21, 2016
	SUBJECT/PROPOSAL/REQUEST: Reappointment of Library Board member		ITEM NUMBER: 8D
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Library Board meets monthly and consists of seven members each serving four-year terms.

DISCUSSION:

Sue Panek serves on the Library Board and her term expires August 8, 2016. Ms. Panek has expressed her interest in continuing her service on the Library Board for another term.

RECOMMENDATION:

Staff recommends Council reappoint Ms. Sue Panek to the Library Board for another four-year term.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Harbor Breakwater & Jetty		AGENDA DATE: July 21, 2016
	SUBJECT/PROPOSAL/REQUEST: Revised plan for 4 th breakwater and jetty rehabilitation.		ITEM NUMBER: 8E
	ATTACHMENTS: None.		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Bob Panek, Asst. Town Manager	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Harbor Redevelopment Plan includes five offshore breakwaters for protection of the harbor from westerly swells and waves. Three have now been built to the design height of 7' above MLLW with a combination of Aid to Local Ports (ALP) grant, Boating Infrastructure Grant (BIG) and Town matching funds (bond proceeds) at a cost of about \$1.85M. The 4th would be located to the south of the existing three and the 5th to the north. Both are a dog leg configuration. The one to the south is a higher priority to help block the prevailing southwest swells during the summer. The one to the north would be effective against prevailing northwest winds during the winter, which have less of an impact on the harbor due to the jetty on the north side of the harbor entrance. Rehabilitation of the jetty would improve its effectiveness against northwest swells, as well as the littoral drift of beach sand toward the south. Given these circumstances, Council decided to request Virginia Port Authority (VPA) approval to carry over \$194K of an existing ALP grant and a new \$500K grant for building the 4th breakwater and design/engineering for rehabilitation of the jetty.

DISCUSSION:

The FY 2017 budget contains \$925K for the above purposes. The total VPA share (75%) would be \$694K, and the Town share (25%) would be \$231K. We have a proposed contract amendment from Langley & McDonald for design/engineering for the 4th breakwater at \$42.5K and permitting, design/engineering the jetty rehabilitation at \$52K. However, on June 7, 2016 the VPA Board approved Resolution 16-5 approving the carryover amount, but only \$50K of new funding, for a total of \$244K. Consequently, the full scope of work can't be performed as budgeted. Below are options to proceed:

Option 1 – Continue with the full scope. This would require the Town to fund an additional \$450K (\$694K - \$244K), for a total of \$681K. This would essentially flip the 75/25 VPA/Town funding ratio, forgoing the significant leverage of the ALP grant program.

Option 2 – Build the 4th breakwater; defer design/engineering for jetty rehabilitation. We have been using an estimate of \$860K for breakwater construction, including design & engineering. The winning bid of about \$600K for the 3rd breakwater by Coastal Design & Construction was extraordinarily good. However, this was packaged with improvements to the existing two breakwaters totaling another \$250K. The two competing bids for the job were much higher. Additionally, the 4th breakwater will be built in somewhat deeper water adding cost. Adding 25% to the contracted cost of the 3rd breakwater to compensate for these factors results in an estimate of \$750K. The funding split would be \$244K VPA and \$506K Town (vs. \$231K budgeted). The Town's share would be about 67%, still forgoing much of the 75/25 leverage.

Option 3 – Design, engineer and build the jetty rehabilitation; defer the 4th breakwater. This project would be similar to the improvements recently made to breakwaters 1 and 2; i.e. increasing the height by 2 feet. Coastal's contracted price was about \$313/linear foot. The jetty is roughly 600' long from the pier to the terminus. A reasonable estimate would be about \$188K, plus \$20K mobilization/demobilization, and \$52K for permitting, design and engineering, totaling about \$260K. Call it \$300K since we won't have a detailed

cost estimate until the design is completed. For a \$300K project, the VPA share would be \$225K (vs. \$244K available) and the Town's share would be \$75K (vs. \$231K budgeted). This approach would maximize the 75/25 leverage of the ALP program. As the Town's share would be significantly less than the amount budgeted for the larger project, a cushion would be available if construction bids came in higher than estimated.

RECOMMENDATION:

Discuss the options and provide staff direction to proceed.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Conditional Use Permit – 530 Randolph Avenue		AGENDA DATE: July 21, 2016
	SUBJECT/PROPOSAL/REQUEST: Application for conditional use permit for bed and breakfast with swimming pool		ITEM NUMBER: 8F
	ATTACHMENTS: Application, photos		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Larry DiRe	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Staff received an application for a conditional use permit to operate a bed and breakfast with swimming pool at 530 Randolph Avenue. The conditional use permit process is described in *Article IV Section 4.3* of the Town Zoning Ordinance. *Article IV Section 4.3.C.3* requires a public hearing before Town Council. The Planning Commission voted at their June 7, 2016 meeting to hold a public hearing on Monday July 18, 2016. The Town Council did likewise at their regular monthly meeting held on June 16, 2016.

Article III Section 3.2.C.3 allows for bed and breakfast as a conditional use in the Residential - 1 District. *Article IV Section 4.3.B* states the Conditions for Issuance as follows: 1) not adversely affect the health, safety, or welfare of the persons residing or working in the neighborhood of the proposed use or adversely affect other land uses within the particular surrounding neighborhood; 2) not be detrimental to the public welfare or injurious to property or improvements in the neighborhood; 3) not be in conflict with the purpose of the comprehensive plan of the town.

The Cape Charles Comprehensive Plan addresses the importance of seasonal and year-round visitors and the need for accommodations to house these visitors. *Section III – B Economic Vitality* specifically links the hospitality industry and need for living accommodations as goals for the Town’s future growth and economic development.

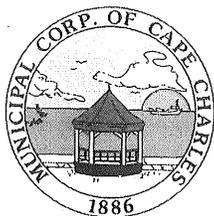
According to zoning ordinance *Article III, Section 3.2.C.3* a bed and breakfast operation is by conditional use permit only in the Residential – 1 District. This property is a residential lot within the Residential – 1 District. The location for the proposed bed and breakfast with swimming pool is large and can accommodate both the pool and the off-street parking. The property backs against lots in the Commercial – Residential District, which allows for bed and breakfast accommodations as a permitted use. Following discussions with staff, the applicant is aware of the fencing and safety requirements for a swimming pool located on a residential lot.

ITEM SPECIFICS:

Staff finds no reason to reject this application based on the conformance of the proposed conditional use to the Comprehensive Plan. The applicant must meet all procedural obligations before beginning operation of a bed and breakfast with swimming pool.

RECOMMENDATION:

Staff recommends Town Council approve this conditional use permit application.



Application for Conditional Use Permit

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

Date 05/25/2016

Fee: 300.00 (paid)

*(Attach Plans)

Applicant: Kathleen M Glaser
Address: 530 Randolph Ave
Telephone: 757-274-1589
Signature:
City: Cape Charles State: Zip: 23310
Email: kathyglaser@hotmail.com

Owner(s): Kathleen M Glaser
Address: 530 Randolph Ave
Telephone: 757-274-1589
City: Cape Charles State: Zip: 23310
Email: kathyglaser@hotmail.com

Contractor:
Address:
Telephone:
Town License: State License:

Location of Improvement: 530 Randolph Ave
Lot No.: Block No.: Lot Size: Lot Area:
Type of Improvement:
Proposed Use: Bed and Breakfast
Estimated Construction Costs:

Conditional Use Permit Checklist

(Applicant must attach items 1-7)

- 1. [x] completed application
2. [x] payment of fees (\$300.00 + \$25.00 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] concept plan (see attached information for recommended contents)
5. [x] plot plan of property
6. [] disclosure statement signed and notarized verifying ownership
7. [x] names and addresses of adjacent property owners
8. [x] Zoning Administrator's review of documentation

CERTIFICATION OF APPLICANT

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer, and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed. Furthermore, I certify that the changes to the improvement before or during construction will be provided to the Zoning Administrator and Building Official before such changes are constructed.

Signature of Owner/Agent: Kathleen M Glaser

530 RANDOLPH AVE

Location 530 RANDOLPH AVE

Map # 083A3/ 01 00/ 0000573/ /

Par Rec # 2297

Owner GLASER, KATHLEEN M

Assessment \$243,200

PID 2150

Building Count 1

Description LOTS 573 & 576 INC 575B
80X128

Lot Type Building Site (54000 - 79000)

Current Value

Assessment					
Valuation Year	Building	Extra Features	Outbuildings	Land	Total
2016	\$151,100	\$3,700	\$8,000	\$80,400	\$243,200

Owner of Record

Owner GLASER, KATHLEEN M

Care Of

Address

Sale Price \$410,000

Instrument # LR06 2896

Book & Page 0/0

Sale Date 10/17/2006

Sale Type M

Ownership History

Ownership History						
Owner	Sale Price	Instrument #	Book & Page	Sale Type	Sale Date	Plat
GLASER, KATHLEEN M	\$410,000	LR06 2896	0/0	M	10/17/2006	
THOMAS FOX ETALS	\$0		0/0		12/30/2005	

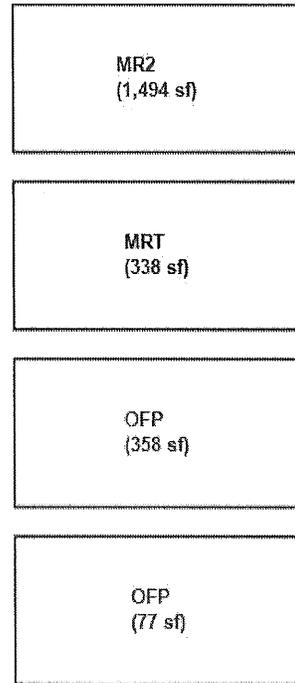
Building Information

Building 1 : Section 1

Year Built: 1920
Living Area: 0

Building Layout

Building Attributes	
Field	Description
STYLE	Mortuary
MODEL	Com/Ind
Grade	C+10
Stories	2
Exterior Wall 2	
Exterior Wall 3	
Foundation 1	Brick
Foundation 2	
Roof Structure 1	Hip
Roof Cover 1	Composition Shingle
Roof Cover 2	
Interior Wall 1	Dry Wall
Interior Wall 2	Panel
Class	CONVENTIONAL
Bldg Use	Comm - Indl
AC Type 1	Central Air
AC Typ 2	Central Heat
Heat Fuel 1	Electric
Heat Fuel 2	
Sand Shower	
Interior Floor 1	Carpet
Exterior Wall 1	Vinyl
Interior Floor 2	Hardwood
Interior Floor 3	
Heat Type 1	Central Heat
Wall Height	
Fireplace Openings	0.00



Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
MR2	Mortuary - 2.00	1,494	0
MRT	Mortuary - 1.00	338	0
OFP	Open Frame Porch - 1.00	435	0
		2,267	0

Extra Features

Extra Features					Legend
Code	Description	Size	Value	Assessed Value	Bldg #
BSM2	CELLAR	100.00 UNITS	\$500	\$500	1
ATTC	ATTIC	373.00 UNITS	\$3,000	\$3,000	1
CHMY	CHIMNEY	1.00 UNITS	\$200	\$200	1

Land

Land Use

Use Code 400C
Description Comm - Indl
Zone
Alt Land Appr No

Land Line Valuation

Size (Acres) 1
Frontage

Outbuildings

Outbuildings							Legend
Code	Description	Sub Code	Sub Description	Size	Value	Assessed Value	Bldg #
STOR	STORAGE	TY	TYPICAL	1220.00 UNITS	\$8,000	\$8,000	1

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Kathleen Glaser
530 Randolph Ave
Cape Charles, VA 23310
kathyglaser@hotmail.com
757-274-1589

May 25, 2016

To whom it may concern,

This letter is to explain the proposed use for the property at 530 Randolph Avenue in Cape Charles. The property includes a 4000 square foot, 3 story home along with a 1.5 single story garage. The property is on 3 lots (#573, 576, and 577) with the house centered on two of the lots and the third lot empty. The garage is detached and is at the rear of the property.

The planned use is for the home to become a Bed and Breakfast doing business as Alyssa House Bed and Breakfast. It will have 4 bedrooms with 4 baths on the second floor. The ground floor will have a possible 5 bedroom that could accommodate someone unable to use the stairs. There is a full bath off the first floor room. The third floor would be owner's residence and I plan to live on site.

The yard is enclosed with a 3 foot fence in front and 5 foot in the rear. There will be a hot tub in the back yard that is portable and could be moved. The future plan includes the addition of a swimming pool that will conform to all building codes and an additional fence will enclose the pool. There will be access from the house and all doors will be alarmed.

I plan to serve full breakfast only and afternoon snacks and beverages. The kitchen will receive all inspections and permits required by health code.

There will be adequate off street parking for 5 cars on the side lot. Landscaping will be done to camouflage the parking area.

There will be no change to the outside of the structure or surrounding lots other than landscaping. There should be minimal traffic impact.

Adjacent property owners:

520 Randolph Ave – Mrs. Jackie Barton

Randolph Ave –

521 Mason Ave – Jay Crystal, 18227 Brighton Green, Dallas, TX 75252

525 Mason Ave – Myrtle and Larry Beckett, 829 Heritage Acres Ct., Apt 4.

529 Mason Ave – Garrison and Elizabeth Brown, PO Box 567, Eastville, VA 23347





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

BACKGROUND:

The Harbor Area Review Board was scheduled to meet on Monday July 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 19 in the Cape Charles harbor area. The Board did not have a quorum at that time, so they rescheduled the meeting for Monday July 18th at 5:30 pm to review the application materials and question the applicant. Previously the Board did unanimously vote to recommend approval of locating this building on a permanent foundation on Lot 20. The owner applied to move the building to Lot 19 instead, and that is the issue before the Board.

ITEM SPECIFICS:

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 mirco-climatic changes (Section 3.9.I.3.l), 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 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 6/30/16

Permit No.:

Fee: \$ 300.00 / 6-30-16

Proposed Use: Rigging shop; dockmaster station; bath house

Present Zoning: Harbor District

Location Address: 1011 Bayshore Rd. Cape Charles VA 23310

Tax Map ID: 83A3-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 §3.9.1). Applicant or representative must be present in the public meetings.

Land Owner/Lessee Name: Southport Investors LLC

Land Owner/Lessee Signature: Dan Brown

Address: PO Box 395 Eastville, VA 23347

Phone Number: 757-695-0265 Email Address: danbrown.va@gmail.com

Harbor Area Review Board Meeting

Date: July 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 §3.9.1.1.b of the Zoning Ordinance when required.

Larry DiRe

From: Dan Brown <danbrown.va@gmail.com>
Sent: Friday, July 01, 2016 3:39 PM
To: Eyre Baldwin; Larry DiRe
Subject: Lot 19 Narrative

Larry - first let me thank you for your patience regarding uncertainty with these buildings. The good part about it all, is that as our business and scope of ability grows we need these little spaces to operate and serve people. Undoubtedly with Harvey in the new place, not only can it handle provisions that are needed on the dock directly, it acts as a lay down facility for rigging and masting. We have a huge project now with the S/Y Arrabella that is a complete mast and rigging job. It has probably taken this job for us to realize why a rigging shop with its tools and utilities needed, for us to plan the site.

Missy Kitty house: This too, is water dependent, like the towns dock master office. It will house several operations, key to our waterfront.

Our business is all service, it is dependent on boats in the water and out of the water.

Like other shipyards in this country the facilities are all dockside. When we are able to haul boats and get them away from the watershed, we do it, the proof is on lot 17.

Today we are asking simply for the tools and facilities to do our work that's In the water. Accommodate the customers, that come here and their needs.

The bath house will serve as a bathroom facility for our customers.

Again I thank you, the council, and the Harb review board for your patience.

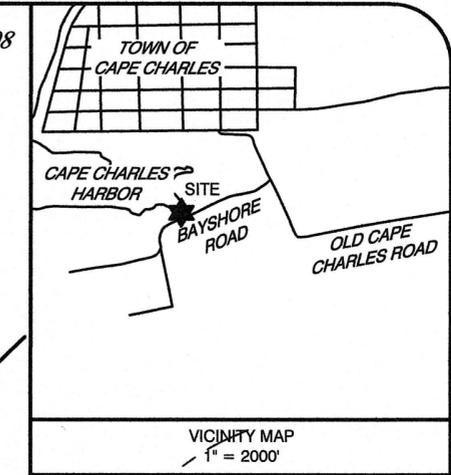
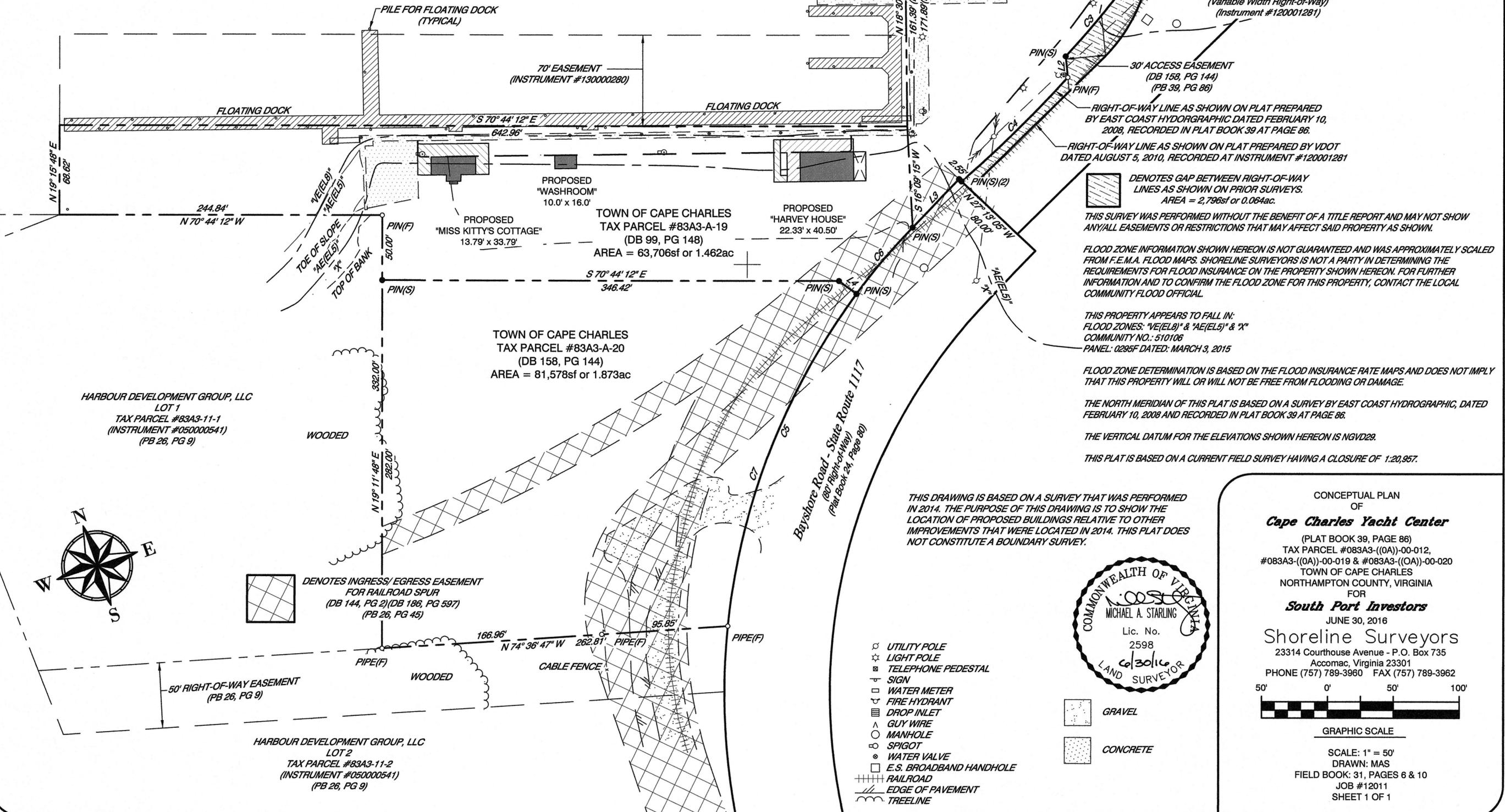
Sincerely Eyre Baldwin

Sent from my iPhone

Sent from my iPhone

CURVE TABLE					
CURVE	LENGTH	RADIUS	CHORD	DELTA ANGLE	BEARING
C1	68.41'	125.00'	67.56'	31°21'26"	S 15°46'08" W
C2	34.00'	427.91'	33.99'	04°33'07"	S 54°59'52" W
C3	59.91'	815.23'	59.90'	04°12'39"	S 59°22'45" W
C4	113.43'	945.37'	113.36'	06°52'28"	S 64°31'37" W
C5	342.15'	517.46'	335.95'	37°53'05"	S 43°50'22" W
C6	66.47'	517.46'	66.42'	07°21'34"	S 59°06'07" W
C7	275.68'	517.46'	272.43'	30°31'30"	S 40°09'35" W

LINE TABLE		
LINE	LENGTH	BEARING
L1	41.82'	S 31°26'43" W
L2	16.26'	S 13°34'22" W
L3	50.98'	S 62°46'55" W
L4	16.46'	S 34°34'33" E



CONCEPTUAL PLAN OF
Cape Charles Yacht Center
 (PLAT BOOK 39, PAGE 86)
 TAX PARCEL #083A3-(0A)-00-012,
 #083A3-(0A)-00-019 & #083A3-(0A)-00-020
 TOWN OF CAPE CHARLES
 NORTHAMPTON COUNTY, VIRGINIA
 FOR
South Port Investors
 JUNE 30, 2016
Shoreline Surveyors
 23314 Courthouse Avenue - P.O. Box 735
 Accomac, Virginia 23301
 PHONE (757) 789-3960 FAX (757) 789-3962

50' 0' 50' 100'

GRAPHIC SCALE

SCALE: 1" = 50'
 DRAWN: MAS
 FIELD BOOK: 31, PAGES 6 & 10
 JOB #12011
 SHEET 1 OF 1

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Zoning Map Amendment Application – Parcel #83A3-11-2 – Schedule Public Hearing		AGENDA DATE: July 21, 2016
	SUBJECT/PROPOSAL/REQUEST: Public hearing date for zoning map amendment tax map parcel # 83A3-11-2		ITEM NUMBER: 8H
	ATTACHMENTS: application; letters; area map.		FOR COUNCIL: Action (x) Information ()
	STAFF CONTACT (s): Larry DiRe	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Application was received from the current owner and the contract purchaser to amend the zoning map for parcel 83A3 – 11 – 2 from the current Harbor District designation to the proposed Industrial M - 2 District. At the June 16, 2016 Town Council meeting, the Council forwarded the application to the Planning Commission as required in Article II Section 2.7.2.A of the Zoning Ordinance. Before any map amendment can be made the Town Council is required to hold a public hearing on the application.

ITEM SPECIFICS:

The application for zoning map amendment for the above cited parcel comes from the expressed desire of the owner and contract purchaser to have the lot used for industrial purposes. Currently the lot stands vacant and is designated as Harbor District. According to Article II Section 2.7.1 zoning map amendments are allowed for “public necessity, convenience, general welfare, or good planning practice” purposes. This parcel is contiguous to an Industrial M – 2 District lot to the immediate west, and a General Business\Light Industrial District lot to the immediate south. Currently the Virginia Department of Transportation is improving an adjacent state roadway (Route 642).

RECOMMENDATION:

Staff recommends that Pursuant to Article II Section 2.7.2.C of the Zoning Ordinance the Town Council set the date of the required public hearing.

MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA
Application for Zoning Map Amendment

Zoning Map Amendment Number: _____ Date: JULY 8, 2016

Map Reference: _____ Tax Map Sheet: O83A3-22 SEC 083A3 OA-00-2
Parcel: LOT 2
Deed Book: 298 PAGE 595; PLAT BOOK 26 PAGE 9

To the Governing Body of the Town of Cape Charles, Virginia

1. I/We CHERRYSTONE I LLC owner(s) contract owner(s)
2. of PO BOX 395, EASTVILLE, VA 23347 (Mailing Address)
(757) 331-3100 (Telephone) _____ (Fax)

3. do hereby petition you to amend the Zoning Map of the Town of Cape Charles, Virginia, by reclassifying and rezoning from the HARBOR District to the INDUSTRIAL (M2) District the property described as follows and shown on the attached plat and outlined in red attached hereto, which is made a part of the application.

4. 1267 BAYSHORE ROAD (Address of Property, if any)
CAPE CHARLES CAPEVILLE DISTRICT (Magisterial District)
18.4 AC (Total Area - acres or sq. ft.)

5. Property Location SOUTH SIDE OF CAPE CHARLES HARBOR

6. Description of Property (attach if described by metes and bounds) APPOX. 18 ACRE FORMER INDUSTRIAL SITE ADJACENT TO SKANSKA YARD.

7. Proposed Use MARINE PORT FACILITY, BOATYARD, BULK STORAGE, TRANSFER FACILITY. SEE TRANSMITTAL LETTER FOR MORE SPECIFIC DESCRIPTION

8. HARBOUR DEVELOPMENT GROUP, LLC - PATRICK CUNNINGHAM (Name of Owner of Record)
2728 NESTLEBROOK TRAIL, VIRGINIA BEACH, VA 23456 (Address)

9. Signature of Owner(s) _____
SEE ATTACHED LETTER

Signature of Contract Owner(s) S.E. Baldwin X _____ (Agent)

By: PO Box 395 Eastville VA 23347 (Address and phone)

(Office Use Only)

	Date	Time	Action
Planning Commission Public Hearing:	(1) _____		
	(2) _____		
Town Council Public Hearing:	(1) _____		
	(2) _____		

Supplemental Information Required (check appropriate items)

- Legal Plat
- Plan of Development
- Other _____
- Fee: Single Family \$300 + \$50 ac. Multi-Family \$600 + \$70 ac. Commercial \$600 + \$70 ac.



July 8, 2016

Ref: 34205.00

Larry DiRe
Municipal Building
2 Plum Street
Cape Charles, Virginia 23310

Re: Rezoning Request for Lot 83A3-11-2-South Cape Charles Harbor:

Dear Mr. DiRe:

As we have discussed, Cherrystone I LLC is currently under contract to purchase Lot 83A3-11-2, an approximate 20 acre parcel located along the southern shoreline of Cape Charles Harbor. Cherrystone's purchase of this property is contingent upon its ability to implement a development plan that incorporates facilities for a marine terminal and a boat yard that performs major repairs and maintenance on commercial fishing vessels and mega-yachts. The boatyard will be operated in cooperation with Cape Charles Yacht Center, the adjacent waterfront property owner to the east (Lot 83A3-11-1). Both properties are currently in the Harbor District zoning designation.

While the Harbor District allows for a marina, associated facilities and operations, it does not specify port or terminal facilities as a by-right or conditional use. Therefore, we respectfully request that the Town change the zoning designation of Lot 83A3-11-2 from Harbor District to Industrial District M-2. Accordingly, please find attached the 1) Application for Zoning Map Amendment; 2) Owner's Authorization Letter; 3) Legal Plat and, 4) Proposed Plan of Development for your review and distribution to the Planning Commission.

We understand that following rezoning approval, a Conditional Use Permit will be needed to operate the intended facilities. Cherrystone wishes to make the Planning Commission aware of its intent to apply for a Conditional Use Permit for the following designated Conditional uses:

- No. 7 Concrete plant; manufacturing, sales and distribution of concrete and related products
- No. 8 Railroad tracks, sidings, yards or roundhouses
- No. 9 Marinas, docks and wharfs, if contiguous to Cape Charles Harbor
- No. 10 Port facilities, marine, rail, trucking, and/or intermodal terminals, including transfer, storage, handling, inspection, processing, and /or transport of containerized, bulk, and or other cargo
- No. 13 Outdoor storage (with required screening)
- No. 23 Structures, other than buildings, exceeding 50 feet

Cherrystone's intention is to accommodate both currently planned and potential future uses of the property consistent with its stated purpose.

The attached development plan depicts the anticipated improvements to the property. Cherrystone and its partners intend to demolish the existing dilapidated docks and remove the concrete debris from the shoreline. A new dock/wharf facility will be installed and the shoreline will be stabilized using a living shoreline approach

Engineers | Scientists | Planners | Designers

351 McLaws Circle
Suite 3
Williamsburg, Virginia 23185
P 757.220.0500
F 757.903.2794



which includes a stone sill for wave protection backed with sand fill and marsh and buffer plantings. Existing vegetation will be left as screening at select locations around the site and new buffer plantings will be installed to provide a screen in areas where vegetation is lacking. Stormwater management will be handling in accordance with current regulations and will be incorporated into the natural landscape features to the degree possible. It is understood that a more complete site plan must be prepared for the Conditional Use Permit and for the Town's site plan review process. At that time, all engineering, stormwater management and rights-of-way requirements will be addressed in detail.

We suggest that this request represents an exceptional opportunity for the Town as it is a reasonable zoning action that is consistent with each of the specific objectives of the M-2 District:

1. Encourage the revitalization of the local industrial economy and historic port of Cape Charles and Northampton County.
2. Create family-wage employment and training opportunities for local residents.
3. Serve as a model and national prototype of an integrated approach to land development and industrial operations, embodying sustainable approaches to the local economy, environment and culture.
4. Serve as a model for advancing the traditional settlement patterns of the Eastern Shore's towns and employment centers.
5. Encourage cost effective approaches to resource conservation, wise use of renewable resources, and ecologically based industrial development.

A change to the Industrial District M-2 compliments the surrounding properties, which are either already in the M-2 District or have related designations that are not in conflict with the intended uses. The recently initiated improvements to State Route 642 for the purpose of "enhancing access to the Cape Charles Harbor" provides further support for the appropriateness of the requested re-zoning.

We note that there is a degree of urgency with this request as Cherrystone has immediate opportunities with two potential operating partners; one, a major east coast commercial fishing consortium and the second an internationally prominent shipyard with existing operations in the northeast. Both entities have expressed a desire to be operational on the site in early to mid-2017.

Should you have any questions regarding this application or require additional information, don't hesitate to contact me at 757.220.0500 or 804.695.4344. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "R. Neville Reynolds".

R. Neville Reynolds, PWS

Managing Director – Williamsburg

CC: Eyre Baldwin
Jim Gunn
Dan Brown
Bert Turner, Esq.

June 15, 2016

Patrick Cunningham
Harbour Development Group, LLC
2728 Nestlebrook Trail
Virginia Beach, VA 23456

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

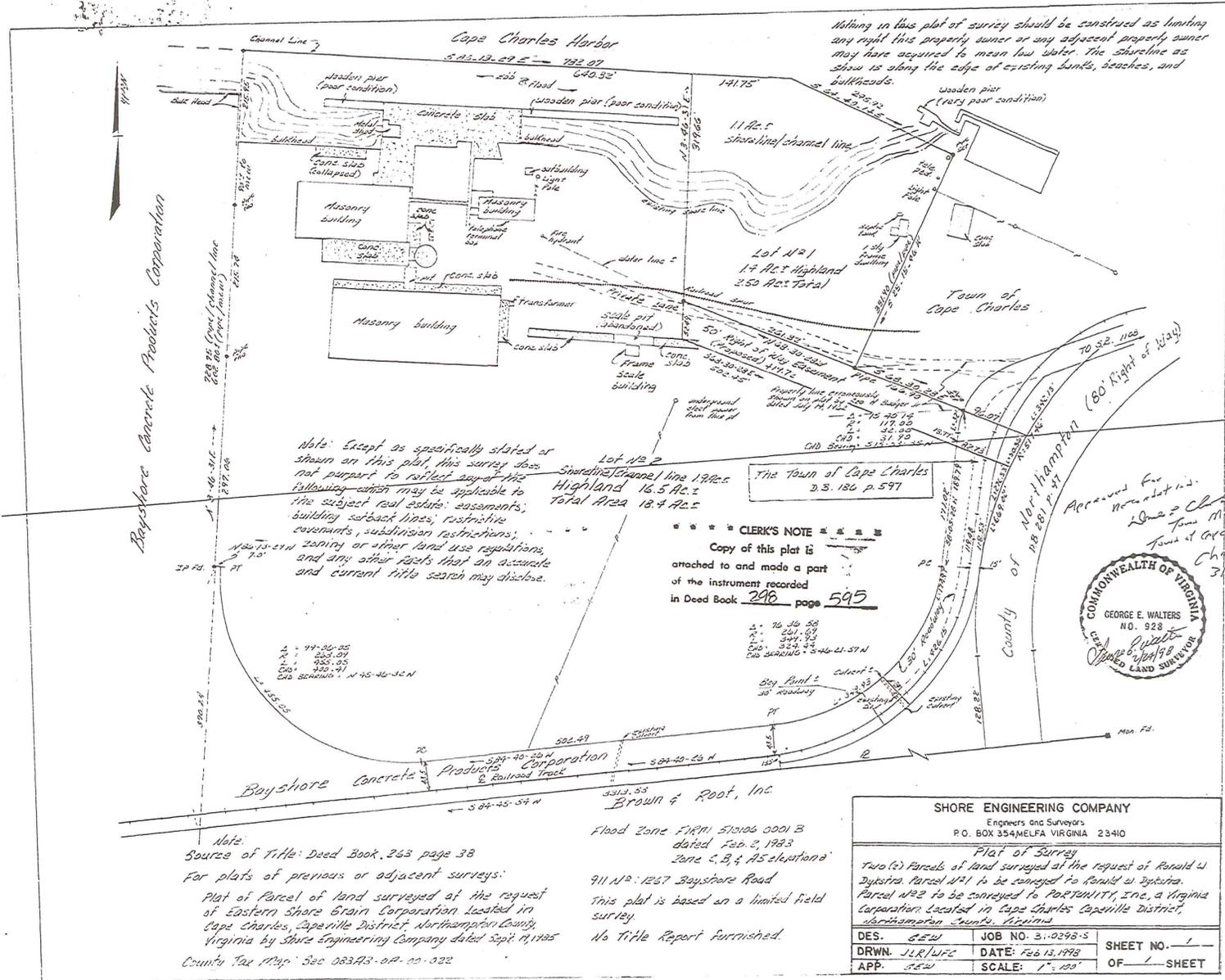
Dear Mr. Manuel,

Please allow Cherrystone I, LLC, Eyre Baldwin, and/or James Gunn to submit a request to Town of Cape Charles to change the zoning of lot #83A3-11-2 to Industrial. The parties mentioned above have contracted to purchase this land. Please let this correspondence serve as current land-owner consent allowing Cherrystone I, LLC/Baldwin/Gunn to move forward with the zoning request. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick L. Cunningham', with a long horizontal flourish extending to the right.

Patrick L. Cunningham
Managing Member - Harbour Development Group, LLC



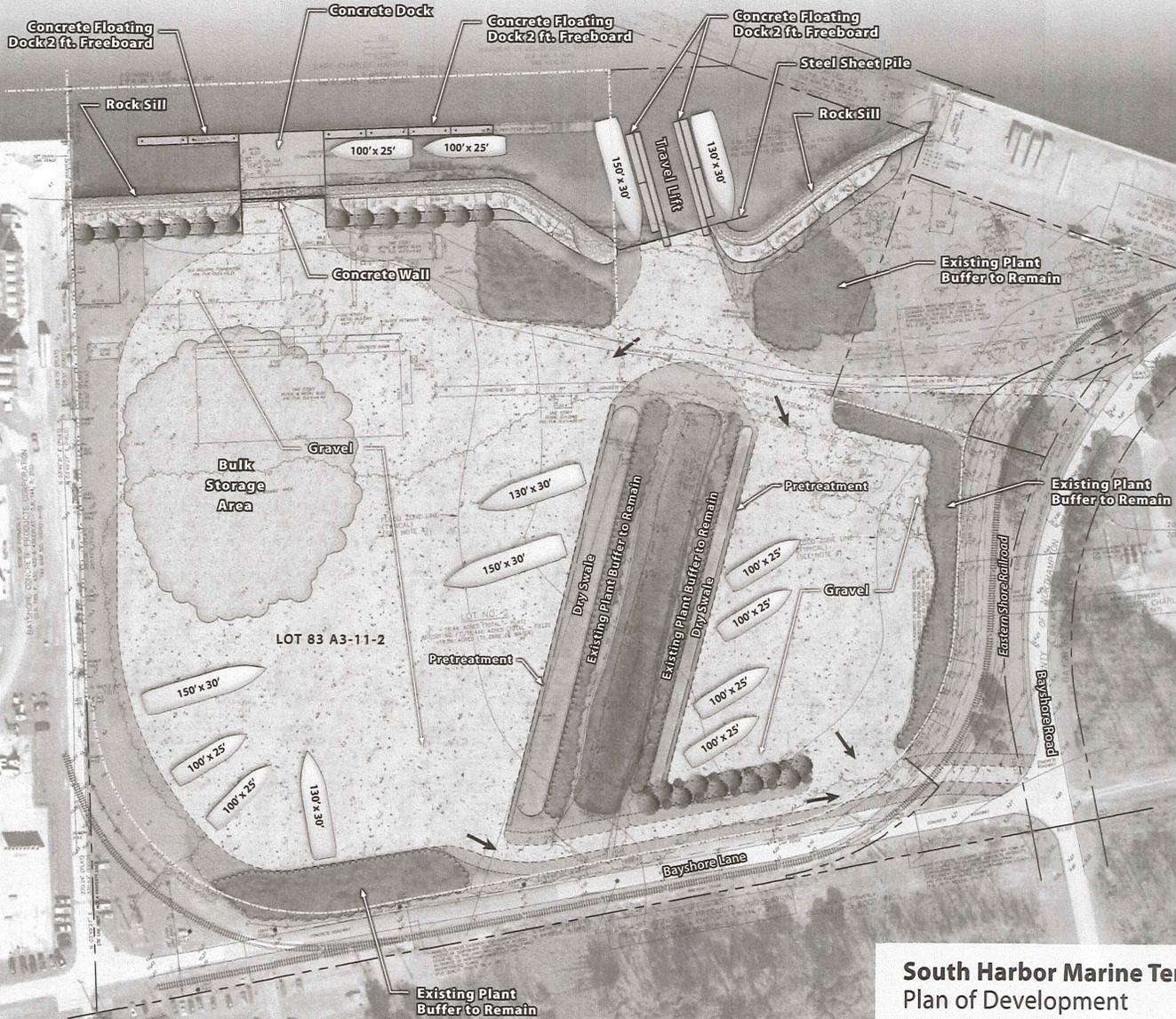
Nothing in this plat of survey should be construed as limiting any right this property owner or any adjacent property owner may have acquired to mean low water. The shoreline as shown is along the edge of existing banks, beaches, and bulkheads.

Note: Except as specifically stated or shown on this plat, this survey does not purport to reflect any of the following which may be applicable to the subject real estate: easements; building setback lines; restrictive covenants, subdivision restrictions; zoning or other land use regulations; and any other facts that an accurate and current title search may disclose.

Note:
Source of Title: Deed Book, 263 page 38
For plats of previous or adjacent surveys:
Plat of Parcel of land surveyed at the request of Eastern Shore Grain Corporation located in Cape Charles, Capeville District, Northampton County, Virginia by Shore Engineering Company dated Sept. 11, 1985
County Tax Map: Sec 083A3-07-00-022

Flood Zone FEMA ST0106 0001 B dated Feb. 2, 1983
Zone C, B, & A5 exceptions
911 N.P.: 1267 Bayshore Road
This plat is based on a limited field survey.
No Title Report furnished.





South Harbor Marine Terminal and Boat Yard
Plan of Development
Cape Charles, Virginia



June 8, 2016

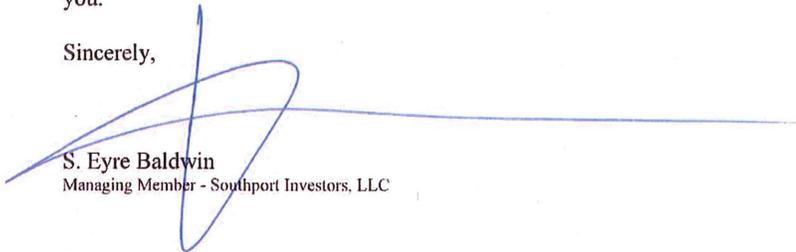
Brent Manuel
Cape Charles Town Manager
2 Plum Street
Cape Charles, VA 23310

Dear Brent,

Thank you for meeting me on Monday at our site on the harbor. In order for our business to reach expectations we must expand our physical presence on Cape Charles Harbor. We have contracted to purchase the 20 acre tract of land in between Bayshore Concrete and our site. We are hopeful this transaction will be complete by October 1, 2016.

One of the contract contingencies is a change in the zoning classification from Harbor District to Industrial. We will provide justification for the request at a later date. Please let this correspondence serve a formal request to change the current zoning on lot #83A3-11-2. Thank you.

Sincerely,

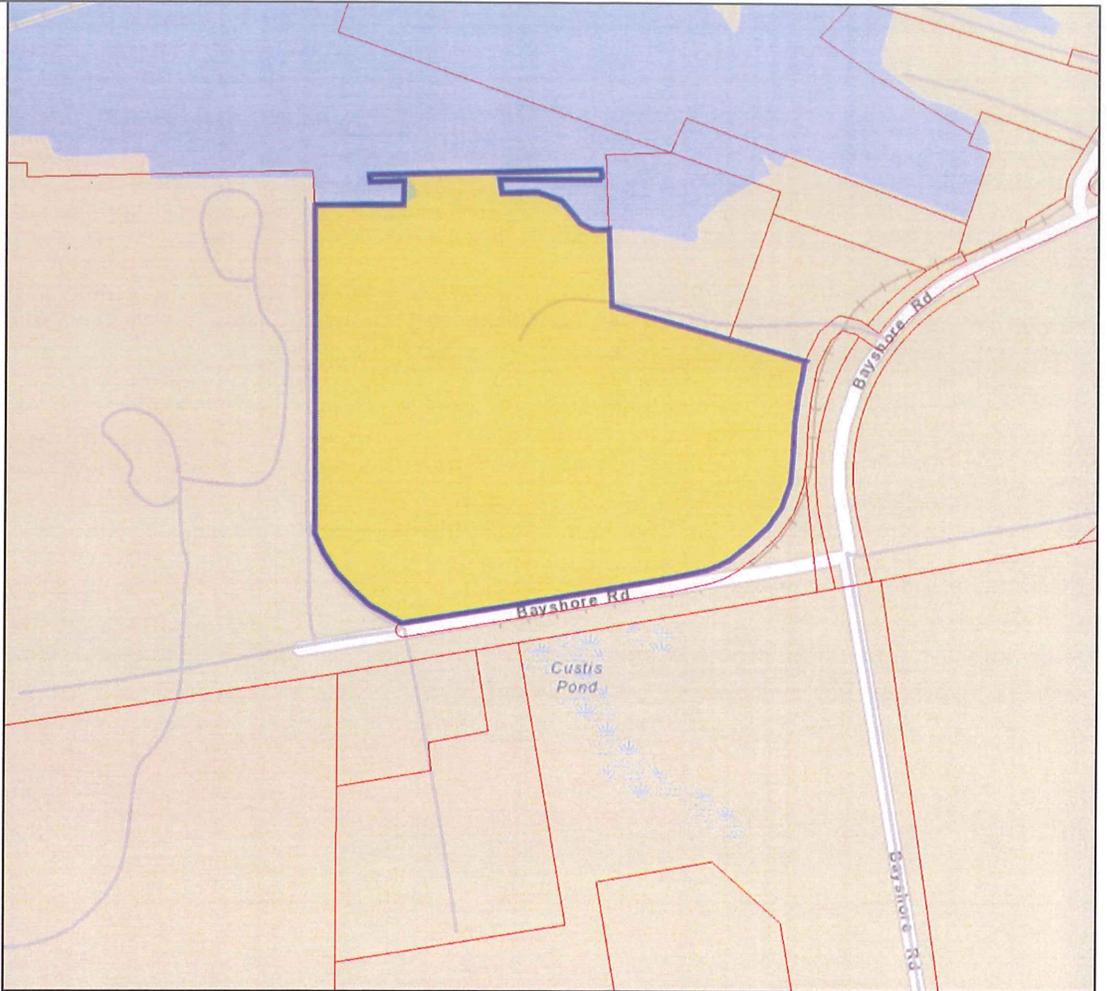


S. Eyre Baldwin
Managing Member - Southport Investors, LLC

Northampton County, Virginia

Legend

- Town Names
- Route Numbers
- Road Labels
- Parcels
- Driveways



Map Printed from Northampton
<http://northampton.mapsdirect.net/>

Feet

0 100 200 300 400
1:4,514 / 1"=376 Feet

Title: Parcels

Date: 7/8/2016

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Northampton County is not responsible for its accuracy or how current it may be.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Budget Re-appropriation		AGENDA DATE: July 21, 2016
	SUBJECT/PROPOSAL/REQUEST: Request for re-appropriation. of FY 2016 Funds for a Public Works Tractor		ITEM NUMBER: 8I
	ATTACHMENTS: Vendor Quote		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Deborah Pocock, Treasurer	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The FY 16 budgeted Public Works Tractor purchase was pending on June 30, 2016. In order to complete the transaction in FY 17, Council must vote to re-appropriate funds from the fund balance.

DISCUSSION:

The tractor that was considered in the FY16 budget process has since been classified as undersized for the proposed use. An upgraded model will better accommodate the Town's beach sweeper and also a larger one, should it be purchased in the future to clean the recently expanded beach. \$35,000 was set aside for this purchase. The Public Works Director requests this amount be re-appropriated plus an additional \$14,897.92, for a total of \$49,897.92.

An additional quote for a closed-cab tractor is included in the attachment for your consideration. This tractor is \$57,620.89.

RECOMMENDATION:

Staff recommends that Council consider the purchase of the upgraded tractor at an additional cost of \$14,897.92 and vote to re-appropriate a total of \$49,897.92 for the FY2017 budget.



JOHN DEERE

Quote Id: 13701129

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

East Coast Equipment, Llc
2112 Central Park Drive
Winterville, NC 28590
252-355-4818
winterville@eastcoastequip.com

Prepared For:

Town Of Cape Charles



Proposal For:

Delivering Dealer:

Stephen Giorgi

East Coast Equipment, Llc
2112 Central Park Drive
Winterville, NC 28590

winterville@eastcoastequip.com

Quote Prepared By:

Stephen Giorgi
sg Giorgi@eastcoastequip.com

Date: 13 July 2016

Offer Expires: 12 August 2016

Confidential



JOHN DEERE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

East Coast Equipment, Llc
2112 Central Park Drive
Winterville, NC 28590
252-355-4818
winterville@eastcoastequip.com

Quote Summary

Prepared For:

Town Of Cape Charles
David Fauber
2 Plum St
Cape Charles, VA 23310
Business: 757-695-1025
dave.fauber@capecharles.org

Delivering Dealer:

East Coast Equipment, Llc
Stephen Giorgi
2112 Central Park Drive
Winterville, NC 28590
Phone: 252-355-4818
sgiorgi@eastcoastequip.com

Quote ID: 13701129
Created On: 13 July 2016
Last Modified On: 13 July 2016
Expiration Date: 12 August 2016

Equipment Summary

	Selling Price	Qty	Extended
JOHN DEERE 5100E Utility Tractor (85 PTO hp) Contract: VA Ground Maint Equip E194-1483 (PG 70) Price Effective Date: May 11, 2015	\$ 45,605.94 X	1 =	\$ 45,605.94
JOHN DEERE H240 Loader Contract: VA Ground Maint Equip E194-1483 (PG 70) Price Effective Date: June 1, 2015	\$ 4,291.98 X	1 =	\$ 4,291.98
Equipment Total			\$ 49,897.92

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 49,897.92
Trade In	
SubTotal	\$ 49,897.92
Est. Service Agreement Tax	\$ 0.00
Total	\$ 49,897.92
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 49,897.92

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Quote Id: 13697149

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

East Coast Equipment, Llc
2112 Central Park Drive
Winterville, NC 28590
252-355-4818
winterville@eastcoastequip.com

Prepared For:

Town Of Cape Charles



Proposal For:

Delivering Dealer:

Stephen Giorgi

East Coast Equipment, Llc
2112 Central Park Drive
Winterville, NC 28590

winterville@eastcoastequip.com

Quote Prepared By:

Stephen Giorgi

sgiorgi@eastcoastequip.com

Brett Rabey (757) 506-6097 East Coast Equipment

Date: 12 July 2016

Offer Expires: 12 August 2016

Confidential



JOHN DEERE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

East Coast Equipment, Llc
2112 Central Park Drive
Winterville, NC 28590
252-355-4818
winterville@eastcoastequip.com

Quote Summary

Prepared For:

Town Of Cape Charles
David Fauber
2 Plum St
Cape Charles, VA 23310
Business: 757-695-1025
dave.fauber@capecharles.org

Delivering Dealer:

East Coast Equipment, Llc
Stephen Giorgi
2112 Central Park Drive
Winterville, NC 28590
Phone: 252-355-4818
sgiorgi@eastcoastequip.com

Quote ID: 13697149
Created On: 12 July 2016
Last Modified On: 12 July 2016
Expiration Date: 12 August 2016

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 5100E Utility Tractor (85 PTO hp) Contract: VA Ground Maint Equip E194-1483 (PG 70) Price Effective Date: May 11, 2015	\$ 52,157.74 X	1 =	\$ 52,157.74
JOHN DEERE H240 Loader Contract: VA Ground Maint Equip E194-1483 (PG 70) Price Effective Date: June 1, 2015	\$ 5,463.15 X	1 =	\$ 5,463.15
Equipment Total			\$ 57,620.89

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 57,620.89
Trade In	
SubTotal	\$ 57,620.89
Est. Service Agreement Tax	\$ 0.00
Total	\$ 57,620.89
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 57,620.89

Salesperson : X _____

Accepted By : X _____

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Review of Refinancing Options -AMENDED		AGENDA DATE: July 22, 2016
	SUBJECT/PROPOSAL/REQUEST: Review financing options provided by Davenport & Company and VML/VACO and approve Town Manager to submit necessary applications and RFP		ITEM NUMBER: 8J
	ATTACHMENTS: VML/VACO Presentation		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Brent Manuel, Deborah Pocock	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The original staff report stated that VML/VACO was not able to offer the Town bank re-financing for the 2013 PNC Loan in order to secure a currently low interest rate that will remain fixed throughout the term of the loan, however that has been discovered to be untrue. VML/VACO can indeed offer the same dual-track plan as was offered by Davenport, but at a reduced cost to the Town.

DISCUSSION:

Mr. Steve Mulroy from VML/VACO will present two refinancing opportunities. The presentation is attached for your review.

The 2006B General Obligation VML/VACO Bonds have an average interest rate of 4.82%, and are pre-payable without penalty as of August 1, 2016. Given the currently favorable interest rate environment, both Davenport and VML/VACO believe it would be beneficial to secure financing with a lower interest rate, giving cash flow savings of approximately \$100,000.

The 2013 Bond issued via Direct Bank Loan with PNC Bank has a current interest rate of 2.65%. This loan is pre-payable at any time. The existing interest rate is due to reset in 8 years. It would be beneficial to secure a comparable interest rate which will remain fixed through financial maturity.

RECOMMENDATION:

Staff recommends Council review the information VML/VACO presents, and authorize the Town Manager to (A) Issue a competitive request for proposals to financial institutions for the refunding/refinancing opportunities, and (B) Apply for the 2016 VRA Fall Pooled Financing Program Issuance. Applications to participate are due Friday, August 5th, 2016. These actions would not cost the Town anything, nor would they obligate the Town in any way to move forward with either funding approach.



VML/VACO Finance - Fixed Rate Loan Program
Town of Cape Charles, Virginia
General Obligation Refunding Bond, Series 2016

Current Refunding of Series 2006 and 2013 Bonds

Preliminary Analysis

July 18, 2016



VML/VACo Finance - Fixed Rate Loan Program
 Town of Cape Charles, Virginia
 General Obligation Refunding Bond, Series 2016
 Current Refunding of Series 2006 and 2013 Bonds

Preliminary Financing Terms and Assumptions

Program	VML/VACo Fixed Rate Loan Program
Bank	TBD through competitive bidding process
Borrower	Town of Cape Charles
Par Amount	\$3,159,000
Security Pledge	General Obligation
Purpose	1) Current Refunding of outstanding Series 2006 Bonds to realize debt service savings 2) Current Refunding of outstanding Series 2013 Bonds to fix the rate until the final maturity (2034). The bonds have an outstanding balance of \$2,133,000 with an interest rate due to reset in 2021.
Tax-Exempt/Taxable	Tax-Exempt
Bank Qualified/Non-BQ	Bank Qualified
Indicative Interest Rate	1) 2.15% 2) 2.65%
Interest Payments Due	Semi-annually, in arrears on February 1 & August 1 each year, commencing February 1, 2017
Principal Payments Due	1) Annually, on August 1 each year, commencing August 1, 2017 2) Annually, on February 1 each year, commencing February 1, 2017
Amortization	1) Fully amortizing over term with level annual savings 2) Fully amortizing over term to match current annual debt service
Maturity	1) August 1, 2026 2) February 1, 2034



VML/VACo Finance - Fixed Rate Loan Program
Town of Cape Charles, Virginia
General Obligation Refunding Bond, Series 2016
Current Refunding of Series 2006 and 2013 Bonds

Estimated Sources & Uses of Funds

Sources of Funds:

VML/VACo Fixed Rate Loan, 2016	3,159,000.00
--------------------------------	--------------

Uses of Funds:

Principal of Series 2006 Bonds	965,000.00
Accrued Interest from 8/1/16 to 9/1/16	7,598.33
Principal of Series 2013 Bonds	2,133,000.00
Accrued Interest from 3/1/16 to 9/1/16	28,262.25
Estimated Costs of Issuance ¹	29,000.00
Less VLGFC Contribution ²	<u>(5,000.00)</u>
Estimated Costs of Issuance, Net	24,000.00
Contingency	<u>1,139.42</u>
Total Uses of Funds	<u><u>3,159,000.00</u></u>

¹ Includes estimates for bond counsel, bank counsel, and Program Administration. Assumes one loan issued with two debt service schedules.

² Virginia Local Government Finance Corporation (VLGFC) has approved a \$5,000 contribution towards costs of issuance for borrowers in the Fixed Rate Loan Program.

Preliminary

VML/VACo Finance

Town of Cape Charles, Virginia

General Obligation Refunding Bonds, Series 2016

Current Refunding of Series 2006 and 2013 Bonds

Combined Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
09/01/2016	-	-	-	-	-
02/01/2017	76,000.00	2.650%	32,841.04	108,841.04	108,841.04
08/01/2017	116,000.00	2.150%	38,402.25	154,402.25	-
02/01/2018	73,000.00	2.650%	37,155.25	110,155.25	264,557.50
08/01/2018	89,000.00	2.150%	36,188.00	125,188.00	-
02/01/2019	103,000.00	2.650%	35,231.25	138,231.25	263,419.25
08/01/2019	88,000.00	2.150%	33,866.50	121,866.50	-
02/01/2020	106,000.00	2.650%	32,920.50	138,920.50	260,787.00
08/01/2020	90,000.00	2.150%	31,516.00	121,516.00	-
02/01/2021	108,000.00	2.650%	30,548.50	138,548.50	260,064.50
08/01/2021	93,000.00	2.150%	29,117.50	122,117.50	-
02/01/2022	109,000.00	2.650%	28,117.75	137,117.75	259,235.25
08/01/2022	96,000.00	2.150%	26,673.50	122,673.50	-
02/01/2023	111,000.00	2.650%	25,641.50	136,641.50	259,315.00
08/01/2023	99,000.00	2.150%	24,170.75	123,170.75	-
02/01/2024	117,000.00	2.650%	23,106.50	140,106.50	263,277.25
08/01/2024	101,000.00	2.150%	21,556.25	122,556.25	-
02/01/2025	120,000.00	2.650%	20,470.50	140,470.50	263,026.75
08/01/2025	103,000.00	2.150%	18,880.50	121,880.50	-
02/01/2026	125,000.00	2.650%	17,773.25	142,773.25	264,653.75
08/01/2026	104,000.00	2.150%	16,117.00	120,117.00	-
02/01/2027	124,000.00	2.650%	14,999.00	138,999.00	259,116.00
08/01/2027	-	-	13,356.00	13,356.00	-
02/01/2028	174,000.00	2.650%	13,356.00	187,356.00	200,712.00
08/01/2028	-	-	11,050.50	11,050.50	-
02/01/2029	182,000.00	2.650%	11,050.50	193,050.50	204,101.00
08/01/2029	-	-	8,639.00	8,639.00	-
02/01/2030	186,000.00	2.650%	8,639.00	194,639.00	203,278.00
08/01/2030	-	-	6,174.50	6,174.50	-
02/01/2031	158,000.00	2.650%	6,174.50	164,174.50	170,349.00
08/01/2031	-	-	4,081.00	4,081.00	-
02/01/2032	162,000.00	2.650%	4,081.00	166,081.00	170,162.00
08/01/2032	-	-	1,934.50	1,934.50	-
02/01/2033	72,000.00	2.650%	1,934.50	73,934.50	75,869.00
08/01/2033	-	-	980.50	980.50	-
02/01/2034	74,000.00	2.650%	980.50	74,980.50	75,961.00
Total	\$3,159,000.00	-	\$667,725.29	\$3,826,725.29	-

VML/VACo Finance

Leading Provider of Financial Services to Virginia Local Governments



Current Refunding of Series 2006 Bonds



VML/VACo Finance - Fixed Rate Loan Program
Town of Cape Charles, Virginia
General Obligation Refunding Bond, Series 2016
Current Refunding of Series 2006 and 2013 Bonds

Summary of Refunded Bonds - Series 2006

Outstanding Par of Series 2006 Bonds	\$965,000
Interest Rates	4.40% to 5.00%
Optional Call Date	8/1/2016
Optional Call Price	100%

Summary of Debt Service Savings - Series 2006

Total Debt Service Savings	\$123,796
Net Present Value Savings	\$109,600
Net PV Savings as % of Refunded Par	11.36%
Average Annual Debt Service Savings	\$11,254

Preliminary

VML/VACo Finance

Town of Cape Charles, Virginia

General Obligation Refunding Bond, Series 2016

Current Refunding of Series 2006 Bonds @ 2.15% Indicative Rate

Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings	Fiscal Total
09/01/2016	-	-	-	-	-
02/01/2017	8,886.67	8,886.67	22,795.00	13,908.33	13,908.33
08/01/2017	127,664.00	127,664.00	127,795.00	131.00	-
02/01/2018	9,406.25	9,406.25	20,485.00	11,078.75	11,209.75
08/01/2018	99,406.25	99,406.25	100,485.00	1,078.75	-
02/01/2019	8,438.75	8,438.75	18,685.00	10,246.25	11,325.00
08/01/2019	97,438.75	97,438.75	98,685.00	1,246.25	-
02/01/2020	7,482.00	7,482.00	16,885.00	9,403.00	10,649.25
08/01/2020	99,482.00	99,482.00	101,885.00	2,403.00	-
02/01/2021	6,493.00	6,493.00	14,760.00	8,267.00	10,670.00
08/01/2021	101,493.00	101,493.00	104,760.00	3,267.00	-
02/01/2022	5,471.75	5,471.75	12,735.00	7,263.25	10,530.25
08/01/2022	102,471.75	102,471.75	107,735.00	5,263.25	-
02/01/2023	4,429.00	4,429.00	10,550.00	6,121.00	11,384.25
08/01/2023	104,429.00	104,429.00	110,550.00	6,121.00	-
02/01/2024	3,354.00	3,354.00	8,250.00	4,896.00	11,017.00
08/01/2024	105,354.00	105,354.00	113,250.00	7,896.00	-
02/01/2025	2,257.50	2,257.50	5,625.00	3,367.50	11,263.50
08/01/2025	106,257.50	106,257.50	115,625.00	9,367.50	-
02/01/2026	1,139.50	1,139.50	2,875.00	1,735.50	11,103.00
08/01/2026	107,139.50	107,139.50	117,875.00	10,735.50	-
02/01/2027	-	-	-	-	10,735.50
Total	\$1,108,494.17	\$1,108,494.17	\$1,232,290.00	\$123,795.83	-

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings	108,700.30
Net PV Cashflow Savings @ 2.628%(AIC)	108,700.30
Contingency or Rounding Amount	899.67
Net Present Value Benefit	\$109,599.97
Net PV Benefit / \$965,000 Refunded Principal	11.358%
Net PV Benefit / \$992,000 Refunding Principal	11.048%

Refunding Bond Information

Refunding Dated Date	9/01/2016
Refunding Delivery Date	9/01/2016

Preliminary

VML/VACo Finance

Town of Cape Charles, Virginia

General Obligation Refunding Bond, Series 2016

Current Refunding of Series 2006 Bonds @ 2.15% Indicative Rate

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
09/01/2016	-	-	-	-	-
02/01/2017	-	-	8,886.67	8,886.67	8,886.67
08/01/2017	117,000.00	2.150%	10,664.00	127,664.00	-
02/01/2018	-	-	9,406.25	9,406.25	137,070.25
08/01/2018	90,000.00	2.150%	9,406.25	99,406.25	-
02/01/2019	-	-	8,438.75	8,438.75	107,845.00
08/01/2019	89,000.00	2.150%	8,438.75	97,438.75	-
02/01/2020	-	-	7,482.00	7,482.00	104,920.75
08/01/2020	92,000.00	2.150%	7,482.00	99,482.00	-
02/01/2021	-	-	6,493.00	6,493.00	105,975.00
08/01/2021	95,000.00	2.150%	6,493.00	101,493.00	-
02/01/2022	-	-	5,471.75	5,471.75	106,964.75
08/01/2022	97,000.00	2.150%	5,471.75	102,471.75	-
02/01/2023	-	-	4,429.00	4,429.00	106,900.75
08/01/2023	100,000.00	2.150%	4,429.00	104,429.00	-
02/01/2024	-	-	3,354.00	3,354.00	107,783.00
08/01/2024	102,000.00	2.150%	3,354.00	105,354.00	-
02/01/2025	-	-	2,257.50	2,257.50	107,611.50
08/01/2025	104,000.00	2.150%	2,257.50	106,257.50	-
02/01/2026	-	-	1,139.50	1,139.50	107,397.00
08/01/2026	106,000.00	2.150%	1,139.50	107,139.50	-
02/01/2027	-	-	-	-	107,139.50
Total	\$992,000.00	-	\$116,494.17	\$1,108,494.17	-

Yield Statistics

Bond Year Dollars	\$5,418.33
Average Life	5.462 Years
Average Coupon	2.1500001%

Net Interest Cost (NIC)	2.1500001%
True Interest Cost (TIC)	2.1501571%
Bond Yield for Arbitrage Purposes	-
All Inclusive Cost (AIC)	2.6278040%

IRS Form 8038

Net Interest Cost	2.1500001%
Weighted Average Maturity	5.462 Years



Current Refunding of Series 2013 Bonds

Preliminary

VML/VACo Finance

Town of Cape Charles, Virginia

General Obligation Refunding Bonds, Series 2016B

Current Refunding of Series 2013 Bonds @ 2.65% Indicative Rate

Debt Service Comparison

Part 1 of 3

Date	Total P+I	Net New D/S	Old Net D/S	Savings	Fiscal Total
09/01/2016	-	-	28,262.25	28,262.25	-
02/01/2017	100,070.83	100,070.83	-	(100,070.83)	-
03/01/2017	-	-	71,262.25	71,262.25	(546.33)
08/01/2017	27,878.00	27,878.00	-	(27,878.00)	-
09/01/2017	-	-	27,692.50	27,692.50	-
02/01/2018	100,878.00	100,878.00	-	(100,878.00)	-
03/01/2018	-	-	100,692.50	100,692.50	(371.00)
08/01/2018	26,910.75	26,910.75	-	(26,910.75)	-
09/01/2018	-	-	26,725.25	26,725.25	-
02/01/2019	129,910.75	129,910.75	-	(129,910.75)	-
03/01/2019	-	-	129,725.25	129,725.25	(371.00)
08/01/2019	25,546.00	25,546.00	-	(25,546.00)	-
09/01/2019	-	-	25,360.50	25,360.50	-
02/01/2020	131,546.00	131,546.00	-	(131,546.00)	-
03/01/2020	-	-	131,360.50	131,360.50	(371.00)
08/01/2020	24,141.50	24,141.50	-	(24,141.50)	-
09/01/2020	-	-	23,956.00	23,956.00	-
02/01/2021	132,141.50	132,141.50	-	(132,141.50)	-
03/01/2021	-	-	130,956.00	130,956.00	(1,371.00)
08/01/2021	22,710.50	22,710.50	-	(22,710.50)	-
09/01/2021	-	-	22,538.25	22,538.25	-
02/01/2022	131,710.50	131,710.50	-	(131,710.50)	-
03/01/2022	-	-	130,538.25	130,538.25	(1,344.50)
08/01/2022	21,266.25	21,266.25	-	(21,266.25)	-
09/01/2022	-	-	21,107.25	21,107.25	-
02/01/2023	132,266.25	132,266.25	-	(132,266.25)	-
03/01/2023	-	-	131,107.25	131,107.25	(1,318.00)
08/01/2023	19,795.50	19,795.50	-	(19,795.50)	-
09/01/2023	-	-	19,649.75	19,649.75	-
02/01/2024	136,795.50	136,795.50	-	(136,795.50)	-
03/01/2024	-	-	135,649.75	135,649.75	(1,291.50)
08/01/2024	18,245.25	18,245.25	-	(18,245.25)	-
09/01/2024	-	-	18,112.75	18,112.75	-
02/01/2025	138,245.25	138,245.25	-	(138,245.25)	-
03/01/2025	-	-	137,112.75	137,112.75	(1,265.00)
08/01/2025	16,655.25	16,655.25	-	(16,655.25)	-
09/01/2025	-	-	16,536.00	16,536.00	-
02/01/2026	141,655.25	141,655.25	-	(141,655.25)	-
03/01/2026	-	-	140,536.00	140,536.00	(1,238.50)
08/01/2026	14,999.00	14,999.00	-	(14,999.00)	-
09/01/2026	-	-	14,893.00	14,893.00	-
02/01/2027	138,999.00	138,999.00	-	(138,999.00)	-
03/01/2027	-	-	137,893.00	137,893.00	(1,212.00)

Preliminary

VML/VACo Finance

Town of Cape Charles, Virginia

General Obligation Refunding Bonds, Series 2016B

Current Refunding of Series 2013 Bonds @ 2.65% Indicative Rate

Debt Service Comparison

Part 2 of 3

Date	Total P+I	Net New D/S	Old Net D/S	Savings	Fiscal Total
08/01/2027	13,356.00	13,356.00	-	(13,356.00)	-
09/01/2027	-	-	13,263.25	13,263.25	-
02/01/2028	187,356.00	187,356.00	-	(187,356.00)	-
03/01/2028	-	-	186,263.25	186,263.25	(1,185.50)
08/01/2028	11,050.50	11,050.50	-	(11,050.50)	-
09/01/2028	-	-	10,971.00	10,971.00	-
02/01/2029	193,050.50	193,050.50	-	(193,050.50)	-
03/01/2029	-	-	191,971.00	191,971.00	(1,159.00)
08/01/2029	8,639.00	8,639.00	-	(8,639.00)	-
09/01/2029	-	-	8,572.75	8,572.75	-
02/01/2030	194,639.00	194,639.00	-	(194,639.00)	-
03/01/2030	-	-	193,572.75	193,572.75	(1,132.50)
08/01/2030	6,174.50	6,174.50	-	(6,174.50)	-
09/01/2030	-	-	6,121.50	6,121.50	-
02/01/2031	164,174.50	164,174.50	-	(164,174.50)	-
03/01/2031	-	-	163,121.50	163,121.50	(1,106.00)
08/01/2031	4,081.00	4,081.00	-	(4,081.00)	-
09/01/2031	-	-	4,041.25	4,041.25	-
02/01/2032	166,081.00	166,081.00	-	(166,081.00)	-
03/01/2032	-	-	165,041.25	165,041.25	(1,079.50)
08/01/2032	1,934.50	1,934.50	-	(1,934.50)	-
09/01/2032	-	-	1,908.00	1,908.00	-
02/01/2033	73,934.50	73,934.50	-	(73,934.50)	-
03/01/2033	-	-	72,908.00	72,908.00	(1,053.00)
08/01/2033	980.50	980.50	-	(980.50)	-
09/01/2033	-	-	967.25	967.25	-
02/01/2034	74,980.50	74,980.50	-	(74,980.50)	-
03/01/2034	-	-	73,967.25	73,967.25	(1,026.50)
Total	\$2,732,798.83	\$2,732,798.83	\$2,714,357.00	(18,441.83)	-

VML/VACo Finance

Leading Provider of Financial Services to Virginia Local Governments

Preliminary

VML/VACo Finance

Town of Cape Charles, Virginia

General Obligation Refunding Bonds, Series 2016B

Current Refunding of Series 2013 Bonds @ 2.65% Indicative Rate

Debt Service Comparison

Part 3 of 3

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings	(18,757.39)
Net PV Cashflow Savings @ 2.773%(AIC)	(18,757.39)
Contingency or Rounding Amount	737.75
Net Present Value Loss	\$(18,019.64)
Net PV Loss / \$2,133,000 Refunded Principal	(0.845%)
Net PV Loss / \$2,180,000 Refunding Principal	(0.827%)

Refunding Bond Information

Refunding Dated Date	9/01/2016
Refunding Delivery Date	9/01/2016

Preliminary

VML/VACo Finance

Town of Cape Charles, Virginia

General Obligation Refunding Bonds, Series 2016B

Current Refunding of Series 2013 Bonds @ 2.65% Indicative Rate

Debt Service Schedule

Part 1 of 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
09/01/2016	-	-	-	-	-
02/01/2017	76,000.00	2.650%	24,070.83	100,070.83	-
03/01/2017	-	-	-	-	100,070.83
08/01/2017	-	-	27,878.00	27,878.00	-
02/01/2018	73,000.00	2.650%	27,878.00	100,878.00	-
03/01/2018	-	-	-	-	128,756.00
08/01/2018	-	-	26,910.75	26,910.75	-
02/01/2019	103,000.00	2.650%	26,910.75	129,910.75	-
03/01/2019	-	-	-	-	156,821.50
08/01/2019	-	-	25,546.00	25,546.00	-
02/01/2020	106,000.00	2.650%	25,546.00	131,546.00	-
03/01/2020	-	-	-	-	157,092.00
08/01/2020	-	-	24,141.50	24,141.50	-
02/01/2021	108,000.00	2.650%	24,141.50	132,141.50	-
03/01/2021	-	-	-	-	156,283.00
08/01/2021	-	-	22,710.50	22,710.50	-
02/01/2022	109,000.00	2.650%	22,710.50	131,710.50	-
03/01/2022	-	-	-	-	154,421.00
08/01/2022	-	-	21,266.25	21,266.25	-
02/01/2023	111,000.00	2.650%	21,266.25	132,266.25	-
03/01/2023	-	-	-	-	153,532.50
08/01/2023	-	-	19,795.50	19,795.50	-
02/01/2024	117,000.00	2.650%	19,795.50	136,795.50	-
03/01/2024	-	-	-	-	156,591.00
08/01/2024	-	-	18,245.25	18,245.25	-
02/01/2025	120,000.00	2.650%	18,245.25	138,245.25	-
03/01/2025	-	-	-	-	156,490.50
08/01/2025	-	-	16,655.25	16,655.25	-
02/01/2026	125,000.00	2.650%	16,655.25	141,655.25	-
03/01/2026	-	-	-	-	158,310.50
08/01/2026	-	-	14,999.00	14,999.00	-
02/01/2027	124,000.00	2.650%	14,999.00	138,999.00	-
03/01/2027	-	-	-	-	153,998.00
08/01/2027	-	-	13,356.00	13,356.00	-
02/01/2028	174,000.00	2.650%	13,356.00	187,356.00	-
03/01/2028	-	-	-	-	200,712.00
08/01/2028	-	-	11,050.50	11,050.50	-
02/01/2029	182,000.00	2.650%	11,050.50	193,050.50	-
03/01/2029	-	-	-	-	204,101.00
08/01/2029	-	-	8,639.00	8,639.00	-
02/01/2030	186,000.00	2.650%	8,639.00	194,639.00	-
03/01/2030	-	-	-	-	203,278.00
08/01/2030	-	-	6,174.50	6,174.50	-

VML/VACo Finance

Leading Provider of Financial Services to Virginia Local Governments

Preliminary

VML/VACo Finance

Town of Cape Charles, Virginia

General Obligation Refunding Bonds, Series 2016B

Current Refunding of Series 2013 Bonds @ 2.65% Indicative Rate

Debt Service Schedule

Part 2 of 2

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/01/2031	158,000.00	2.650%	6,174.50	164,174.50	-
03/01/2031	-	-	-	-	170,349.00
08/01/2031	-	-	4,081.00	4,081.00	-
02/01/2032	162,000.00	2.650%	4,081.00	166,081.00	-
03/01/2032	-	-	-	-	170,162.00
08/01/2032	-	-	1,934.50	1,934.50	-
02/01/2033	72,000.00	2.650%	1,934.50	73,934.50	-
03/01/2033	-	-	-	-	75,869.00
08/01/2033	-	-	980.50	980.50	-
02/01/2034	74,000.00	2.650%	980.50	74,980.50	-
03/01/2034	-	-	-	-	75,961.00
Total	\$2,180,000.00	-	\$552,798.83	\$2,732,798.83	-

Yield Statistics

Bond Year Dollars	\$20,860.33
Average Life	9.569 Years
Average Coupon	2.6500000%
Net Interest Cost (NIC)	2.6500000%
True Interest Cost (TIC)	2.6501468%
Bond Yield for Arbitrage Purposes	2.6501468%
All Inclusive Cost (AIC)	2.7731189%

IRS Form 8038

Net Interest Cost	2.6500000%
Weighted Average Maturity	9.569 Years

VML/VACo Finance

Leading Provider of Financial Services to Virginia Local Governments