



# TOWN COUNCIL

## Regular Meeting

October 20, 2016

Cape Charles Civic Center

6:00 PM

1. Call to Order
  - A. Roll Call
  - B. Establish quorum
2. Invocation and Pledge of Allegiance
3. Recognition of Visitors / Presentations
  - A. None
4. Public Comments (3 minutes per speaker)
5. Consent Agenda
  - A. Approval of Agenda Format
  - B. Approval of Minutes
6. Department Reports
  - \*A. Treasurer's Report
  - B. Planning Commission and Boards
  - C. Other Department Reports
7. Old Business
  - \*A. Comprehensive Plan – Set Date for Joint Public Hearing with Planning Commission
8. New Business
  - \*A. Waste Collection and Disposal Services Contract Extension
  - \*B. Re-Appointment of Wetlands/Coastal Dune Board Member
  - \*C. Xenith Bank Credit Line Renewal
  - \*D. Parking Restriction Request – VDOT Resolution
  - \*E. FY 2017 USDA Rural Development Application
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
  - October 25, 2016 – Joint Meeting with Northampton County Board of Supervisors, 6:00 PM
  - October 25, 2016 – Mayor's Office Hours - CANCELED
  - November 3, 2016 – Town Council Work Session, 6:00 PM
  - November 8, 2016 – Mayor's Office Hours, 2:00 PM – 3:00 PM
  - November 11, 2016 – Town offices closed in observance of Veterans' Day
  - November 17, 2016 – Town Council Regular Meeting, 6:00 PM
  - November 22, 2016 – Mayor's Office Hours, 6:00 PM – 7:00 PM
11. Adjourn at 7:30 P.M.



**DRAFT**  
**TOWN COUNCIL**  
**Work Session**  
Cape Charles Civic Center  
September 8, 2016  
6:00 p.m.

At approximately 6:00 p.m., Mayor George Proto, having established a quorum, called to order the Work Session of Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett and Buchholz, and Councilwomen Natali and Sullivan. Councilman Brown was not in attendance. Also present were Town Manager Brent Manuel, Town Clerk Libby Hume, Planner Larry DiRe and Planning Commissioner Sandra Salopek. There were four members of the public in attendance.

Mayor Proto introduced Ms. Felicia Hart, community development director from the town of Front Royal, VA, who had over 35 years of Virginia Main Street experience working with over 25 Main Street communities.

Ms. Hart presented information regarding the Virginia Main Street program regarding the Four-Point Approach, Board make-up and a variety of items and issues for Council consideration. (Please see attached.)

There was some discussion regarding the following: i) A Board application would be developed and provided for Council review; ii) Board members needed to be prepared to work and be committed financially as well; iii) The Main Street program required ongoing local government support. Virginia Main Street lost good designated towns due to lack of support from their municipalities; iv) Affiliates could operate under the town's umbrella whereas designated communities must be their own 501C3. Main Street designated localities were also dependent on the municipal staff such as police officers, public works, etc. and it was difficult to coordinate efforts with a separate organization from the municipality; v) The Board needed to be appointed and have direct input regarding the hiring of the executive director; vi) Everyone needed to work together for the greater good of the community; vii) Start small with projects that people could see when accomplished such as cleaning up the downtown area, trash cans, working street lights, etc.; viii) Need a realistic work plan; ix) The marketing plan should be taken slow and thought through. There were repercussions for actions; x) The Board should consist of residents and owners of businesses in the town. Committees could consist of anyone wanting to participate in making a difference; and xi) The greatest benefit to the community was that the program helped bring the community together – business owners, property owners, non-profits, etc.

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

The meeting adjourned at 7:40 p.m.

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Mayor Proto

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Town Clerk



**DRAFT**  
**TOWN COUNCIL**  
**Special Meeting**  
Cape Charles Civic Center  
September 8, 2016  
Immediately Following Work Session

At 7:47 p.m., Mayor George Proto, having established a quorum, called to order the Work Session of Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett and Buchholz, and Councilwomen Natali and Sullivan. Councilman Brown was not in attendance. Also present were Town Manager Brent Manuel and Town Clerk Libby Hume. There were no members of the public in attendance.

A. *9-11 Remembrance Ceremony Proclamation*

Mayor Proto read Proclamation 20160908: September 11, 2001 – A Day to Remember.

**Motion made by Councilwoman Sullivan, seconded by Councilman Bennett, to adopt Proclamation 20160908: September 11, 2001 – A Day to Remember. The motion was approved by unanimous vote.**

Mayor Proto informed Council that he was scheduled to give a speech and present the proclamation at the 9-11 Remembrance Ceremony on Sunday at 1:00 p.m. Mayor Proto urged everyone to attend.

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

The meeting adjourned at 7:51 p.m.

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

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



**DRAFT**  
**TOWN COUNCIL**

**Executive Session**

**Civic Center**

**September 8, 2016**

**Immediately Following Special Meeting**

At approximately 8:00 p.m. Mayor George Proto, having established a quorum, called to order the Executive Session of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett and Buchholz, and Councilwomen Natali and Sullivan. Councilman Brown was not in attendance. Also in attendance was Town Manager Brent Manuel.

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

**Paragraph 3:** Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

**Specifically:** Unsolicited proposal to purchase Town-owned properties

**Motion made by Councilman Bennett, seconded by Councilman Buchholz, 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; Buchholz, yes; Natali, yes; Sullivan, yes.

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

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Mayor Proto

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Town Clerk



**DRAFT**  
**TOWN COUNCIL**  
**Regular Meeting**  
**Civic Center**  
**September 15, 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 Buchholz, and Councilwoman Natali. Councilwoman Sullivan was not in attendance. Also in attendance were Town Manager Brent Manuel and Town Clerk Libby Hume. The Department Heads were in attendance as well as 10 members of the public.

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

Mayor Proto congratulated Town Clerk Libby Hume on earning her Master Municipal Clerk designation, read the notification received from the International Institute of Municipal Clerks and presented her with a bouquet of flowers.

**RECOGNITION OF VISITORS / PRESENTATIONS:**

A. *Commendation Award - Willie Lyons:*

Mayor Proto read the commendation award for Willie Lyons who observed a fire at 601 Peach Street on the morning of August 18, 2016, called 911 and woke the occupants of the residence. His actions helped minimize the damage to the house and possibly saved the lives of the three people inside.

Public Works Foreman John Lockwood III accepted the award on Willie Lyons' behalf.

B. *Constitution Week Proclamation:*

Mayor Proto read Proclamation 20160915 designating September 17-23, 2016 as Constitution Week in the Town of Cape Charles.

**Motion made by Vice Mayor Bannon, seconded by Councilwoman Natali, to adopt Proclamation 20160915. The motion was approved by unanimous vote.**

C. *National Friends of Libraries Week Proclamation:*

Mayor Proto read Proclamation 20160915A recognizing the Friends of the Cape Charles Memorial Library during National Friends of Libraries Week, October 16-22, 2016.

**Motion made by Councilman Brown, seconded by Councilman Buchholz, to adopt Proclamation 20160915A. The motion was approved by unanimous vote.**

Mayor Proto presented Proclamation 20160915A to Councilwoman Natali who also served on the Friends of the Cape Charles Memorial Library Board.

D. *Ann Hayward Walker – Cape Charles Wetlands/Coastal Dune Board:*

Ms. Walker introduced the other members of the Wetlands/Coastal Dune Board who were in attendance – Russ Dunton, Joe Fehrer and Bob Roche. Member Bill Prickett was out of town and unable to attend. Ms. Walker went on to present the Wetlands/Coastal Dune Board's beach/sand management recommendations to the Council. (Please see attached.)

Mayor Proto thanked Ms. Walker for her great presentation. Vice Mayor Bannon added that he was hopeful that the recommendations would not be forgotten but acted upon. Councilman Bennett applauded the Board for their hard work adding that the information received was more than he expected.

Ms. Walker stated that the current Wetlands/Coastal Dune Board responsibilities only included review and processing of permits. This type of research and beach/sand management was not part of their purview. Years ago, it was routine practice to have the Board review a number of items, such as beach management, and the Board was open to renewing this practice, but the documentation outlining their responsibilities would possibly need to be updated.

**PUBLIC COMMENTS:**

There were no other public comments to be heard.

Libby Hume read an email submitted by Mr. Bill Prickett, 210 Tazewell Avenue regarding the Wetlands/Coastal Dune Board presentation. (Please see attached.)

There were no other written comments submitted prior to the meeting.

**CONSENT AGENDA – APPROVAL OF AGENDA FORMAT:**

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

**CONSENT AGENDA – APPROVAL OF MINUTES:**

The Town Council reviewed the minutes of the August 15, 2016 Joint Public Hearing with the Planning Commission, the August 18, 2016 Regular Meeting, and the August 18, 2016 Executive Session.

**Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to approve the minutes from the August 15, 2016 Joint Public Hearing with the Planning Commission, the August 18, 2016 Regular Meeting, and the August 18, 2016 Executive Session as presented. The motion was approved by unanimous vote.**

**DEPARTMENT REPORTS:**

*E. Treasurer's Report:*

Treasurer Deborah Pocock reviewed the Treasurer's report dated August 31, 2016 which showed the Total Cash on Hand of \$2,247,885, the Total Cash Held in Reserve was \$1,359,051 and the Total Cash – All Accounts was \$3,606,937. Deborah Pocock went on to review the Debt Service, Revenue vs. Expenditures, the FY 2017 Capital Improvement Project Tracking Report, and the Three Year Revenue Comparison.

**Motion made by Councilwoman Natali, seconded by Councilman Bennett, 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 since the printing of his monthly report, two new applications and one continuance application had been received for the Historic District Review Board which would be meeting on September 20.

Vice Mayor Bannon asked the status of the wayfinding signage. Larry DiRe responded that, at the Town Council's pleasure, the signage project could move forward after obtaining a VDOT permit to place signage in their right-of-way, but if Council wanted to do the signage under the Main Street program for branding purposes, a timeframe had not yet been determined.

C. Other Departments:

*Code Enforcement:*

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

*Harbor:*

Harbor Master Charlie Farlow reported that a tent was installed at the harbor for the Cape Charles Yacht Club's Skiff Building event being held on September 14. This event was rescheduled from the Labor Day weekend.

There was much discussion regarding the dockage fees and the inaccuracies with input in the past. The numbers were now being input consistently but it was difficult to correct the information from the past. QuickBooks was upgraded earlier in the week but it would take time to straighten and correct the information in QuickBooks. With the busy season almost over, staff would be working on processes to increase efficiency. Deborah Pocock added that she would look in Edmunds to help verify the old numbers. Council would be advised of the approximate date of completion.

*Cape Charles Memorial Library:*

Librarian Ann Rutledge stated that it had been a great summer. The hot temperatures were good for the Library with parents bringing their toddlers in as an alternative to the beach.

*Police Department:*

Chief Jim Pruitt stated that he did not have anything to add to his written report.

Mayor Proto commented on the number of felony arrests and the chief's completion of a class in community policing.

*Public Utilities/Public Works Departments:*

Public Utilities/Public Works Director Dave Fauber stated that he did not have anything to add to his written reports.

Mayor Proto noted the response to Ms. Coalter's July 21, 2016 letter to the Council.

Vice Mayor Bannon asked about the current staffing in the departments. Dave Fauber responded that there was one vacancy in the Public Works department and one vacancy at the wastewater plant.

*Recreation Department:*

Community Events/Recreation Coordinator Jen Lewis reported the following: i) The Out of Darkness Walk was a fundraiser for suicide prevention scheduled for September 24. The walk would be followed by a cookout and movie on the beach. All monies raised would go to a local suicide prevention line; ii) The Virginia Tourism Corporation Eastern Shore of Virginia tour was scheduled for September 27 - 30 and 35-40 individuals would be visiting various locations of the shore from the Chesapeake Bay Bridge Tunnel, Cape Charles, Wachapreague, Saxis and Chincoteague; iii) A resident, who was referred to her office by Ms. Tammy Holloway, was asking about the annual progressive dinner tour with the hope of participating this year. Unfortunately, the Northampton County Chamber of Commerce was not planning to hold a dinner tour this year. She was working with Tammy Holloway to expand the Bed & Breakfast Cookie Trail to include five B&Bs and five houses; iv) She was also working with Tammy Holloway on a number of fun activities for the shoulder season; and v) It was always a struggle to get volunteers for the non-profit organizations. She was considering a community volunteer fair later this fall to help non-profits recruit volunteers. Mayor Proto agreed regarding the difficulty in recruiting new volunteers and expressed his concern regarding volunteer burnout.

There was some discussion regarding the town's interaction with the Northampton County Chamber of Commerce. Jen Lewis stated that she had a great working relationship with Elizabeth Dodd at the Chamber.

#### **OLD BUSINESS**

##### **A. *Cape Charles Trail Project Update***

Town Manager Brent Manuel stated that the contractor would commence concrete installation mid-September, as well as demolition and storm water system work on the western portion of Washington Avenue. There was an unfortunate occurrence earlier in the week where the contractor cut underground wires on the west side of Washington Avenue for Chesapeake Bay Communication, Verizon and Charter Communication. The project was estimated to take about four months to complete.

#### **NEW BUSINESS:**

##### **A. *Planning Commissioner Reappointments***

Brent Manuel stated that Dennis McCoy and Dan Burke currently served as Planning Commissioners and their terms would be expiring on October 31, 2016. They had both expressed their interest in continuing their service on the Commission for another four-year term.

**Motion made by Councilman Brown, seconded by Councilman Buchholz, to re-appoint Dennis McCoy and Dan Burke to the Planning Commission for another four-year term. The motion was approved by unanimous vote.**

##### **B. *Board of Zoning Appeals Member Reappointment***

Brent Manuel stated that Jay Wiegner currently served as the Vice Chair of the Board of Zoning Appeals and his term would be expiring on October 31, 2016. He had expressed his interest in continuing his service on the Board for another five-year term.

**Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to re-appoint Jay Wiegner to the Board of Zoning Appeals for another five-year term. The motion was approved by unanimous vote.**

#### **MAYOR AND COUNCIL COMMENTS**

Councilwoman Natali commented as follows: i) The Friends of the Cape Charles Memorial Library had set the dates for the winter/spring Afternoon Teas. Information would be distributed once the speakers had been finalized; ii) The Friends were also offering one-on-one computer tutoring sessions and training for iPhone, iPad and android devices. Reservations were required. More information was available on the Friends' website; iii) She requested that a date be set for the Council strategy work session; and iv) She asked for a report regarding the Mason Avenue parking lot improvements at the next Town Council meeting. Funding was allocated for lighting and road improvements but nothing had been done.

Vice Mayor Bannon agreed with Councilwoman Natali regarding the parking lot and added that several individuals asked about the location of the entrance to the parking area. There was some discussion regarding the possibility of either switching the entrance and exit or possibly allowing two-way traffic. Brent Manuel stated that he was reviewing the issue and would report back to Council regarding his recommendations.

Councilman Bennett stated that the town had a visitor last week and Council received a lot of great information regarding the Main Street program. A timeline was needed for implementation. Dates needed to be set for milestones in order to move forward. Council and the citizens were energized and a lot of work needed to be done but the results would be well worth it. He recommended

delaying the signage project until the Main Street program could be implemented and the town could possibly qualify for grants to help with branding, etc.

Councilman Buchholz stated that last minute notification was received from the Eastern Shore of Virginia Tourism Commission (ESVTC) regarding the upcoming tour and asked whether the town was reaching out to the Chamber of Commerce and Northampton County Board of Supervisors with a calendar of events. Everyone should know what was going on in town but many did not. Staff needed to be more proactive in getting the information out. Libby Hume added the Jen Lewis provided the calendar of events to the Chamber and ESVTC on a regular basis. Mayor Proto stated that the information needed to be sent to the Board of Supervisors as well.

Councilman Brown did not have any further comments.

Mayor Proto summarized the follow-up items from the meeting as follows: i) Scheduling of a Saturday Strategic Planning session; ii) Status report regarding the Mason Avenue parking lot improvements and entrance reversal; iii) Milestones/timeline for the Main Street program; iv) Reaching out to the Chamber of Commerce and Board of Supervisors with the event calendar; v) Follow-up on the Wetlands Board recommendations; and vi) Possible work sessions. Councilman Bennett added the report regarding the harbor by December.

Mayor Proto stated that he received a note from Ms. Nancy Vest regarding the World War I centennial and having the town placed on the registry of historical sites. He spoke to Cape Charles Museum Executive Director Kimb Denny who informed him that the museum was putting together a small exhibit at the library for spring 2017. He wanted people to be aware of the upcoming events.

Mayor Proto proceeded to read the Announcements.

**ANNOUNCEMENTS:**

- September 22, 2016 – Town Council Special Meeting, 6:00 p.m.
- September 27, 2016 – Mayor’s Office Hours would be canceled.
- October 1, 2016 – Emmanuel Episcopal and St. Charles Catholic Churches would be offering the Blessing of the Pets on the church steps at 11:00 a.m.
- October 6, 2016 – Town Council Work Session, 6:00 p.m.
- October 10, 2016 – Town offices closed in observance of Columbus Day.
- October 20, 2016 – Town Council Regular Meeting, 6:00 p.m.
- October 25, 2016 – Mayor’s Office Hours, 6:00 p.m. – 7:00 p.m.

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

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Mayor Proto

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Town Clerk

**Comments submitted in writing  
September 15, 2016 Town Council Regular Meeting**

*Bill Prickett, 210 Tazewell Avenue*

I am not able to attend the September 15, 2016 Town Council meeting so I am submitting my written comments regarding the Wetlands and Coastal Dune Board presentation of Public Beach recommendations to the Council. I want to thank the Council for providing the time for this important subject.

As a member of the Wetlands and Coastal Dune Board, I, along with the entire board, participated in substantial research and discussion in creating this presentation. The recommendations are the unanimous judgment of the board and I support them without reservation.

As a resident of Cape Charles, I urge the Town to act now to formalize a beach management plan and to provide the necessary resources for its implementation. The economic and recreational value of our public beach cannot be overstated.

DRAFT



## CERTIFICATE OF COMMENDATION

*This commendation is awarded to*

**Willie Lyons**

*in recognition for his quick thinking and brave actions on the morning of August 18, 2016 when he observed a fire at 601 Peach Street. He called 911 and proceeded to wake the occupants of the residence. His actions helped minimize the damage to the house and possibly save the lives of the three people inside.*

*Serge R. Proto*

Mayor

9/15/2016

Date

# Town of Cape Charles Proclamation 20160915

## Designating September 17-23, 2016 as “Constitution Week” in the Town of Cape Charles, Virginia

**WHEREAS:** The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

**WHEREAS,** September 17, 2016, marks the two hundred twenty-ninth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS,** it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

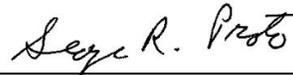
**WHEREAS,** Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

**NOW, THEREFORE** I, George Proto, by virtue of the authority vested in me as Mayor of the Town of Cape Charles, Virginia, do hereby proclaim the week of September 17 through 23, 2016 as

### Constitution Week

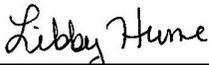
and urge all citizens to study the Constitution and reaffirm the ideals that the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

In witness whereof, I have hereunto set my hand and caused the Seal of the Town of Cape Charles to be affixed this 15<sup>th</sup> day of September, 2016.



Mayor George Proto

ATTEST:



Town Clerk

**PROCLAMATION 20160915A**  
**NATIONAL FRIENDS OF LIBRARIES WEEK**  
**OCTOBER 16-22, 2016**

**Whereas**, Friends of the Cape Charles Memorial Library raise money that enables our library to move from good to great -- providing the resources for additional programming, much needed equipment, support for children's summer reading, and special events throughout the year; and

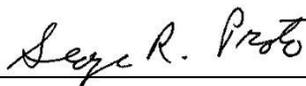
**Whereas**, the work of the Friends highlights on an ongoing basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present; and

**Whereas**, the Friends understand the critical importance of well funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services; and

**Whereas**, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

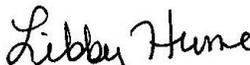
**Now, therefore, be it resolved** by virtue of the authority vested in me as Mayor of the town of Cape Charles, I, George Proto, do hereby proclaim the week of October 16-22, 2016, as Friends of Libraries week in the town of Cape Charles, Virginia and urge everyone to join the Friends of the Cape Charles Memorial Library and thank them for all they do to make our library and community so much better.

Adopted by the Town Council of Cape Charles on this 15<sup>th</sup> day of September, 2016.



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

ATTEST:



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

# Public Beach Recommendations

Cape Charles Wetlands – Dune Board  
September 15, 2016

*Draft Proposed Recommendations*

1

## Background (Staff report 6/1/16)

- Over the past several years the Town has taken various steps as part of an overall beach sand management practices strategy. These include gathering data on dune height and using the public works department to perform regular cleaning and maintenance of the beach.
- Since March 2015 the Town beach has been the deposit site for approximately 80,000 cubic yards of dredge material as part of the US Army Corps of Engineers' federal harbor dredging project. The final phase in the current dredging cycle was carried out and an additional 30,000 cubic yards of dredge material was deposited at the north end of the beach.
  - USACE will install both fencing and sprigging as sand management practices following the deposition of dredge material (sand).
- The town asked the Board to review past and currently employed beach sand management practices and to make appropriate recommendations to Town Council:
  - Provide an opportunity for residents' input into the scale of the sand wind erosion problem,
  - Identify potential practices to mitigate future wind erosion events, and
  - Consider/identify possible synergies with the USACE sand deposition, fencing and sprigging.

9/10/2016

*Draft Proposed Recommendations*

2

## Our “Homework”

(Key references attached)

- Review of applicable guidance and science
  - Cape Charles Dune Ordinance (1994)
  - Cape Charles Comprehensive Plan (2009)
  - Town files for past dune/sand management monitoring and reports to FEMA
  - Virginia Dune Guidelines (1993)
  - Shoreline Evolution Chesapeake Bay Shoreline Northampton County, Virginia (VIMS 2004)  
[http://web.vims.edu/physical/research/shoreline/docs/dune\\_evolution/Northampton/NHShoreEvolutionReport.pdf](http://web.vims.edu/physical/research/shoreline/docs/dune_evolution/Northampton/NHShoreEvolutionReport.pdf) NOTE: Cape Charles is “Reach II”
  - The Dune Book – North Carolina Sea Grant  
[http://www.seagrant.umaine.edu/files/chg/RogersNashdune\\_booklet.pdf](http://www.seagrant.umaine.edu/files/chg/RogersNashdune_booklet.pdf)
- Review of beach, dune, sand management plans of other coastal towns (approximately 23 plans, plus > 35 additional documents)
  - Ocean vs. sheltered/enclosed waters
  - Norfolk, Virginia Beach

9/10/2016

3

## Additional Activities

- Public input
  - Information Meeting – June 15, 2016
  - Questionnaire
- City of Norfolk Rep Visit – July 26, 2016 (with Board)
  - Pre-sand deposition
- Board working sessions – June 1, July 20, August 31
- Board beach walk - 10 Sept. 2016
  - Post-sand deposition

9/10/2016

(Town logo)

**Wetlands and Coastal Dune Board—Public Comment—Sand Management**  
**June 15, 2016**

Please take this opportunity to express your thoughts, interests, and/or concerns regarding the management of the sand and dunes along the public beach in our town of Cape Charles, VA. We look forward to reviewing your comments and thank you for your interest in our community!

Name: \_\_\_\_\_ (you can choose to remain anonymous)  
 Address: \_\_\_\_\_

How long have you lived in/visited Cape Charles? \_\_\_\_\_

- 1) How is the beach important to you?
  
- 2) Has the blowing sand and/or dunes affected your property or business? If so, how?
  
- 3) What questions or concerns do you have regarding the sand dunes, given the dynamic nature of sand movement by high winds and storm surge?
  
- 4) Do you have any historical observations about the beach, sand, and/or dunes that you believe are important to future planning?
  
- 5) Other comments, suggestions:

4

## Multiple Town Goals and Priorities

(some competing priorities)

- Make the best of the USACE beach nourishment opportunity
- Town beach is known for sunset views – especially at north end
- Beach is vital town asset (both resident recreation and tourism-based economy)
- Sand management - Maximize sand retention on beach, prevent sand migration landward to Bay Ave.
- Dune management - Stabilize dunes for wave attenuation and protection of public property by low, wide dune profile going forward
- Implement actions to avoid jeopardizing FEMA funding when needed after storms

9/10/2016

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## Noteworthy Points from Review

(Public questionnaires scanned & attached)

- Highlights of public questionnaires (7 returned)
  - Importance of view; dunes block view; need to keep sand off streets, sidewalks, and property; sand has caused property damage and blocked beach and fishing pier access; diminished view; preferred height of dunes (some suggested NTE 3' above boardwalk); disbelief of dunes preventing danger from storms; also some recognized value of dunes and to keep people off them
- City of Norfolk, Manager of Environmental Services (30+ years beach and dune mgmt.)
  - Bay front shore; similar beach/sand/dune management issues, including dunes blocking view by adjacent traditional houses
  - Difference – public boardwalk and street is next to dunes, then houses
  - Provided specific guidance points for managing the sand, beach, and dunes
  - [The essential value of dunes is to attenuate waves and mitigate damage.](#)
    - In case of Cape Charles – protect public property of boardwalk and street

9/10/2016

6

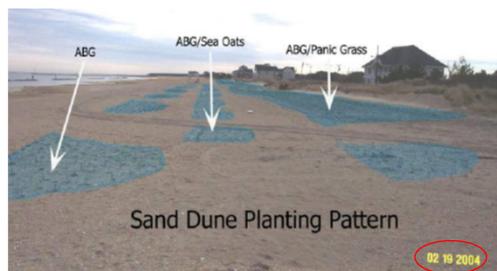
## About Dune Height

- The Board has given serious consideration to citizens requests for establishing a set dune height, e. g, 3' above boardwalk which is 8.5' above sea level, to be maintained
- After reviewing the many gathered plans, guidelines, and studies, as well as speaking with both scientific (Scott Hardaway at VIMS) and practitioner experts (Lee Perkins, City of Norfolk), this board is unable to justify the lowering of existing dunes to a specific height
  - Leave existing dunes, extend them seaward AND PLANT with American Beach Grass (ABG) to trap sand on beach and prevent the dunes from becoming taller

9/10/2016

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## City of Norfolk – Approach and Results



8

## Immediate Recommendations – page 1

(Prior to USACE installation of fencing)

1. Town - Clear/move sand to make one access point for people and equipment next to the pier. Close the other one in the middle of the dune by filling in with sand. Leave the large flat area in front for gathering/picnic tables on the boardwalk side.
2. Town - Move any excess sand at the south end to fill shallow hole by Madison and any remaining to the north end )but don't move sedge grass to other parts of the beach!)
3. Town - Spray/kill the sedge grass before it can spread and before it goes dormant – use Round up with dye. See photos of sedge on the next page; don't spray other plants. Joe Fehrer has the dye and will accompany Public Works Superintendent, John Lockwood.
4. Town - Move volleyball courts away from the base of the dunes south to higher areas with more sand (closer to pier)
5. Suggest to USACE to not block beach access walkways. Instead use the fence to define dune "wings" next to the walkway access points along the entire beach to prevent sand from blowing into the walkways. Town planner, Larry DiRe, to indicate on Sheet 6 of 14, dated 04 Feb 2016. Larry DiRe and Joe Fehrer to meet with Project Engineer as appropriate to clarify and/or indicate the location. Town to pile sand in the wings if needed before the grass is planted.

9/10/2016

*Draft Proposed Recommendations*

9

## Immediate Recommendations – page 2

(Prior to USACE installation of fencing)

6. Suggest to USACE - install new sand fences seaward away from the existing dune line, NOT at the toe of the existing dune as indicated on Sheet 10 of 14 dated 04 Feb 2016. Approx. 20' seaward of dune line when adequate space exists
7. Town - Purchase now /order ABG to be planted later – need to order in advance so grass can be grown! (about \$70 for 1000 scrapes/plants; Norfolk source: Peter McClintock, Emerald Forest in Norfolk for ABG and other plants <http://www.emeraldforestnursery.com/>). Larry DiRe and John Lockwood to calculate number of plants needed.
8. Town – Identify volunteers to plant ABG in Jan.-Feb. Possibilities – schools, New Roots, others to be identified
9. Town - Close access at Neptune statue (fill in) and define single access for pedestrians and/or equipment at the foot of Washington Ave. near where the stones protect the outfall
10. Town – Stop grooming/any mechanical activity in the upper beach near dunes ASAP

9/10/2016

*Draft Proposed Recommendations*

10

## Recommendations to implement fall 2016, prior to winter (Post-USACE project completion)

11. Town – Angle access walkways away from the north winds, then fence, add sand to fill in, and plant with ABG
12. Town – Install multiple rows of sand fencing at the south end (east-west) and north end to mitigate sand blowing during the winter in layout to be discussed with Board
13. Town – Public Works Superintendent to develop a winter sand maintenance plan, with Board review, to keep sand out of street, clear sidewalks, and install winter fencing

*Draft Proposed Recommendations*

9/10/2016

11

## Recommendations for Jan.-Mar. 2017 page 1

14. Town – Plant ABG where thick grass growth is needed to create lower /wider dunes in the broad parts of the beach where people don't sit (photos available)
15. Town – According to the plan (#13), stay on top of keeping boardwalk, street/curbs, and all sidewalks clear of sand for pedestrian safety, e.g., Bay Ave. sidewalk in front of 1 Madison Ave. Deposit sand back on the north end of the beach.
  - This is not the responsibility of property owners!
16. Board/Town – Review City of Norfolk slides 46-48 at <http://www.norfolk.gov/DocumentCenter/View/20818> for details on plant cost (and other slides for related issues, benefits, access)

9/10/2016

*Draft Proposed Recommendations*

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## Recommendations for Jan.-Mar. 2017 page 2

17. Town – To catch sand and build up beach in low area between Monroe and Madison Aves. (which is prone to over wash, e.g., storm on 9/3), plant a 4' strip of *Spartina patens* seaward about 35' dune.

- This grass will tolerate salt water which ABG will not.
- This will give ABG space and time to extend seaward and build lower, wider dune.

One small patch of *Spartina patens* is on beach in that area now. Photo 9/10/16



9/10/2016

Draft Proposed Recommendations

13

## Recommendations for Spring and Summer 2017

18. Town - Fertilize ABG with 10-10-10. Need to check how often.
19. Town - For any newly forming dunes at the north end on boardwalk side, leave at least 5' buffer between toe of dune and the boardwalk
20. Town - Refine/replant street side of dunes (in 5' minimum path next to boardwalk). Town planner, Board to develop a vegetation plan for the length of the boardwalk. Example plant considerations:
  - Panicum amarum 'Dewey Blue' Switchgrass or beach grass is good on the street/back side of the dune (doesn't like salt and wind as much as ABG)
  - Remove trumpet vine to simplify maintenance, plant other suitable plants
  - Review Norfolk guide, visit 27<sup>th</sup> St. demo site for ideas about plants (next slide) <http://www.norfolk.gov/DocumentCenter/View/3830> .

9/10/2016

Draft Proposed Recommendations

14

## Additional Recommendations – page 1

21. Town and board - Develop good practice guidance about using mechanical equipment on the beach for equipment operators and train, e.g., avoid emerging vegetation on beach
22. Plan and budget for ongoing maintenance - routine, preventative and proactive before storms, e.g.,
  - Keep boardwalk, streets/curbs, and sidewalks clear of sand (not the responsibility of property owners)
  - Annual planting of ABG as needed
  - After the tourist season, let beach naturalize over the winter (don't remove seaweed)
  - Budget for regular sand nourishment (from USACE spoil area)
23. Town to develop new signage to protect dunes from foot traffic and mechanical equipment

9/10/2016

*Draft Proposed Recommendations*

15

## Additional Recommendations – page 2

24. Review the Cape Charles Wetlands and Dune ordinances for desired scope going forward
  - Should the scope of the charter for the Cape Charles Wetlands and Dune Board be updated?
25. Town should develop a beach/sand/dune management plan
  - Include recommendations for ongoing beach nourishment
  - Review gathered references and plans from other areas (provided by Board)
  - Board is willing to develop a suggested outline
26. Ask USACE for their dune survey data, also share with VIMS
27. Ask VIMS for a cost estimate to routinely monitor (and recommend frequently) the beach and dunes using their established GPS stations
28. Plan for/budget to construct dune-appropriate (open pile) walkways across the dunes

9/10/2016

*Draft Proposed Recommendations*

16

**MUNICIPAL CORPORATION OF CAPE CHARLES  
TREASURER'S REPORT  
August 31, 2016**

**CASH POSITION**

| <b>Cash on Hand</b>             | <b>7/31/2016</b>    | <b>8/31/2016</b>    | <b>Increase/(Decrease)</b> |
|---------------------------------|---------------------|---------------------|----------------------------|
| Shore Bank Checking Account     | \$ 702,100          | \$ 771,245          | \$ 69,145                  |
| Shore Bank Money Market Account | \$ 1,078,123        | \$ 1,078,611        | \$ 487                     |
| LGIP Account 1 - Unrestricted   | \$ 97,814           | \$ 97,859           | \$ 45                      |
| LGIP Account 2 - Unrestricted   | \$ 300,027          | \$ 300,171          | \$ 143                     |
| <b>Total Cash On Hand</b>       | <b>\$ 2,178,065</b> | <b>\$ 2,247,885</b> | <b>\$ 69,821</b>           |

| <b>Restricted and Reserved Cash Balances</b>                    | <b>7/31/2016</b>    | <b>8/31/2016</b>    | <b>Increase/(Decrease)</b> |
|-----------------------------------------------------------------|---------------------|---------------------|----------------------------|
| Shore Bank Savings Account - Facility Fees Reserved (Utilities) | \$234,589           | \$234,589           | 0                          |
| Shore Bank Checking Account - Police Funds                      | \$431               | \$431               | 0                          |
| LGIP Account 2 - Restricted for USDA Police Vehicle loans       | \$10,875            | \$10,875            | 0                          |
| PNC Account- 2013 Bond Proceeds - Principal                     | \$848,917           | \$848,917           | 0                          |
| PNC Account- 2013 Bond Proceeds - Interest                      | \$6,095             | \$6,440             | 345                        |
| Shore Bank Checking Account - E-Summons Revenue Reserved        | \$165               | \$215               | 50                         |
| US Bank - Reserved per VRA Interest Free Loan Requirements      | \$257,584           | \$257,585           | 1                          |
| <b>Total Cash Held in Reserve</b>                               | <b>\$ 1,358,655</b> | <b>\$ 1,359,051</b> | <b>\$ 396</b>              |
| <b>Total Cash - All Accounts</b>                                | <b>\$ 3,536,720</b> | <b>\$ 3,606,937</b> | <b>\$ 70,217</b>           |

**DEBT SERVICE**

**Next Debt Service Payments:**

No debt service until November

**Due Date**

**Amount**

## REVENUE VS. EXPENDITURES

| <u>FUND</u>             | <u>CURRENT MONTH</u> | <u>PRIOR YEAR-TO-DATE</u> | <u>CURRENT YEAR-TO-DATE</u> | <u>INCREASE/<br/>(DECREASE) YTD</u> | <u>ANNUAL BUDGET</u>           | <u>% REALIZED/<br/>EXPENDED FY15</u> |
|-------------------------|----------------------|---------------------------|-----------------------------|-------------------------------------|--------------------------------|--------------------------------------|
| <b>GENERAL</b>          |                      |                           |                             |                                     |                                |                                      |
| REVENUES                | 204,835              | 190,357                   | 289,081                     | 98,724                              | 3,782,198                      | 7.64%                                |
| EXPENDED                | 173,860              | 476,776                   | 453,821                     | (22,955)                            | 3,723,535                      | 12.19%                               |
| NET                     | 30,975               | (286,419)                 | (164,741)                   | 121,679                             | 58,663.00<br>surplus to harbor |                                      |
| <b>PUBLIC UTILITIES</b> |                      |                           |                             |                                     |                                |                                      |
| REVENUES                | 146,588              | 341,039                   | 282,088                     | (58,952)                            | 2,302,286                      | 12.25%                               |
| EXPENDED                | 84,120               | 147,904                   | 191,231                     | 43,327                              | 2,302,286                      | 8.31%                                |
| NET                     | 62,468               | 193,136                   | 90,857                      | (102,279)                           | 0                              |                                      |
| <b>HARBOR</b>           |                      |                           |                             |                                     |                                |                                      |
| REVENUES                | 72,790               | 310,580                   | 157,740                     | (152,840)                           | 1,713,689                      | 9.20%                                |
| EXPENDED                | 95,675               | 320,823                   | 177,966                     | (142,857)                           | 1,772,351                      | 10.04%                               |
| NET                     | (22,886)             | (10,243)                  | (20,226)                    | (9,983)                             | (58,662.00)                    |                                      |
| <b>SANITATION</b>       |                      |                           |                             |                                     |                                |                                      |
| REVENUES                | 15,735               | 31,619                    | 31,829                      | 210                                 | 175,300                        | 18.16%                               |
| EXPENDED                | 15,683               | 15,258                    | 17,324                      | 2,066                               | 175,300                        | 9.88%                                |
| NET                     | 53                   | 16,361                    | 14,505                      | (1,856)                             | 0                              |                                      |

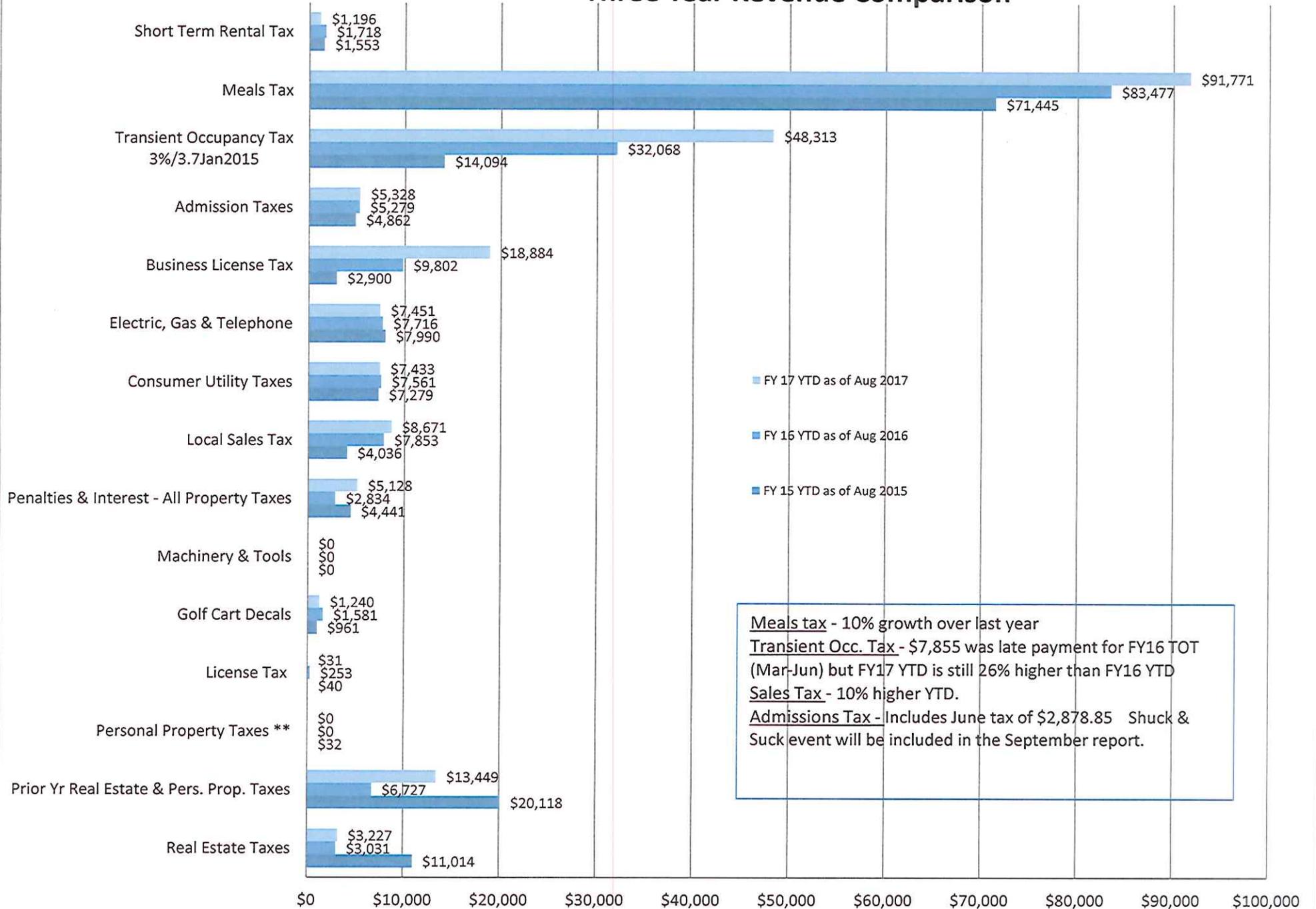
## FY 2017 Capital Improvement Project Tracking Report

As of:  
8/31/2016

|                                               | FY17<br>Status or Start Date   | Percent of<br>Completion | FY17<br>Budgeted    | FY17 QTR 1<br>Expended | FY17 QTR 2<br>Expended | FY17 QTR 3<br>Expended | FY17 QTR 4<br>Expended | FY17 YTD<br>Expended | (Over)/Under<br>Budget |
|-----------------------------------------------|--------------------------------|--------------------------|---------------------|------------------------|------------------------|------------------------|------------------------|----------------------|------------------------|
| <b>General Fund</b>                           |                                |                          |                     |                        |                        |                        |                        |                      |                        |
| Enterprise Management System (Finance)        | budget reappropriation request | 0%                       | \$ 36,069           | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                 | \$ 36,069              |
| Replacement Police Vehicle                    | In progress                    | 0%                       | \$ 27,000           | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                 | \$ 27,000              |
| Police vehicle cameras & software             | purchased                      | 91%                      | \$ 10,600           | \$ -                   | \$ -                   | \$ -                   | \$ 9,640               | \$ -                 | \$ 960                 |
| Public Works Tractor                          | re-appropriated, in progress   | 0%                       | \$ 57,621           | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                 | \$ 57,621              |
| Mason Ave & Harbor Area Parking Improvements  | Pending                        | 0%                       | \$ 30,000           | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                 | \$ 30,000              |
| Sidewalk Repair Program (VDOT grant 50%)      | application phase              | 0%                       | \$ 30,000           | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                 | \$ 30,000              |
| Strawberry Street Plaza Purchase/Improvements | Pending                        | 0%                       | \$ 70,000           | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                 | \$ 70,000              |
| Cape Chas Multi-Use Trail Phase 2             | In progress                    | 4%                       | \$ 1,256,000        | \$ 52,558              | \$ -                   | \$ -                   | \$ -                   | \$ 52,558            | \$ 1,203,442           |
| <b>subtotal</b>                               |                                |                          | <b>\$ 1,517,290</b> | <b>\$ 52,558</b>       | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ 62,198</b>     | <b>\$ 1,455,092</b>    |
| <b>Water Fund</b>                             |                                |                          |                     |                        |                        |                        |                        |                      |                        |
| Utility Truck Body (shared)                   | pending                        | 0%                       | \$ 15,000           | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                 | \$ 15,000              |
| Walk Behind Leg Stacker                       | pending                        | 0%                       | \$ 15,000           | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                 | \$ 15,000              |
| Keck Well Connection (Grant dependent)        | Application                    | 0%                       | \$ 500,000          | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                 | \$ 500,000             |
| <b>subtotal</b>                               |                                |                          | <b>\$ 530,000</b>   | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>          | <b>\$ 530,000</b>      |
| <b>Sewer Fund</b>                             |                                |                          |                     |                        |                        |                        |                        |                      |                        |
| Utility Truck Body (shared)                   | pending                        | 0%                       | \$ 15,000           | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                 | \$ 15,000              |
| Pump Station Improvements                     | pending                        | 0%                       | \$ 200,000          | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                 | \$ 200,000             |
| <b>subtotal</b>                               |                                |                          | <b>\$ 215,000</b>   | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>          | <b>\$ 215,000</b>      |
| <b>Harbor Fund</b>                            |                                |                          |                     |                        |                        |                        |                        |                      |                        |
| Jetty Improvements (Breakwater #4 deferred)   | pending                        | 0%                       | \$ 300,000          | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                 | \$ 300,000             |
| Harbormaster Boat                             | pending                        | 0%                       | \$ 12,000           | \$ -                   | \$ -                   | \$ -                   | \$ -                   | \$ -                 | \$ 12,000              |
| <b>subtotal</b>                               |                                |                          | <b>\$ 312,000</b>   | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>          | <b>\$ 312,000</b>      |
| <b>TOTAL</b>                                  |                                | <b>2%</b>                | <b>\$ 2,574,290</b> | <b>\$ 52,558</b>       | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ -</b>            | <b>\$ 62,198</b>     | <b>\$ 2,512,092</b>    |

August disbursements:  
\$9,640 for police vehicle cameras

# Three Year Revenue Comparison



Meals tax - 10% growth over last year  
Transient Occ. Tax - \$7,855 was late payment for FY16 TOT (Mar-Jun) but FY17 YTD is still 26% higher than FY16 YTD  
Sales Tax - 10% higher YTD.  
Admissions Tax - Includes June tax of \$2,878.85 Shuck & Suck event will be included in the September report.



**DRAFT**  
**TOWN COUNCIL**  
**Executive Session**  
**Town Hall**  
**September 29, 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 Sullivan. Councilman Buchholz had submitted previous notice of his recusal citing his interest in the particular property being discussed. Councilwoman Natali was not in attendance. Also in attendance was Town Manager Brent Manuel and three representatives from the potential business.

**Motion made by Councilwoman Sullivan, seconded by Councilman Brown, 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 5:** Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

**Specifically:** Potential New Business

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

**Motion made by Councilwoman Sullivan, seconded by Councilman Bennett, 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; Sullivan, yes.**

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

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Mayor Proto

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Town Clerk



**DRAFT**  
**TOWN COUNCIL**  
**Special Meeting**  
Cape Charles Civic Center  
September 29, 2016  
Immediately Following Executive Session

At 7:07 p.m., Mayor George Proto, having established a quorum, called to order the Special Meeting of Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown and Buchholz, and Councilwoman Sullivan. Councilwoman Natali was not in attendance. Also present were Town Manager Brent Manuel, Assistant Town Manager Bob Panek, Town Planner Larry DiRe, Treasurer Deborah Pocock and Town Clerk Libby Hume. There were two members of the public in attendance.

A. *Comprehensive Plan*

Mayor Proto noted that the agenda item was to set a date for a joint public hearing.

Larry DiRe stated that the Town's Comprehensive Plan had been reviewed by the Planning Commission as required by § 15.2-2230 of the Code of Virginia and the Commissioners voted unanimously to schedule a joint public hearing with the Town Council on Tuesday, November 1, 2016. A public hearing and majority vote of the Town Council was required before any amendment could be made to the Comprehensive Plan.

There was much discussion regarding additional changes as follows: i) A zoning change was made to property in the harbor area; ii) The Comprehensive Plan addressed future dredging but the dredging project was now complete; iii) Eastern Shore Eventacular, Inc. was included in § III.E. but was it still a viable organization; iv) A lot had changed in the Town over the last 7-8 months; v) The Town Council Priorities section had not been updated since 2009; and vi) The supporting documentation and references were 10-20 years old and in need of updating as well.

**Motion made by Vice Mayor Bannon, seconded by Councilman Brown, to schedule a joint public hearing with the Planning Commission on November 1, 2016. The motion failed by majority vote, with Vice Mayor Bannon being the only affirmative vote.**

Mayor Proto added that he understood that the Commission had worked on the Comprehensive Plan for a long time but that he wanted it to be correct. Mayor Proto urged Council to quickly submit their written comments to Larry DiRe so the Commission could make the necessary changes.

B. *Cape Charles Community Trail Master Plan*

Assistant Town Manager Bob Panek presented background information regarding the Cape Charles Community Trail Project as follows: i) Numerous workshops were held when developing the Master Plan which was approved in 2007; ii) The project was funded mostly by the Transportation Alternatives Program (TAP) through the Virginia Department of Transportation (VDOT). This was a highly leveraged program with grants and was one of the best returns on investment the Town could obtain through grants; iii) The current and future phases were reviewed; and iv) The Town experienced problems awarding the Phase 2 contract due to lack of funding and high bids. The Town submitted the Phase 3 application to VDOT, after Council adopted a resolution, for South Peach Street and any deferred portion of Phase 2. The application was approved by VDOT. The Town was awarded another \$248K of unexpended funding from another project to help cover the

Phase 2 shortfall. Phase 3 funds would become available October 1, 2016 and Phase 3 design could reasonably begin in January 2017. (Please see attached.)

If Council opted to revise Phase 3, a new TAP application would have to be submitted by November 1, 2016. The application could possibly be denied or the funding amount reduced depending on the scale of the project since an important factor for funding was trail connectivity. There was much discussion regarding possible scenarios. One of the future alternatives was continuation of the trail along Bay Avenue, for new lighting, with metered electrical outlets on the light posts, along the boardwalk and possible pavilions on the north and south end. Council reached a general consensus to continue on with Phase 3 as currently approved by VDOT. Council would meet to discuss future phases prior to making application to VDOT.

In regards to Phase 3 – South Peach Street, Mayor Proto expressed his concern regarding how to minimize the impact to the residents and business owners while the work was being done. Council was also concerned with future parking on South Peach Street. Bob Panek stated that the designers could develop alternatives to preserve parking at least on one side of the planned median.

C. *Parking Restriction Request – 1 Monroe Avenue*

Town Manager Brent Manuel stated that a letter was received from Mr. Stephen K. Fox requesting to mark the curb in front of his house with yellow paint. A photograph was included with the request. Mr. Fox would need to submit a request to VDOT for permission, but also requested Council support to include with his request to VDOT. Brent Manuel went on to state that, depending on Council's opinions, this item would be revisited at the October regular meeting to adopt a resolution to VDOT.

**Motion made by Vice Mayor Bannon, seconded by Councilwoman Sullivan, to move this item forward to the October regular meeting for adoption of a resolution supporting Mr. Fox's request to VDOT. The motion was approved by unanimous vote.**

D. *Virginia Tourism Corporation Marketing Leverage Program*

Mr. Hank Mayer addressed the Council regarding the Virginia Tourism Corporation Marketing Leverage Program which had an application deadline of November 30, 2016. Mr. Mayer gave Council the background of the previous grant which helped fund the "Our Town" program. (Please see attached.)

There was some discussion as follows: i) Concern was expressed with providing financial support for this project and not others. It was noted that this project was a partnership with three organizations, all contributing something for a common goal benefiting the town. The requests from other organizations were generally just requests for money with no direct beneficial impact to the town as a whole; ii) A written policy or guidelines needed to be developed and publicized listing the criteria for funding consideration for non-profits; iii) Town Council made a commitment to move forward with the Main Street program. In the future, this type of project could be funded under the Main Street program; iv) Several of the Council expressed their support for the Marketing Leverage Program and were in agreement of providing \$1,000 this fiscal year for the grant match provided it could be found in the budget. Treasurer Deborah Pocock stated that \$8,000 remained in the contingency for Main Street; and v) Funding for Fiscal Year 2017-2018 would be considered during next year's budget work sessions.

**Motion made by Councilwoman Sullivan, seconded by Councilman Brown, to provide the \$1,000 grant match this fiscal year for the Virginia Tourism Corporation Marketing Leverage Program. The motion was approved by unanimous vote.**

**Motion made by Councilwoman Sullivan, seconded by Councilman Buchholz, to adjourn the Town Council Special Meeting. The motion was approved by unanimous vote.**

The meeting adjourned at approximately 8:15 p.m.

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Mayor Proto

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Town Clerk

DRAFT

## Harbor for the Arts Marketing Notes – Cape Charles Council Meeting

Hank Mayer

January 2012 Arts Enter, Citizens for Central Park (CCP) and the Town came together to draft and submit a \$75,000 grant proposal to the National Endowment for the Arts under its “Our Town” program.

Theme was that Cape Charles was a Harbor for the Arts.

Received \$50,000 grant and during 2012-2014 a total of more than \$200,000 was invested in creating:

- Art Walk Plan that was now part of the Town’s Community Trail Plan.
- Experimental Film Virginia which has grown into an independent global arts organization under the GEAR non-profit umbrella.
- Cape Charles by the Bay website and print media marketing program that the Town is continuing to support. The logo subtitle is Harbor for the Arts.
- Harbor for the Arts outdoor public entertainment program

2015 the Harbor for the Arts program was funded solely by the three partners and donations from several businesses. Town contributed \$7,000 and CCP paid costs of 2 of 4 bands to perform in Central Park.

2016 the Harbor for the Arts program disappeared. However, CCP offered a Concert in the Park series of 9 different groups that attracted 2,500 people. \$2,500 was received from the County but no financial support from the Town.

2 concerts were moved to the Palace Theatre because of weather and reminded that it is a great venue. Delmarvalous Dolls drew 150 people.

I am promoting the idea of Arts Enter and CCP reviving the multiple venue broader public entertainment program that was once Harbor for the Arts, and have offered to write a grant proposal to Virginia Tourism under its Marketing Leverage Program.

I would like to ask the Town to be our partner and commit to:

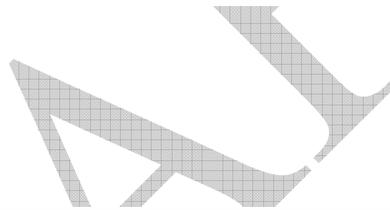
- \$1,000 match for this grant and support for leveraging of its existing websites and print media marketing program.
- \$5,000 toward the costs of a free public entertainment program next summer that would be collaboratively managed by the 3 partners.

We will probably request \$2,500 from the Virginia Tourism Corporation which would support a \$5,000 multi-media marketing effort in 2017. Only the \$1,000 would be needed from the Town before the start of the 2017-2018 fiscal year.

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# Cape Charles Community Trail Phase 3

Town Council Work Session  
September 2016

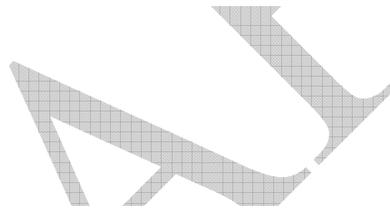


## Background

- Master Plan approved in 2007 after extensive community input.
- Established overall plan and priorities for initial phases (attached).
- Funded mostly by Transportation Alternatives Program (TAP) @ 80%.
- Current TAP allocations:
  - \$1.0M – Master Plan and Phase 1, Central Park
  - \$1.6M – Phase 2, north Peach Street and Washington Avenue
  - \$0.8M – Phase 3, south Peach Street and any Phase 2 shortfall

## Phases

|                    | <u>Plan</u> | <u>Now</u> |
|--------------------|-------------|------------|
| Central Park       | 1A          | 1          |
| North Peach Street | 1B          | 2          |
| South Peach Street | 1C          | 3          |
| Gateway            | 2           | Future     |
| Washington Avenue  | Future      | 2          |
| Bay Avenue         | Future      | Future     |
| Mason Avenue       | Future      | Future     |
| Fig Street         | Future      | Future     |
| Harbor Linkage     | Future      | 1 & Future |

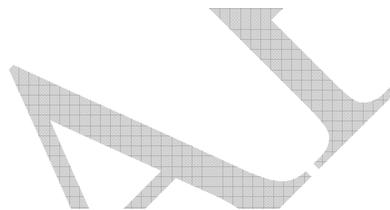


## Phases

- Some phases are more complex than others:
  - Existing conditions – ROW, utilities, storm water management, etc.
  - Road interfaces – crossings, medians, roundabouts, etc.
  - Private development – road frontage, zoning requirements, etc.
- Complexity drives cost.
- Some opportunity to leverage other development.

## Phase 3

- Council adopted a Resolution on September 17, 2015 for "...Phase 3 – South Peach Street and any deferred portion of Phase 2 – North Peach Street and Washington Avenue..." (attached).
- TAP application was submitted on September 24, 2015 (attached).
- Commonwealth Transportation Board (CTB) approved \$817K for FY 2017 in June 2016.
- CTB previously approved \$248K for projected Phase 2 shortfall in April 2016 to allow award of construction contract.



## Phase 3

- Phase 3 funds become available October 1, 2016.
- Phase 2 construction should be complete by December 2016.
- Phase 3 design can reasonably begin in January 2017; construction about a year later.
- If Council opts to revise Phase 3 content:
  - Develop cost estimate.
  - Adopt new Resolution.
  - Submit TAP application by November 1, 2016.
  - CTB action by June 2017.
  - Start design in July 2017.



Cape Charles Community Trail Master Plan 17

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

**CASH POSITION**

| <b>Cash on Hand</b>             | <b>8/31/2016</b>    | <b>8/31/2016</b>    | <b>Increase/(Decrease)</b> |
|---------------------------------|---------------------|---------------------|----------------------------|
| Shore Bank Checking Account     | \$ 771,245          | \$ 642,770          | \$ (128,475)               |
| Shore Bank Money Market Account | \$ 1,078,611        | \$ 1,079,017        | \$ 406                     |
| LGIP Account 1 - Unrestricted   | \$ 97,859           | \$ 97,907           | \$ 47                      |
| LGIP Account 2 - Unrestricted   | \$ 300,171          | \$ 300,320          | \$ 150                     |
| <b>Total Cash On Hand</b>       | <b>\$ 2,247,885</b> | <b>\$ 2,120,013</b> | <b>\$ (127,872)</b>        |

| <b>Restricted and Reserved Cash Balances</b>                    | <b>8/31/2016</b>    | <b>8/31/2016</b>    | <b>Increase/(Decrease)</b> |
|-----------------------------------------------------------------|---------------------|---------------------|----------------------------|
| Shore Bank Savings Account - Facility Fees Reserved (Utilities) | \$234,589           | \$234,618           | 30                         |
| 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                     | \$848,917           | \$848,917           | 0                          |
| PNC Account- 2013 Bond Proceeds - Interest                      | \$6,440             | \$6,689             | 249                        |
| Shore Bank Checking Account - E-Summons Revenue Reserved        | \$215               | \$245               | 30                         |
| US Bank - Reserved per VRA Interest Free Loan Requirements      | \$257,585           | \$257,586           | 1                          |
| <b>Total Cash Held in Reserve</b>                               | <b>\$ 1,359,051</b> | <b>\$ 1,359,361</b> | <b>\$ 310</b>              |
| <b>Total Cash - All Accounts</b>                                | <b>\$ 3,606,937</b> | <b>\$ 3,479,374</b> | <b>\$ (127,562)</b>        |

**DEBT SERVICE**

| <b><u>Next Debt Service Payments:</u></b> | <b><u>Due Date</u></b> | <b><u>Amount</u></b> |
|-------------------------------------------|------------------------|----------------------|
| VRS 2010C General Obligation Bond         | 10/20/2016             | \$128,791            |

## REVENUE VS. EXPENDITURES

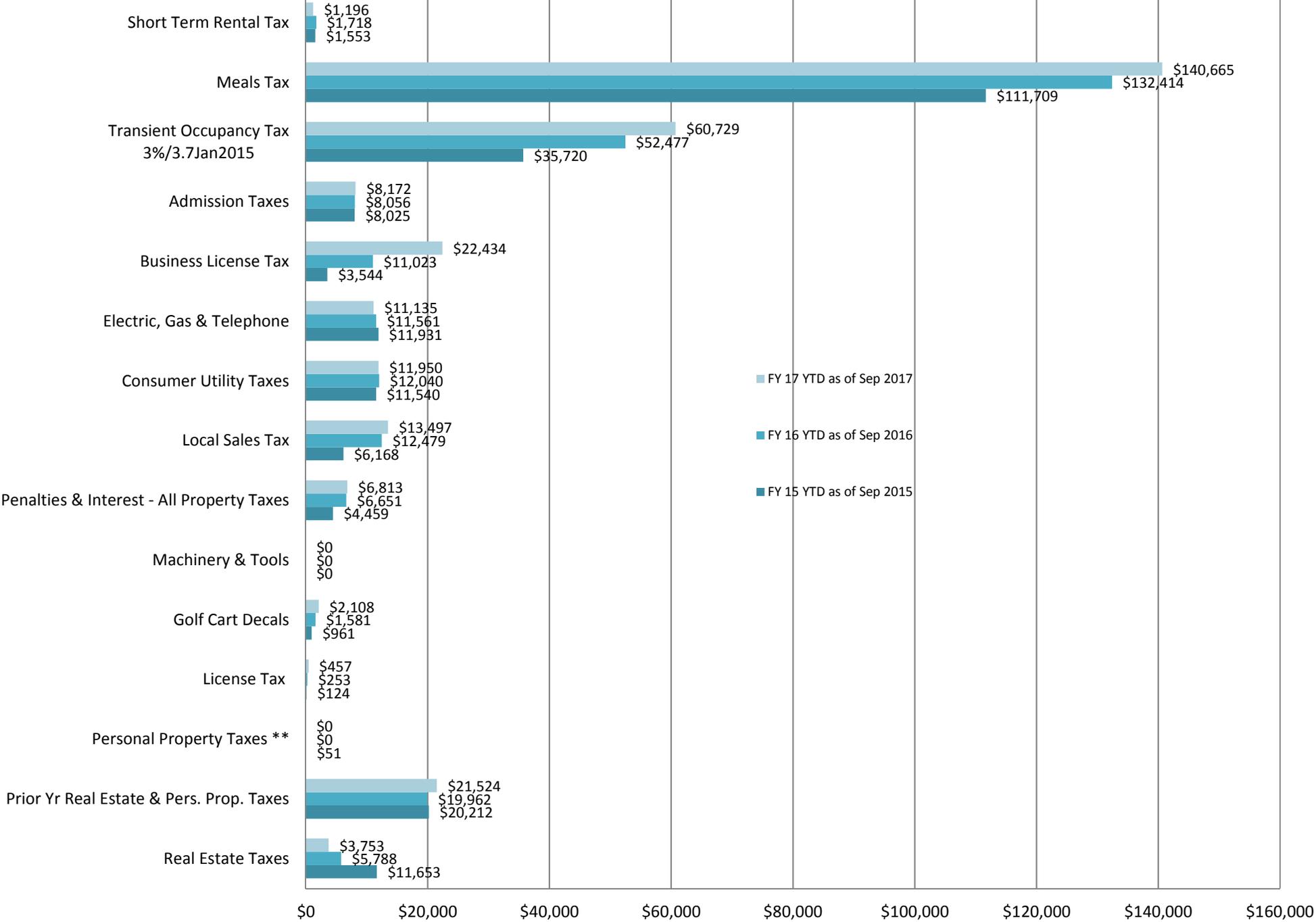
| FUND                    | CURRENT<br>MONTH | PRIOR<br>YEAR-TO-DATE | CURRENT<br>YEAR-TO-DATE | INCREASE/<br>(DECREASE) YTD | ANNUAL<br>BUDGET               | % REALIZED/<br>EXPENDED FY17 |
|-------------------------|------------------|-----------------------|-------------------------|-----------------------------|--------------------------------|------------------------------|
| <b>GENERAL</b>          |                  |                       |                         |                             |                                |                              |
| REVENUES                | 147,331          | 322,516               | 437,042                 | 114,526                     | 3,782,198                      | 11.56%                       |
| EXPENDED                | 311,602          | 645,770               | 765,527                 | 119,757                     | 3,723,535                      | 20.56%                       |
| NET                     | (164,271)        | (323,253)             | (328,484)               | (5,231)                     | 58,663.00<br>surplus to harbor |                              |
| <b>PUBLIC UTILITIES</b> |                  |                       |                         |                             |                                |                              |
| REVENUES                | 133,151          | 484,258               | 415,286                 | (68,972)                    | 2,302,286                      | 18.04%                       |
| EXPENDED                | 83,424           | 299,936               | 274,906                 | (25,029)                    | 2,302,286                      | 11.94%                       |
| NET                     | 49,728           | 184,322               | 140,379                 | (43,943)                    | 0                              |                              |
| <b>HARBOR</b>           |                  |                       |                         |                             |                                |                              |
| REVENUES                | 34,789           | 349,778               | 198,940                 | (150,838)                   | 1,713,689                      | 11.61%                       |
| EXPENDED                | 54,630           | 363,885               | 230,628                 | (133,257)                   | 1,772,351                      | 13.01%                       |
| NET                     | (19,841)         | (14,107)              | (31,688)                | (17,581)                    | (58,662.00)                    |                              |
| <b>SANITATION</b>       |                  |                       |                         |                             |                                |                              |
| REVENUES                | 15,516           | 47,176                | 47,345                  | 169                         | 175,300                        | 27.01%                       |
| EXPENDED                | 13,698           | 30,214                | 31,021                  | 807                         | 175,300                        | 17.70%                       |
| NET                     | 1,818            | 16,961                | 16,324                  | (638)                       | 0                              |                              |

## FY 2017 Capital Improvement Project Tracking Report

As of:  
9/30/2016

|                                               | <u>FY17<br/>Status or Start Date</u> | <u>Percent of<br/>Completion</u> | <u>FY17<br/>Budgeted</u> | <u>FY17 QTR 1<br/>Expended</u> | <u>FY17 QTR 2<br/>Expended</u> | <u>FY17 QTR 3<br/>Expended</u> | <u>FY17 QTR 4<br/>Expended</u> | <u>FY17 YTD<br/>Expended</u> | <u>(Over)/Under<br/>Budget</u> |
|-----------------------------------------------|--------------------------------------|----------------------------------|--------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------------|--------------------------------|
| <b><u>General Fund</u></b>                    |                                      |                                  |                          |                                |                                |                                |                                |                              |                                |
| Enterprise Management System (Finance)        | full implementation Dec 6th          | 0%                               | \$ 36,069                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 36,069                      |
| Replacement Police Vehicle                    | USDA application phase               | 0%                               | \$ 27,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 27,000                      |
| Police vehicle cameras & software             | purchased                            | 91%                              | \$ 10,600                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ 9,640                     | \$ 960                         |
| Public Works Tractor                          | Ordered                              | 0%                               | \$ 57,621                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 57,621                      |
| Mason Ave & Harbor Area Parking Improvements  | Pending                              | 0%                               | \$ 30,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 30,000                      |
| Sidewalk Repair Program (VDOT grant 50%)      | pre-application phase                | 0%                               | \$ 30,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 30,000                      |
| Strawberry Street Plaza Purchase/Improvements | Pending                              | 0%                               | \$ 70,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 70,000                      |
| Cape Chas Multi-Use Trail Phase 2             | In progress                          | 13%                              | \$ 1,256,000             | \$ 167,738                     | \$ -                           | \$ -                           | \$ -                           | \$ 167,738                   | \$ 1,088,262                   |
| <b>subtotal</b>                               |                                      |                                  | <b>\$ 1,517,290</b>      | <b>\$ 167,738</b>              | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ 177,378</b>            | <b>\$ 1,339,912</b>            |
| <b><u>Water Fund</u></b>                      |                                      |                                  |                          |                                |                                |                                |                                |                              |                                |
| Utility Truck Body (shared)                   | pending                              | 0%                               | \$ 15,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 15,000                      |
| Walk Behind Leg Stacker                       | order in October                     | 0%                               | \$ 15,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 15,000                      |
| Keck Well Connection (Grant dependent)        | USDA application phase               | 0%                               | \$ 500,000               | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 500,000                     |
| <b>subtotal</b>                               |                                      |                                  | <b>\$ 530,000</b>        | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                  | <b>\$ 530,000</b>              |
| <b><u>Sewer Fund</u></b>                      |                                      |                                  |                          |                                |                                |                                |                                |                              |                                |
| Utility Truck Body (shared)                   | pending                              | 0%                               | \$ 15,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 15,000                      |
| Pump Station Improvements                     | pending                              | 0%                               | \$ 200,000               | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 200,000                     |
| <b>subtotal</b>                               |                                      |                                  | <b>\$ 215,000</b>        | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                  | <b>\$ 215,000</b>              |
| <b><u>Harbor Fund</u></b>                     |                                      |                                  |                          |                                |                                |                                |                                |                              |                                |
| Jetty Improvements (Breakwater #4 deferred)   | engineering                          | 3%                               | \$ 300,000               | \$ 8,750                       | \$ -                           | \$ -                           | \$ -                           | \$ 8,750                     | \$ 291,250                     |
| Harbormaster Boat                             | pending                              | 0%                               | \$ 12,000                | \$ -                           | \$ -                           | \$ -                           | \$ -                           | \$ -                         | \$ 12,000                      |
| <b>subtotal</b>                               |                                      |                                  | <b>\$ 312,000</b>        | <b>\$ 8,750</b>                | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ 8,750</b>              | <b>\$ 303,250</b>              |
| <b>TOTAL</b>                                  |                                      | <b>7%</b>                        | <b>\$ 2,574,290</b>      | <b>\$ 176,488</b>              | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ -</b>                    | <b>\$ 186,128</b>            | <b>\$ 2,388,162</b>            |

# Three Year Revenue Comparison



# Planning Department Report for Town Council

**From:** Larry DiRe   
**To:** Town Council  
**Date:** October 7, 2016  
**Subject:** Report from Planning Department  
**Attachment:** Bay Avenue reverse angle parking staff report to Planning Commission; contractor update to VMRC regarding sand placement totals from the Federal Harbor and Channel dredge project

---

## Permits:

No Applications for Zoning Clearance were received this month.

## Planning Commission:

1. The Planning Commission held its regular monthly meeting on Tuesday October 4<sup>th</sup>. The Commission considered the following agenda items: received the Bay Avenue reverse angle parking update staff report (attached), and recommended Town Council consider beach access point crosswalks in next year's capital projects budget but not move forward with parking striping; reviewed revised draft text amendment for limited commercial activity in the Open Space District, and directed staff to move item to the November Town Council work session; set December 6<sup>th</sup> joint public hearing date with Town Council for the draft Comprehensive Plan; reviewed the attorney's mark-ups of the draft Tourism Zone Ordinance and sent the document to Town Council for consideration.

## Historic District Review Board:

1. The Historic District Review Board to date has not received any applications for Certificate of Appropriateness to consider at their October 18<sup>th</sup> regular monthly meeting. At their September 20<sup>th</sup> meeting they approved three Certificates of Appropriateness for new construction of two front porches, and a new single family home construction. The CAMP one-day training program, provided by the National Alliance for Preservation Commissions, will be Saturday October 29<sup>th</sup> at the Civic Center.

## Harbor Area Review Board:

1. The Harbor Area Review Board had no business and did not meet.

## Board of Zoning Appeals:

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

## Wetlands and Coastal Dunes Board:

1. The Board also met in a regular meeting on September 26<sup>th</sup> to review, adopt, and recommend beach sand management practices to Town Council.

# Planning Commission Staff Report

**From:** Larry DiRe   
**Date:** October 4, 2016  
**Item:** 5a-Proposed reverse-angle parking on Bay Avenue update  
**Attachments:** None

---

## Item Specifics

The following reverse-angle parking-related passages were taken from the Town Comprehensive Plan:

*Section II.8. Transportation (page 12)* reads as follows: "Mason Avenue and Bay Avenue street improvements should be evaluated and include addition of bicycle lanes, reverse-angle parking and aesthetic improvements to promote safety and increase parking spaces."

*Policies and Descriptions 10. Extend the concept of the historic grid network to new development (page 25)* "The historic grid system works well in the core of the Town and should be extended into new development including street width, turning radii and diagonal parking"

*Section III- C.4 (page 42)* "Identified Mason Avenue Complete Street improvements include conversion of parallel parking to reverse-angle parking on one side of the street, addition of bicycle lane(s), reduction in lane width to calm traffic, provision of accessible parking, and aesthetic improvements that promote pedestrian safety. Bay Avenue is a priority for Complete Street improvements after Mason Avenue planning has been completed."

*Section IV Implementation IV.1 Town Council Priorities (page 58)* "Develop Town Parking Solutions"

The 1999 Town-wide comprehensive parking study shows a parallel parking stall count of sixty-six for the west side of Bay Avenue. Staff conducted a street-specific review of the 1999 parking study in April 2016 and found the number of sixty-six stalls holds. Two road conditions not considered in 1999, but common now that are likely influencing both the real and perceived parking pressures on Bay Avenue and the side streets east to Harbor Avenue, are the proliferation of golf carts and the number of boat/boat trailers. The former condition involves a vehicle smaller than a typical road sedan, and so can account for more vehicles without necessarily accounting for decreased available curb space. The latter condition involves a decrease in side street curb parking space and potentially puts more vehicles on Bay Avenue.

## Discussion

Between Friday June 10<sup>th</sup> and Sunday September 11<sup>th</sup> staff conducted observations and counts of the parking along various segments of Bay Avenue. Observations were conducted at varying times between 11:00 am and 4:00 pm. There is no meaningful parking count to consider prior to 11:00 am or after 6:00 pm. Bay Avenue was broken into three sections – Washington Avenue to the Pavilion (west side); Pavilion south (west side); and Tazewell Avenue to Jefferson Avenue (east side). The standard count of sixty-six motor vehicle, of all kinds, was used as the threshold beyond which the west side parallel parking pattern supply would experience excess demand pressure. The sixty-six count of parallel parking stalls comes from the 1999 town-wide parking study. That count also serves as a constant. Lacking defined parking stalls or blocks, the current state of parallel parking does not make for the most efficient use of space. Defined spaces or blocks would make the parallel parking pattern more rational.

The parked vehicle counts of Washington to Pavilion and Pavilion south were combined and that sum measured against the sixty-six count standard. The east side parking counts remained as an individual count for the purpose of showing any demand pressure along the residential side of Bay Avenue.

Data reveals the following: out of a total of 44 observations, the sixty-six count was exceeded 14 times, or 31.8% of the observations. The cumulative 2015 and 2016 counts show 126 individual observations, with 35 instances of the count exceeding sixty-six vehicles. A two-year total of 27.78% of observations exceeded the sixty-six vehicle standard. It should be noted that both July 4<sup>th</sup> and Labor Day holiday weekend experienced periods of cloudy, overcast, and rainy weather. It should also be noted that a number of golf carts parking on the west side of Bay Avenue park perpendicular to the curb, resulting in more space for vehicles to park, compared to those golf carts parking parallel in an eighteen-foot long parking stall.

**Recommendation**

Following the summer 2015 study, and the lived experience of reverse-angle parking on Mason Avenue, staff wrote the following in the October 6<sup>th</sup> report to the Planning Commission. Staff stands by this summation today:

*Staff recommends that the Planning Commission review the proposed reverse-angle parking project in light of the actual parking demand pressures, likelihood of increased east-side and residential side street parking, and Mason Avenue experience. At this time staff cannot recommend moving forward with implementing reverse-angle parking as the exclusive parking pattern on the west side of Bay Avenue...Staff further recommends that the town's public safety officers be brought into this discussion as a source of public safety perspective, and to balance any urban planning or design perspective.*

*Staff can recommend striping of Bay Avenue-wide pedestrian crosswalks at beach access points and the installation of speed limit and pedestrian crossing signage on the median for both north and south bound motorists.*

# Cottrell Contracting Corporation

Established 1928

ADDITIONAL INFO  
REVISION

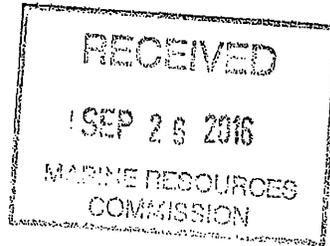
HYDRAULIC DREDGING • ENVIRONMENTAL ENHANCEMENT • WETLAND CREATION • BEACH NOURISHMENT

328 North Battlefield Boulevard • Chesapeake, Virginia 23320

Office (757) 547-9611 • Fax (757) 436-4659

September 22, 2016

Virginia Marine Resources Commission  
2600 Washington Avenue  
Third Floor  
Newport News, Virginia 23607



Subject: VMRC Permit #2014-0171  
Cape Charles City Harbor Federal Navigation Channel  
Cape Charles, Northhampton County

To Whom It May Concern:

As required by the specifications and the subject mentioned permits, I am providing notification that Cottrell Contracting Corporation has completed the dredging to the Cherrystone Channel portion of the Cape Charles Navigation Project. The total quantity of material removed was 142,623 cubic yards. 113,078 cubic yards of the material was pumped to the Cape Charles City Harbor Upland Placement Site and 29,545 cubic yards was pumped to the Cape Charles Public Beach.

If you have any questions, do not hesitate to contact me at (O) 757.547.9611, (M) 757.513.0665 or [mikek@cottrellcontracting.com](mailto:mikek@cottrellcontracting.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Michael F. Kay".

Michael F. Kay, P.E.  
Project Manager

CC: Hunter Grey, USACOE

## Code Enforcement

Month of September FY17

### Building Permits Issued/Permit Fees Collected:

|                                                              |                                                      |
|--------------------------------------------------------------|------------------------------------------------------|
| Permits this month: 21                                       |                                                      |
| Permits this year: 59                                        | Total permits last year: 355                         |
| Total construction this month: \$230,801                     |                                                      |
| Total construction this year: \$755,599                      | Total construction last fiscal year: \$10,729,370    |
| Permit fees this month: \$3,414.84                           |                                                      |
| Total permit fees this fiscal year: \$6,744.49               | Total permit fees last fiscal year: \$201,281.12     |
| 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: \$0                                | Total Tap fees last fiscal year: \$98,800            |
| Fire Dept. levy this month: \$291.51                         |                                                      |
| Total Fire Dept. levies this year: \$579.87                  | Total Fire Dept. levies last fiscal year: \$8,264.18 |
| State levy this month: \$58.30                               |                                                      |
| Total state levies this year: \$115.97                       | Total state levies last fiscal year: \$1,606.58      |
| Miscellaneous Revenue: \$0                                   |                                                      |

### Existing Structures Code Enforcement Cases:

|                                                  |                                        |
|--------------------------------------------------|----------------------------------------|
| Total Cases: 18                                  |                                        |
| New this month: 0                                |                                        |
| Closed this month: 0                             |                                        |
| Rental Inspections: 0                            |                                        |
| Rental C.O's Issued: 0                           |                                        |
| Rental Inspection fees collected: \$0            |                                        |
| Grass cutting enforcement: 6                     |                                        |
| Grass cutting: 3                                 |                                        |
| Enforcement fees charged this month: \$450       |                                        |
| Enforcement fees charged this year: \$1,950      | Fees charged last fiscal year: \$2,450 |
| Enforcement fees collected: \$0                  |                                        |
| <b>Enforcement fees collected this year: \$0</b> | Fees collected last fiscal year: \$0   |

### 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 September FY17

**Other items of note:**

1. Completed **40** inspections
2. Conducted 0 zoning clearances
3. Completed 6 courtesy residential inspections
4. Conducted 10 courtesy commercial inspection
5. Conducted 28 E & S control inspections
6. Conducted 0 commercial plan reviews for Erosion and Sedimentation Control.
7. Completed 1 residential plan reviews
8. Completed 0 commercial plan review
9. Issued 0 Public Utilities Shallow Well permits
10. Staff reviewed plans for a new home on Jefferson Avenue.
11. Staff has had numerous calls from home buyers regarding regulations on renovating existing homes throughout town.
12. Staff spoke with property owners regarding regulations on building new homes throughout town.
13. Staff did a windshield assessment after T.S. Hermine and did not find any damage.
14. Staff has started reviewing plans for a new single family home on Tazewell Avenue

10/04/16

# Permit/Construction Fee Report

| Map Number               | Permit#   | Type       | Date       | Address              | Work description                                | Permit Fee        | Contractor               | Value            |
|--------------------------|-----------|------------|------------|----------------------|-------------------------------------------------|-------------------|--------------------------|------------------|
|                          | PE160051  | Electrical | 09/16/2016 | 5 English Court      | Wire the screen porch                           | \$56.00           | Brown & Son's Elect., L  | \$1,000          |
|                          | PEL 16000 | Elevator   | 09/23/2016 | 4 Heron Court        | Install residential elevator                    | \$296.00          | ResCom Elevators LLC     | \$20,000         |
|                          | PB160071  | Building   | 09/19/2016 | 624 Jefferson Avenue | Replace compromised sill plate & framing lu     | \$56.00           | Mark & Amy Barton        | \$1,225          |
|                          | PB160070  | Building   | 09/19/2016 | 624 Jefferson Avenue | Demolition of interior walls & ceilings         | \$56.00           | Mark & Amy Barton        | \$1,225          |
|                          | PB160073  | Building   | 09/26/2016 | 12 Kings Court       | Demo and replace two decks and siding d         | \$201.60          | Jim McNeill              | \$21,000         |
|                          | PE160048  | Electrical | 09/01/2016 | 610 Madison Avenue   | New 200 Amp Service                             | \$56.00           | Townsend Electric        | \$1,000          |
|                          | PP160068  | Plumbing   | 09/13/2016 | 1 Mason Avenue       | New plumbing for hotel renovation               | \$823.20          | Philbrick, INC           | \$56,000         |
|                          | PG160026  | Gas        | 09/13/2016 | 1 Mason Avenue       | Install new gas lines for hotel renovation      | \$145.60          | Philbrick, INC           | \$8,000          |
|                          | PB160074  | Building   | 09/29/2016 | 439 Mason Avenue     | Change of Use from R-5 to B                     | \$868.00          | L J Kellam Construction  | \$70,000         |
|                          | PM160026  | Mechanical | 09/27/2016 | 541 Mason Avenue     | Install a Mini Split Heat/AC Unit at existing r | \$80.64           | All Weather Heating &    | \$6,900          |
| 083A3-0100-54            | PM160024  | Mechanical | 09/13/2016 | 635 Mason Avenue     | Replace Air to Air Heat Pump & Duct Work        | \$63.84           | Smith & Keene Elec. Ser  | \$3,900          |
| 083A3-0100-54            | PE160049  | Electrical | 09/13/2016 | 635 Mason Avenue     | Upgrade Electrical Service/Install 1 0-30       | \$56.00           | Smith & Keene Elec. Ser  | \$300            |
| 083A3-0100-25            | PM160025  | Mechanical | 09/12/2016 | 603 Monroe Avenue    | Install 3 Air to Air Heat Pumps to existing re  | \$189.42          | Thornton Services        | \$18,826         |
| 083A3-0100-32            | PE160050  | Electrical | 09/07/2016 | 644 Monroe Avenue    | Wiring detached garage with a 50 amp sub        | \$60.21           | Light House Elec. Servic | \$3,250          |
|                          | PD160001  | Demolition | 09/23/2016 | 616 Nectarine Street | Building Demolition                             | \$50.00           | Virginia Builder LLC     | \$2,000          |
|                          | PP160069  | Plumbing   | 09/16/2016 | 613 Peach Street     | Replace existing sewer line                     | \$63.28           | Davishar Plumbing        | \$3,800          |
|                          | PP160066  | Plumbing   | 09/06/2016 | 307 Randolph Avenue  | Permit to finish out 307 side of the duplex     | \$58.80           | David Neil Andrews       | \$3,000          |
|                          | PE160047  | Electrical | 09/01/2016 | 530 Randolph Avenue  | New electrical for inground pool                | \$56.00           | Seaboard Electrical Corp | \$1,000          |
| 083A3-0100-51            | PP160067  | Plumbing   | 09/13/2016 | 242 Tazewell Avenue  | Onsite sewer line replacement                   | \$58.41           | Precision Plumbing       | \$2,930          |
| 083A3-0100-46            | PP160065  | Plumbing   | 09/06/2016 | 522 Tazewell Avenue  | Install new 1" water main from town meter       | \$56.00           | Precision Plumbing       | \$1,545          |
|                          | PB160068  | Building   | 09/08/2016 | 545 Tazewell Avenue  | Remove & replace front porch flooring           | \$63.84           | Jesse Philpot            | \$3,900          |
| <b>Total Permits: 21</b> |           |            |            |                      |                                                 | <b>\$3,414.84</b> |                          | <b>\$230,801</b> |

PerDateIssued Range from 09/01/2016 to  
09/30/2016

**Town Harbor  
Town Council Report  
Sept 2016**

**Items of Interest:**

1. The bath house and Shanty sewage pumps maintaining to date. The last malfunction from the Shanty pump was due to grease build up on the auger and stator housing.
2. Advertising for 2016 signage and security camera replacement are in the works. The purchase will come by grant through the Boater infrastructure Grant (BIG) and Virginia Dept. of Health thanks to Preston Smith. This will be utilities to replace Harbors security cameras and or upgrade Harbors signage. Directional, business partners and information signs are some of the items of question.
3. Facebook and multiple media sites are monitored with positive results. Looking through these sites and marine related sites for reviews from past customers and what items or issues we need to address.
4. Delinquent account holders are responsive and updates will be ongoing. Making good progress.
5. QuickBooks install with specialist on September 13 was successful with minimal issues.
6. Currently the seasonal work force will be ending after Labor Day holiday weekend.

**Maintenance/Repairs:**

1. Dock work and maintenance is on-going throughout the fall.
2. BMP, excavating bed and planting prep in progress. (due to time of year, project on hold until after holidays).
3. Repairing and replacing board walk on the west rear of the Shanty complete.

**Capital Projects and Harbor improvements:**

1. Watermen's Memorial – Working with Tom Bonadeo and Ed Lewis, Light house tower complete and power coated. Expected to be set in place after Labor Day. *Do to traffic and Shanty patrons may need to consider after Labor Day Holiday to proceed.* Being held up by powder coat contractor delay.
2. Harbor Committee to meet and discuss the future of the Harbor and Marina.

## Harbor Business Summary:

| <b>Rentals</b>  |                |                     |                  |                     |                                       |                    |
|-----------------|----------------|---------------------|------------------|---------------------|---------------------------------------|--------------------|
|                 | <b>FY 2015</b> |                     | <b>FY 2016</b>   |                     | <b>FY 2017 1<sup>st</sup> Quarter</b> |                    |
| <b>94 SLIPS</b> | <b>FEET</b>    |                     | <b>FEET</b>      |                     | <b>FEET</b>                           |                    |
| ANNUAL          | 430.8          | \$62,131.73         | 700              | \$59,171.99         | 17                                    | \$3223.40          |
| SEASONAL        | 221.55         | \$31,785.32         | 164              | \$27,666.31         | 7                                     | 1,086.63           |
| QUARTERLY       | 12             | \$2,775.96          | 97               | \$2,904.50          | N/A                                   |                    |
| MONTHLY         | 51.3           | \$11,468.96         | 410              | \$10,400.38         | 122                                   | \$4519.73          |
| WEEKLY          | 167.19         | \$11,877.26         | 114              | \$6,857.77          | 114                                   | \$4196.40          |
| NIGHTLY         | 1,919          | \$105,341.04        | 10,079.00        | \$90,760.28         | 8302.71                               | \$41,892.23        |
| DOCK FEES       |                |                     | 456.00           | \$93,548.77         | 293                                   | \$20,352.63        |
| HOURLY          | 195            | \$975.00            | 148              | \$755.00            | 13                                    | \$80.00            |
| STORAGE         | 44.21          | \$5,434.15          | 41               | \$4,145.13          | 13                                    | \$1,727.03         |
| DOCKWA          |                |                     |                  |                     |                                       | \$1,287.86         |
| <b>TOTAL</b>    | <b>3041.05</b> | <b>\$231,789.42</b> | <b>12,170.52</b> | <b>\$296,310.13</b> | <b>8881.71</b>                        | <b>\$78,365.91</b> |

NOTE: Projected fees based on information from return customers and 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.

| <b>Fuel</b>              |                    |                     |                     |                     |                                       |                     |
|--------------------------|--------------------|---------------------|---------------------|---------------------|---------------------------------------|---------------------|
|                          | <b>FY 2015</b>     |                     | <b>FY 2016</b>      |                     | <b>FY 2017 1<sup>st</sup> Quarter</b> |                     |
| Diesel                   | 88,759.812         | \$269,633.94        | 83,881.267          | \$183,681.25        | 23,582.85                             | \$51,133.86         |
| Transport                | 4,432.8            | \$13,189.18         | 7,241.90            | \$15,566.85         |                                       |                     |
| Regular                  | 37,145.595         | \$111,762.44        | 31,596.142          | \$74,779.72         | 9,239.889                             | \$21,005.06         |
| Plus (Non Ethanol)       | 23,629.397         | \$94,233.00         | 24,084.2502         | \$84,248.91         | 14,685.7195                           | \$46,557.63         |
| <b>Total Fuel Sales</b>  | <b>153,967.604</b> | <b>\$476,459.45</b> | <b>146,803.5592</b> | <b>\$332,682.11</b> | <b>47,508.4585</b>                    | <b>\$118,696.55</b> |
| <b>Total Fuel Profit</b> |                    | <b>\$59,913.19</b>  |                     | <b>\$71,982.53</b>  |                                       |                     |

| <b>Wharf Fees</b>  |                     |             |                     |            |                        |                     |
|--------------------|---------------------|-------------|---------------------|------------|------------------------|---------------------|
|                    | <b>FY 2014/2015</b> |             | <b>FY 2015/2016</b> |            | <b>FY 2017 to Date</b> |                     |
| Conchs             | 358.25              | \$179.16    | 317                 | \$146.80   | 5                      | \$2.00              |
| Crabs              | 24,285              | \$10,766.51 | 9,306               | \$4,639.00 | 12,104.5               | \$5,958.25          |
| Fish               | 310,921             | \$1,014.88  | 119,143             | \$476.58   | 16,931                 | \$97.42             |
| Horse Shoe Crabs   | 232.9               | \$47.44     | 547.1               | \$218.84   |                        |                     |
| Oysters            | 24                  | \$12.00     | 0                   | \$0.00     |                        |                     |
| <b>TOTAL SALES</b> |                     |             |                     |            | <b>All items</b>       | <b>\$214,120.13</b> |

### Waiting List:

| Length   | Annual | Seasonal | Total |
|----------|--------|----------|-------|
| 16'-25'  | 2      |          |       |
| 25'-34'  |        |          |       |
| 35'-44'  | 3      |          |       |
| 45'-54'  |        |          |       |
| 55'-60'+ |        |          |       |
| Totals   |        |          |       |

**Note:** FY 2016 We recorded a total of 814 Reservations for nightly/monthly/weekly vessel's.  
 FY 2017 We have recorded a total of 488 for nightly/weekly/monthly vessel's.  
 This does not include "walk in's" or yacht clubs that had more vessels than they reserved for, etc.

**Cape Charles Memorial Library**  
**Monthly Report, September 2016**

**Youth Programs**

|                                  |    |
|----------------------------------|----|
| Preschool Storytime (4 programs) | 49 |
| Toddler Storytime (4 programs)   | 14 |
| Chess Club (3 programs)          | 22 |
| Paws for Reading                 | 1  |

**Adult programs (provided by the Friends)**

|                                            |    |
|--------------------------------------------|----|
| Friends Author Event-Tribute to Judi McCoy | 23 |
|--------------------------------------------|----|

Total **109**

**Library Services**

- Now that summer is over we are organizing the shelves; and shifting and weeding material for better usage.

**Meetings**

- Staff attended Friends of the Library meeting, 9/7.
- Staff attended ESPL Trustee Meeting at the Accomack Library, 9/12
- Staff attended the Library Board meeting 9/14

**Facility**

**Marketing & Communication**

- September is Library Card Sign Up month and the beginning of school; the Library is celebrating with posters and book displays.
- Banned Book Week is October 1 through October 7 and the Library has posters and book displays of banned books for children, teens, and adults. Each banned book on display has a bookmark explaining when and why it was banned or challenged.
- Staff continues to update the Cape Charles Memorial Library Facebook page including Friends of the Library programs, the Town website (capecharles.or) and the ESPL website when needed.

**Outreach**

- Staff attended the Kiptopeak Elementary School Open House from 12:00 -2:00 on Thursday.9/1

**Technology**

**Continuing Education**

- Sharon Silvey will be taking the STEM training offered by the Library of Virginia.

**Adult Programs ( See Friends of the Library Adult programs)**

**Friends of the Library Adult Programs**

- The Friends of the Library presented their last program in the Author/Lecture Series: A Tribute to Judi McCoy. 9/12

**Youth Services**

- Fall Storytime began. 9/8
- Paws for Reading had 1 child to attend, 9/17

**Volunteers**

- Volunteers performed 417 hours of service this month.

**Upcoming Events**

- The Eastern Shore Public Library Trustee meeting will be held at 2:00.10/3
- The Friends of the Library will hold a meeting with Library Staff. 10/3
- The Library Board will hold their monthly meeting. 10/12
- Friends Medicare Seminar, 10/15
- Breast Cancer Program, 10/18
- Friends Computer/Smartphone Class, 10/20 & 10/29
- Paws for Reading is held every third Saturday of the month from 10:45 to 12:00.
- Library will participate in Trunk or Treat, 10/29

## CAPE CHARLES MEMORIAL LIBRARY 2016

|                             | January         | February        | March           | April           | May             | June            | July            | August          | September       | October        | November      | December      | YTD               |  |  |  |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------|---------------|---------------|-------------------|--|--|--|
| <b>INCOME:</b>              |                 |                 |                 |                 |                 |                 |                 |                 |                 |                |               |               |                   |  |  |  |
| Copier/Prt                  | \$96.15         | \$149.75        | \$102.10        | \$80.80         | \$76.35         | \$103.00        | \$77.55         | \$90.25         | \$75.70         | \$8.00         | \$0.00        | \$0.00        | \$859.65          |  |  |  |
| Faxes                       | \$48.50         | \$72.00         | \$39.00         | \$33.00         | \$52.00         | \$27.50         | \$60.00         | \$68.00         | \$61.50         | \$3.50         | \$0.00        | \$0.00        | \$465.00          |  |  |  |
| <b>TOTAL</b>                | <b>\$144.65</b> | <b>\$221.75</b> | <b>\$141.10</b> | <b>\$113.80</b> | <b>\$128.35</b> | <b>\$130.50</b> | <b>\$137.55</b> | <b>\$158.25</b> | <b>\$137.20</b> | <b>\$11.50</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$1,324.65</b> |  |  |  |
| Deposit                     |                 |                 |                 |                 |                 |                 |                 |                 |                 |                |               |               |                   |  |  |  |
|                             |                 |                 |                 |                 |                 |                 |                 |                 |                 |                |               |               |                   |  |  |  |
| <b>BOOK CIRC-ADLT</b>       |                 |                 |                 |                 |                 |                 |                 |                 |                 |                |               |               |                   |  |  |  |
| Fiction                     | 503             | 536             | 500             | 470             | 479             | 601             | 588             | 602             | 541             | 0              | 0             | 0             | 4820              |  |  |  |
| Non-fiction                 | 184             | 136             | 142             | 126             | 135             | 173             | 150             | 201             | 377             | 0              | 0             | 0             | 1624              |  |  |  |
| DVDs                        | 196             | 204             | 152             | 115             | 121             | 194             | 214             | 169             | 114             | 0              | 0             | 0             | 1479              |  |  |  |
| <b>TOTAL 2016</b>           | <b>883</b>      | <b>876</b>      | <b>794</b>      | <b>711</b>      | <b>735</b>      | <b>968</b>      | <b>952</b>      | <b>972</b>      | <b>1032</b>     | <b>0</b>       | <b>0</b>      | <b>0</b>      | <b>7923</b>       |  |  |  |
| Books Circ. 2015            | 764             | 708             | 702             | 740             | 742             | 979             | 1042            | 962             | 782             | 711            | 666           | 792           | 9590              |  |  |  |
|                             |                 |                 |                 |                 |                 |                 |                 |                 |                 |                |               |               |                   |  |  |  |
| <b>BOOKS CIRC-JUV</b>       |                 |                 |                 |                 |                 |                 |                 |                 |                 |                |               |               |                   |  |  |  |
| Fiction                     | 327             | 349             | 517             | 502             | 419             | 696             | 904             | 719             | 146             | 0              | 0             | 0             | 4579              |  |  |  |
| Non-Fiction                 | 3               | 62              | 143             | 85              | 94              | 128             | 189             | 104             | 74              | 0              | 0             | 0             | 882               |  |  |  |
| DVDs                        | 60              | 50              | 65              | 60              | 69              | 123             | 162             | 144             | 80              | 0              | 0             | 0             | 813               |  |  |  |
| <b>TOTAL 2016</b>           | <b>390</b>      | <b>461</b>      | <b>725</b>      | <b>647</b>      | <b>582</b>      | <b>947</b>      | <b>1255</b>     | <b>967</b>      | <b>300</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>      | <b>6274</b>       |  |  |  |
| Books Circ 2015             | 488             | 443             | 600             | 610             | 589             | 1358            | 1279            | 773             | 507             | 707            | 373           | 523           | 8250              |  |  |  |
|                             |                 |                 |                 |                 |                 |                 |                 |                 |                 |                |               |               |                   |  |  |  |
| <b>TOTAL 2016</b>           | <b>1273</b>     | <b>1337</b>     | <b>1519</b>     | <b>1358</b>     | <b>1317</b>     | <b>1915</b>     | <b>2207</b>     | <b>1939</b>     | <b>1332</b>     | <b>0</b>       | <b>0</b>      | <b>0</b>      | <b>14197</b>      |  |  |  |
| Total Circ. 2015            | 1252            | 1151            | 1302            | 1350            | 1331            | 2337            | 2321            | 1735            | 1289            | 1418           | 1039          | 1315          | 17840             |  |  |  |
|                             |                 |                 |                 |                 |                 |                 |                 |                 |                 |                |               |               |                   |  |  |  |
| <b>ATTENDANCE 2016</b>      | <b>879</b>      | <b>896</b>      | <b>1193</b>     | <b>1056</b>     | <b>1047</b>     | <b>1536</b>     | <b>1939</b>     | <b>1574</b>     | <b>921</b>      | <b>26</b>      | <b>0</b>      | <b>0</b>      | <b>11067</b>      |  |  |  |
| Attendance 2015             | 901             | 707             | 1047            | 1372            | 1124            | 1754            | 2449            | 1765            | 1079            | 1171           | 886           | 931           | 15186             |  |  |  |
|                             |                 |                 |                 |                 |                 |                 |                 |                 |                 |                |               |               |                   |  |  |  |
| <b>PROGRAMS 2016</b>        | <b>13</b>       | <b>14</b>       | <b>17</b>       | <b>17</b>       | <b>16</b>       | <b>24</b>       | <b>30</b>       | <b>21</b>       | <b>13</b>       | <b>0</b>       | <b>0</b>      | <b>0</b>      | <b>165</b>        |  |  |  |
| Programs 2015               | 9               | 6               | 50              | 13              | 14              | 19              | 28              | 18              | 9               | 18             | 10            | 18            | 212               |  |  |  |
| <b>PROG. ATTEND 2016</b>    | <b>163</b>      | <b>228</b>      | <b>250</b>      | <b>226</b>      | <b>200</b>      | <b>297</b>      | <b>487</b>      | <b>239</b>      | <b>109</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>      | <b>2199</b>       |  |  |  |
| 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                 |  |  |  |
|                             |                 |                 |                 |                 |                 |                 |                 |                 |                 |                |               |               |                   |  |  |  |
| <b>INTERNET USE 2016</b>    | <b>196</b>      | <b>224</b>      | <b>253</b>      | <b>218</b>      | <b>195</b>      | <b>275</b>      | <b>189</b>      | <b>264</b>      | <b>182</b>      | <b>2</b>       | <b>0</b>      | <b>0</b>      | <b>1998</b>       |  |  |  |
| Internet use 2015           | 222             | 160             | 196             | 229             | 184             | 279             | 377             | 365             | 308             | 284            | 211           | 155           | 2970              |  |  |  |
|                             |                 |                 |                 |                 |                 |                 |                 |                 |                 |                |               |               |                   |  |  |  |
| <b>LIBRARY CARDS 2016</b>   | <b>9</b>        | <b>16</b>       | <b>12</b>       | <b>22</b>       | <b>11</b>       | <b>26</b>       | <b>18</b>       | <b>20</b>       | <b>12</b>       | <b>2</b>       | <b>0</b>      | <b>0</b>      | <b>148</b>        |  |  |  |
| Library cards 2015          | 11              | 5               | 16              | 25              | 10              | 32              | 22              | 16              | 21              | 23             | 10            | 7             | 198               |  |  |  |
|                             |                 |                 |                 |                 |                 |                 |                 |                 |                 |                |               |               |                   |  |  |  |
| <b>Volunteer Hours 2016</b> | <b>298.00</b>   | <b>264.00</b>   | <b>364.75</b>   | <b>349.50</b>   | <b>171.75</b>   | <b>366.00</b>   | <b>231.50</b>   | <b>253.50</b>   | <b>441.50</b>   | <b>1.50</b>    | <b>0.00</b>   | <b>0.00</b>   | <b>2742</b>       |  |  |  |
| 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

September 2015

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

- Calls for service in Cape Charles: 47
- Calls for service outside of Cape Charles: 14
- Felony arrests: 1
- Misdemeanor Arrests: 2
- D.U.I. Arrests: 0
- Traffic Summons: 14 (see below)
- Traffic Warnings: 15 (written& verbal):
- Parking tickets: 2
- Building Checks: 20
- Assisted Northampton County Sheriff's Office: 14
- Assisted Virginia State Police:
- Assisted Federal Agencies: 0
- Assisted Fire& Rescue: 8
- Foot Patrol Hours: 71.5
- Bay creek patrol hours: 36.5

The following took place in September:

- Anthony completed RADAR and Taser training.
- Chelsea, Jake and I completed RADAR recertification.
- I completed a class on bias based policing.

### Traffic Summons

- |                                |                              |
|--------------------------------|------------------------------|
| 1. Passing on double lines     | 8. No insurance              |
| 2. Driving while suspended     | 9. Fail to stop at stop sign |
| 3. Reckless driving 46/25 zone | 10. No insurance             |
| 4. Speeding 41/25 zone         | 11. Driving while suspended  |
| 5. No valid O/L                | 12. Expired inspection       |
| 6. Expired inspection          | 13. Expired inspection       |
| 7. No drivers license          | 14. Speeding 41/25 zone      |

### Arrests

1. Assault and batter
2. Strangulation
3. Destruction of property

# Public Utilities

## Monthly Report September 2016



### Production Summary

- Miss Utility Tickets: 19
- Emergency Call Outs After Hours and Weekends:
  - Number of times called out: 4
  - Total Man Hours: 8
- Fire Calls: 0 Man Hours: 0
- Sludge: Tons 18
- \*Water: Total Production : 5,617,949 Gallons
  - High: 223,000 On August 22nd
  - Low: 126,300 On August 24

| Average   | Raw Water | Finished Water |
|-----------|-----------|----------------|
| Hardness  | 396       | 110.0          |
| Iron      | 7.08      | .02            |
| Manganese | .511      | .017           |

All Data in PPM

- \*Waste Water: Average Flow 146,300 gpd
  - Maximum 259,500 July 7th
  - Total for Month 4,535,300 Gallons
  - Nutrients:
    - Phosphorus Average .2 Limit .3 mg/l annual average
    - YTD .08
    - Nitrogen Average .64 Limit 4 mg/l annual average
    - YTD .82

(\*Numbers are from previous month)

### Personnel

- Water
  - Scottie Neville Operator Class 3 Water, Operator in Charge
  - Patrick Christman Operator Class 3 Water,
  - Freddie Meditz Trainee
  - Gerald Elliott Maintenance
  - Dan Dabinett Operator Class 3 Water, 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

- VDOT approved Library road cut pavement repairs, permit closed
- Ordered lift/stacker for water plant \$12,545. Budgeted 2017 \$15k.

### Capital Projects

#### ➤ Water:

- Task Order No. 2
  - Construction of pipeline for Keck Wells \$500k
  - Received Final copy of PER
  - Will move forward when financing is in place
  - USDA Rural Development has a copy of the PER and is reviewing for funding
- Task Order No. 4
  - Addition of chloramines to drinking water to reduce THMs
  - Received final copy of PER
  - With the improved quality the Keck Wells will bring to our drinking water, the addition of chloramines should not be necessary. If the Keck Wells are delayed, the Department of Health may require us to move forward if we are unable to remain compliant.
  - Will implement when/if needed \$33k

#### ➤ Waste Water

- Task Order No. 5 Pump Station Improvements
  - We have received the engineer's final report.
  - Mason Avenue \$127k
  - Pine and Plum \$475k
  - Budgeted 2017 \$200k
- Task Order No.6 WWTP Support

**PUBLIC WORKS**  
September 2016



**Dump Fees** - None

**Completed Projects**

- Removed storm damage from Fig Street
- Cleared storm water outfall on Bay

**In Progress**

- Ordered new tractor

**Upcoming Projects**

- Grounds maintenance at Civic Center

**Recreation Department**  
**October 2016 Council Report**

1. Wrap up from September Council meeting: Staff contacted Councilman Buchholz to further discuss concerns with advertising events and programs in Cape Charles. There is a huge email list of organizations, individuals and media that all information is sent out to. There are also several free sources for advertising that are utilized for the bigger events. Councilman Buchholz expressed an interest for the Board of Supervisors to be added to the email list. This will be done and staff encourages any other comments from Council on this matter.
  
2. Staff is very busy planning Halloween, Christmas and New Year's Events. Staff will be helping with the Cookie Trail which will be expanded to include private homes this year. There will be a meeting in the near future to secure details for the Grand Illumination. Trunk or treating will be on October 29. Staff is working on a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place contest for businesses and homes, similar to the Christmas contest sponsored by the Women's Club in the past. This is being done at the requests of very active citizens in Town.
  
3. The Out of Darkness Walk in Cape Charles went very well. Staff was very impressed with the organization of this event. The staff for this event provided great security to the participants walking for this cause. Staff reached out to the event coordinator for this event to see if there were any concerns but has not received a return phone call.

|                                                                                                                          |                                                                                                                                                                          |                                                   |                                                        |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------|
|  <p><b>TOWN OF<br/>CAPE CHARLES</b></p> | <b>AGENDA TITLE:</b> Set date for joint public hearing on draft Comprehensive Plan document                                                                              |                                                   | <b>AGENDA DATE:</b><br>October 20, 2016                |
|                                                                                                                          | <b>SUBJECT/PROPOSAL/REQUEST:</b> Set date for joint public hearing date with the Planning Commission to receive public comment on the draft Comprehensive Plan document. |                                                   | <b>ITEM NUMBER:</b><br>7A                              |
|                                                                                                                          | <b>ATTACHMENTS:</b> None                                                                                                                                                 |                                                   | <b>FOR COUNCIL:</b><br>Action ( X )<br>Information ( ) |
|                                                                                                                          | <b>STAFF CONTACT (s):</b><br>Larry DiRe                                                                                                                                  | <b>REVIEWED BY:</b><br>Brent Manuel, Town Manager |                                                        |

### **BACKGROUND:**

The Town's Comprehensive Plan has been reviewed as required by Section 15.2-2230 of the Code of Virginia. This review process was conducted as regular business during numerous public meetings. Public comment was a part of each of these meetings. Public input meetings on the draft document were held on November 22, 2014, December 2, 2014, and February 22, 2016. The Accomack-Northampton Planning District Commission (A-NPDC) has been a constant partner throughout this three-year long process, and provided subject matter expertise as well as editorial input. Additionally, substantive and editorial changes over this three-year long process are documented in the various draft versions and the A-NPDC staff slide presentations on the Town website at <http://capecharles.org/pView.aspx?id=17121&catid=605>.

A joint work session with the Planning Commission was held on April 7, 2015 and Council comments were received at that meeting and following that meeting. Those comments were considered at several Planning Commission meetings in 2015, and resulted in several text changes to the draft document.

The Planning Commission unanimously voted to set Tuesday, December 6, 2016 as the date for their required public hearing. A public hearing and majority vote of the Town Council is required before any amendment may be made to the Comprehensive Plan.

### **RECOMMENDATION:**

Following Council discussion, staff recommends the Town Council set the date of Tuesday, December 6, 2016, as the date for a joint public hearing with the Planning Commission to receive comment on the draft document.

|                                                                                                                          |                                                                                                           |                                                   |                                                      |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------|
|  <p><b>TOWN OF<br/>CAPE CHARLES</b></p> | <b>AGENDA TITLE:</b> Waste Collection and Disposal Services<br>Contract Extension                         |                                                   | <b>AGENDA DATE:</b><br>October 20, 2016              |
|                                                                                                                          | <b>SUBJECT/PROPOSAL/REQUEST:</b> Approve Contract Extension<br>for Waste Collection and Disposal Services |                                                   | <b>ITEM NUMBER:</b><br>8A                            |
|                                                                                                                          | <b>ATTACHMENTS:</b> Waste Collection and Disposal Services<br>Contract Attachment 4-Cost of Services      |                                                   | <b>FOR COUNCIL:</b><br>Action (X)<br>Information ( ) |
|                                                                                                                          | <b>STAFF CONTACT (s):</b><br>Dave Fauber, Director Public<br>Works/Utilities                              | <b>REVIEWED BY:</b><br>Brent Manuel, Town Manager |                                                      |

**BACKGROUND:**

On October 31, 2013, the Town of Cape Charles awarded a contract effective November 1, 2013 to Davis Disposal for all waste collection and disposal services for the Town. The contract was for one year with the option to renew for three additional years.

**DISCUSSION:**

This is the third of three extensions covering the timeframe from November 1, 2016 through October 31, 2017.

As stated in the original contract, and shown on Attachment 4, the cost for residential service is \$13.85 for year four. Attachment 4 is attached and shows the cost breakdown for commercial accounts.

**RECOMMENDATION:**

Staff requests Council approval for the third extension of the Waste Collection and Disposal Services contract with Davis Disposal from November 1, 2016 through October 31, 2017.

# *Town of Cape Charles, Virginia*

## ATTACHMENT 4

### COST OF SERVICES

The term of the contract shall be for one year, beginning on November 1, 2013 and ending October 31, 2014 with the option to renew with up to three extensions at the prices listed below.

#### Residential Accounts:

1. Contractor will charge the Town \$12.75 per month per container for each residential account for Year 1; \$13.50 per month per container for each residential account for Year 2 and Year 3 and; \$13.85 per month per container for each residential account for Year 4. Contractor shall collect a maximum of 120 gallons at each account. A 96 gallon cart to be provided by the Town may be supplemented with bagged garbage not to exceed two (2) bags. Pick up of residential accounts will be once per week.

#### \*Commercial Accounts:

1. Contractor will charge the Town \$85.00 per month for each 2 cubic yard commercial dumpster Account for pick up once per week; \$140.00 for pick up twice per week; and \$200.00 for pick up three times per week.
2. Contractor will charge the Town \$125.00 per month for each 4 cubic yard commercial dumpster Account for pick up once per week; \$180.00 for pick up twice per week; and \$245.00 for pick up three times per week.
3. Contractor will charge the Town \$175.00 per month for each 6 cubic yard commercial dumpster Account for pick up once per week; \$255.00 for pick up twice per week; and \$335.00 for pick up three times per week.
4. Contractor will charge the Town \$225.00 per month for each 8 cubic yard commercial dumpster Account for pick up once per week; \$340.00 for pick up twice per week; and \$435.00 for pick up three times per week.
5. Contractor will charge the Town \$52.00 per month for four (4), 96 gallon cans for pick up once a week.

\*This pricing is not for food service customers.

|                                                                                                                          |                                                                                    |                                                   |                                                      |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------|
|  <p><b>TOWN OF<br/>CAPE CHARLES</b></p> | <b>AGENDA TITLE:</b> Wetlands & Coastal Dune Board Re-appointment                  |                                                   | <b>AGENDA DATE:</b><br>October 20, 2016              |
|                                                                                                                          | <b>SUBJECT/PROPOSAL/REQUEST:</b> Reappoint member to Wetlands & Coastal Dune Board |                                                   | <b>ITEM NUMBER:</b><br>8B                            |
|                                                                                                                          | <b>ATTACHMENTS:</b> None                                                           |                                                   | <b>FOR COUNCIL:</b><br>Action (X)<br>Information ( ) |
|                                                                                                                          | <b>STAFF CONTACT (s):</b><br>Larry DiRe, Planner                                   | <b>REVIEWED BY:</b><br>Brent Manuel, Town Manager |                                                      |

**BACKGROUND:**

The Wetlands & Coastal Dune Board meets as needed to review applications for certain activities in the wetlands and dune areas in the town. The Board consists of five members each serving five-year terms.

**DISCUSSION:**

Ann Hayward Walker currently serves as the Chairperson on the Wetlands & Coastal Dune Board and her term expires on November 12, 2016. She has expressed their interest in continuing her service on the Board for another term.

**RECOMMENDATION:**

Staff recommends Council reappoint Ms. Ann Hayward Walker to the Wetlands & Coastal Dune Board for another five-year term.

|                                                                                                                      |                                                                                                        |                                                   |                                                      |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------|
| <br><b>TOWN OF<br/>CAPE CHARLES</b> | <b>AGENDA TITLE:</b> Xenith Bank Credit Line Renewal                                                   |                                                   | <b>AGENDA DATE:</b><br>October 20, 2016              |
|                                                                                                                      | <b>SUBJECT/PROPOSAL/REQUEST:</b> Renew line of credit through Xenith Bank                              |                                                   | <b>ITEM NUMBER:</b><br>8C                            |
|                                                                                                                      | <b>ATTACHMENTS:</b> Resolution 20161020 Authorizing the Renewal of the Line of Credit with Xenith Bank |                                                   | <b>FOR COUNCIL:</b><br>Action (X)<br>Information ( ) |
|                                                                                                                      | <b>STAFF CONTACT (s):</b><br>Deborah Pocock                                                            | <b>REVIEWED BY:</b><br>Brent Manuel, Town Manager |                                                      |

**BACKGROUND:**

Since 2011, the Town of Cape Charles has maintained a Line of Credit in the amount of \$500,000 for working capital. All disbursements must be approved by the Town Council.

**DISCUSSION:**

Xenith (Shore) Bank has recently approved the renewal of the Town's line of credit with the following terms and conditions.

1. \$500,000; Unsecured.
2. Renewal fee and document fee have been waived. Liens, suits & judgements search fee of \$26 will be charged.
3. Variable interest rate at prime plus 0.5%, with a floor of 3.75% (no changes).
4. Repayment on monthly basis; maintain a zero balance for a period of no less than 30 consecutive days during each 12 month period.
5. Annual review by Xenith Bank.
6. No prepayment penalty.

**RECOMMENDATION:**

Staff recommends adoption of Resolution 20161020-Authorizing the Renewal of the Line of Credit with Xenith Bank in the amount of \$500,000.

**RESOLUTION 20161020**

**AUTHORIZING THE RENEWAL OF THE LINE OF CREDIT WITH XENITH BANK**

**WHEREAS**, the Town of Cape Charles has carried a line of credit with Xenith Bank, formerly known as Shore Bank, since 2011; and

**WHEREAS**, the Town Council of the Town of Cape Charles desires to continue this line of credit; and

**WHEREAS**, Xenith Bank has offered the Town of Cape Charles a \$500,000 unsecured line of credit with a variable interest rate of Prime plus 0.5%, with a floor of 3.75%; now

**THEREFORE BE IT RESOLVED** by the Town Council of the Town of Cape Charles, Virginia, this 20<sup>th</sup> day of October 2016, to authorize Mayor Proto to execute the loan documentation to renew the unsecured line of credit for \$500,000 with Xenith Bank. In the event the Mayor is unavailable to sign the documents, both the Vice Mayor and Town Manager would be required to sign. The credit line would be available for use as determined and authorized by the Town Council of the Town of Cape Charles.

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Adopted by the Town Council of the Town of Cape Charles on October 20<sup>th</sup>, 2016.

By: \_\_\_\_\_  
Mayor

ATTEST:

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

|                                                                                                                          |                                                                                                          |                                                   |                                                      |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------|
|  <p><b>TOWN OF<br/>CAPE CHARLES</b></p> | <b>AGENDA TITLE:</b> Parking Restriction Request – VDOT Resolution                                       |                                                   | <b>AGENDA DATE:</b><br>October 20, 2016              |
|                                                                                                                          | <b>SUBJECT/PROPOSAL/REQUEST:</b> Request from Mr. Stephen Fox for parking restriction at 1 Monroe Avenue |                                                   | <b>ITEM NUMBER:</b><br>8D                            |
|                                                                                                                          | <b>ATTACHMENTS:</b> Resolution 20161020A, Letter and email from Mr. Stephen Fox                          |                                                   | <b>FOR COUNCIL:</b><br>Action (X)<br>Information ( ) |
|                                                                                                                          | <b>STAFF CONTACT (s):</b><br>Brent Manuel                                                                | <b>REVIEWED BY:</b><br>Brent Manuel, Town Manager |                                                      |

**BACKGROUND:**

A letter was received from Mr. Stephen K. Fox requesting a “No Parking” area in front of his property at 1 Monroe Avenue. The lot was elevated above the street level and the dwelling was accessed by a lead walk with two steps. Mr. Fox explained the difficulty in accessing the walkway if a car was parked in front of the access.

**DISCUSSION:**

The streets in Cape Charles fall under the purview of the Virginia Department of Transportation (VDOT). Mr. Fox requested Town Council’s support to submit with his application to VDOT.

The Council discussed the request at their September 29, 2016 Special Meeting and agreed to support Mr. Fox’s request by adopting a resolution at the October meeting.

**RECOMMENDATION:**

Staff requests Council review and discussion of Resolution 20161020A In Support of the Request from Stephen K. Fox for Parking Restriction at 1 Monroe Avenue and adoption of the resolution by roll call vote if deemed appropriate.

**RESOLUTION 20161020A**

**IN SUPPORT OF THE REQUEST FROM STEPHEN K. FOX  
FOR PARKING RESTRICTION AT 1 MONROE AVENUE**

**WHEREAS**, the Town received a request from Mr. Stephen K. Fox for an area restricting parking at 1 Monroe Avenue; and

**WHEREAS**, the letter cited an issue regarding access to their lot which is elevated above the street level with a lead walk consisting of two steps as their primary access to their dwelling; and

**WHEREAS**, the designation of the area in front of the lead access as a “No Parking” area would ensure adequate pedestrian access to the entrance of the dwelling; and

**WHEREAS**, although this request falls under the purview of the Virginia Department of Transportation, Mr. Fox has requested the support of the Town Council to submit with his application; and

**WHEREAS**, after discussion at the September 29, 2016, Town Council Special Meeting it was agreed to support the request from Mr. Stephen K. Fox for a restricted parking area at 1 Monroe Avenue in front of the lead access to the dwelling;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Town Council of the Town of Cape Charles hereby expresses its support of the request for a “No Parking” area at the entrance of the lead access at 1 Monroe Avenue.

Adopted by the Town Council of Cape Charles on this 20<sup>th</sup> day of October, 2016.

\*\*\*\*\*

By: \_\_\_\_\_  
Mayor George Proto

ATTEST:

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

STEPHEN K. FOX  
1 Monroe Avenue  
Cape Charles, Virginia 23310  
September 13, 2016

Town Council  
Town of Cape Charles  
c/o Brent Manuel, Town Manager  
2 Plum Street  
Cape Charles, Virginia 23310

Re : Request for Parking Restrict along Width of Lead Walk

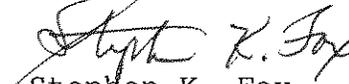
Dear Mr. Manuel:

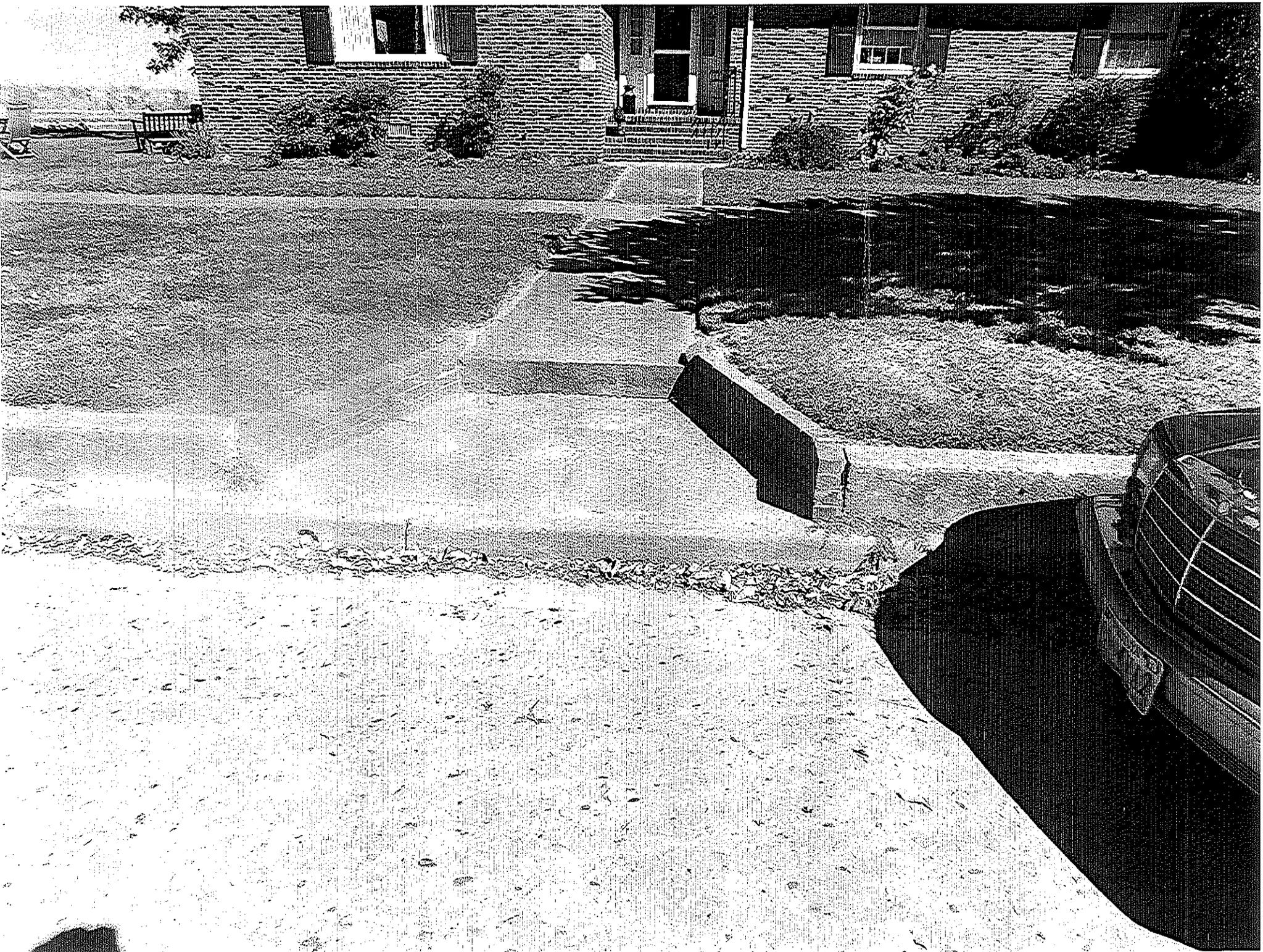
At your request, I herewith submit a formal request to have a parking restriction imposed for the width of the lead walk which accesses my residence. Our lot is elevated above the street level, accessed primarily via the lead walk which consists of two (2) steps [see photograph attached]. This request is the identical inquiry made to Mr. Fauber by e-mail last week, which I believe you have reviewed.

We do not request reservation of a parking space. The request is to have the area stripped "yellow", indicating "No Parking" across the lead walk which is approximately 7 feet in width. The reasons for this request are stated in the e-mail, and it should be apparent that if the walk is blocked, residents/visitors are required to take a circuitous route to the front door of our residence.

Thank the Council for consideration of this request, and its advice to VDOT with respect to its decision.

Very truly yours,

  
Stephen K. Fox



**Subject:**Re: Parking restriction in front of 1 Monroe Avenue

**Date:**Mon, 15 Aug 2016 16:35:56 -0400

**From:**StephenKFox <skfox@stephenkfoxpc.com>

**Organisation:**Stephen K. Fox, PC

**To:**[dave.fauber@capecharles.org](mailto:dave.fauber@capecharles.org)

**CC:**Cathy Fox <cfox70964@gmail.com>

Mr. Fauber,

We request your review of placing a parking restriction on Monroe Avenue in front of the lead walk to our residence. Often, we return home and somebody has parked directly across the access to our home from the street. Since there is an elevation rise from the street to our lot, it makes it difficult to access the residence. Could the Town simply paint a yellow stripe along the curb the length of the lead walk entrance to prevent this situation.

Thanks for your consideration. skf

Stephen K. Fox  
Attorney at Law  
Stephen K. Fox, P.C.  
10511 Judicial Drive, Suite 112  
Fairfax, VA 22030  
(703)273-7220  
FAX: (703)273-7225

\*\*\*\*\*

On 9/7/2016 10:18 AM, Dave Fauber wrote:

Mr. Fox,

I think this would be an issue you need to take up with VDOT. They may refer you back to us with an OK to move forward, or they may require you to submit a land use permit, either way we would need their blessing. The person you need to contact is Dale Pusey (757) 787-5932.

Good luck. I'll wait to hear back from you.

David Fauber  
Director of Public Works  
Cape Charles, VA  
(757) 331-2176, Ext. 17  
Fax (757) 331-4820

\*\*\*\*\*

**From:** StephenKFox [<mailto:skfox@stephenkfoxpc.com>]

**Sent:** Thursday, September 08, 2016 7:56 AM

**To:** Dave Fauber; [brentmanuel@capecharles.org](mailto:brentmanuel@capecharles.org)

**Subject:** Fwd: Re: Parking restriction in front of 1 Monroe Avenue

VDOT will likely pitch it to the Town for an opinion, and you have offered none. skf

\*\*\*\*\*

On 9/8/2016 8:13 AM, Dave Fauber wrote:  
We do not reserve spaces for individual parking.

David Fauber  
Director of Public Works  
Cape Charles, VA  
(757) 331-2176, Ext. 17  
Fax (757) 331-4820

\*\*\*\*\*

**From:** StephenKFox [<mailto:skfox@stephenkfoxpc.com>]  
**Sent:** Thursday, September 08, 2016 8:54 AM  
**To:** Dave Fauber <[dave.fauber@capecharles.org](mailto:dave.fauber@capecharles.org)>  
**Cc:** Brent Manuel <[brent.manuel@capecharles.org](mailto:brent.manuel@capecharles.org)>  
**Subject:** Re: Parking restriction in front of 1 Monroe Avenue

I did NOT request reservation of a space for individual parking. I merely requested investigation of imposing a restriction on the width of the lead walk (perhaps 4 feet) to deter parking which blocked access to my residence. I don't think anything in my request suggested reservation of a parking space

**Could the Town simply paint a yellow stripe along the curb the length of the lead walk entrance to prevent this situation.**

The identical problem exists at the Beach entrance near Monroe Avenue where there are a set of steps, often blocked by parking, resulting in circuitous access to that area of the beach. skf

|                                                                                                                          |                                                                                                   |                                                   |                                                      |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------|
|  <p><b>TOWN OF<br/>CAPE CHARLES</b></p> | <b>AGENDA TITLE:</b> FY17 USDA RD Application                                                     |                                                   | <b>AGENDA DATE:</b><br>October 20, 2016              |
|                                                                                                                          | <b>SUBJECT/PROPOSAL/REQUEST:</b> Approve application for a grant/loan for the 2017 Police vehicle |                                                   | <b>ITEM NUMBER:</b><br>8E                            |
|                                                                                                                          | <b>ATTACHMENTS:</b> None                                                                          |                                                   | <b>FOR COUNCIL:</b><br>Action (X)<br>Information ( ) |
|                                                                                                                          | <b>STAFF CONTACT (s):</b><br>Deborah Pocock                                                       | <b>REVIEWED BY:</b><br>Brent Manuel, Town Manager |                                                      |

**BACKGROUND:**

Revenue and Expenditures associated with applying for a grant/loan with USDA Rural Development (USDA RD) for the 2017 police vehicle purchase were approved as a part of the Town's 2017 budget.

**DISCUSSION:**

As part of the application process, USDA RD requires minutes showing that Council discussed and approved applying for the grant/loan for the police vehicle.

**RECOMMENDATION:**

Staff recommends that Council vote to approve the application for a USDA Rural Development Grant and Loan for the purchase of a new police vehicle.