



TOWN COUNCIL

Regular Meeting

December 15, 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. Eastern Shore Out of the Darkness Walk Certification of Appreciation
4. Public Comments (3 minutes per speaker)
5. Consent Agenda
 - A. Approval of Agenda Format
 - B. Approval of Minutes
6. Department Reports
 - *A. Treasurer's Report
 - B. Planning Commission and Boards
 - C. Other Department Reports
7. Old Business
 - *A. Harbor Development Certificate – Lot 19
 - *B. Adoption of Comprehensive Plan Update
 - *C. Municipal Building Internet Connectivity
 - D. Follow-Up Items from November meeting
 - i. Request to the Eastern Shore Public Library for a list or number of library card holders from Eastville to the south
 - ii. Water bill notice regarding dogs being permitted to run loose without supervision
 - iii. Property in the former STIP park being used as a rubbish dump
8. New Business
 - *A. Town Council Representative to Town Harbor Focus Group
 - *B. Conditional Use Permit Application for 3 Fig Street – Set Public Hearing
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
 - December 23-26, 2016 – Town offices closed for Christmas holiday
 - December 31, 2016 – 3rd Annual Dropping of the Crab Pot, 10:00 PM
 - January 2, 2017 – Town offices closed for New Year's Holiday
 - January 5, 2017 – Town Council Work Session, 6:00 PM
 - January 10, 2017 – Mayor's Office Hours, 2:00 PM – 3:00 PM
 - January 13, 2017 – Town offices closed for Lee-Jackson Day
 - January 16, 2017 – Town offices closed for Martin Luther King, Jr. Day
 - January 19, 2017 – Town Council Regular Meeting, 6:00 PM
 - January 24, 2017 – Mayor's Office Hours, 6:00 PM – 7:00 PM
11. Adjourn at 7:30 P.M.

Eastern Shore Community Services Board



A Comprehensive Behavioral Healthcare Provider

10/20/2016

Dear Town of Cape Charles,

On behalf of the Eastern Shore Community Services Board and the Eastern Shore Suicide Prevention Task Force I would like to personally thank you for volunteering your time and efforts at the Eastern Shore Out of the Darkness Walk. This event could not have been a success without your help and the help of the many others who volunteered their time.

Due to the many efforts of local sponsors, human service organizations, task force members, walkers, and volunteers like yourself we were able to raise almost \$10,000 for this event and the American Foundation for Suicide Prevention. In total we had 154 walkers participate in the event!

Once again, thank you for your contributions!

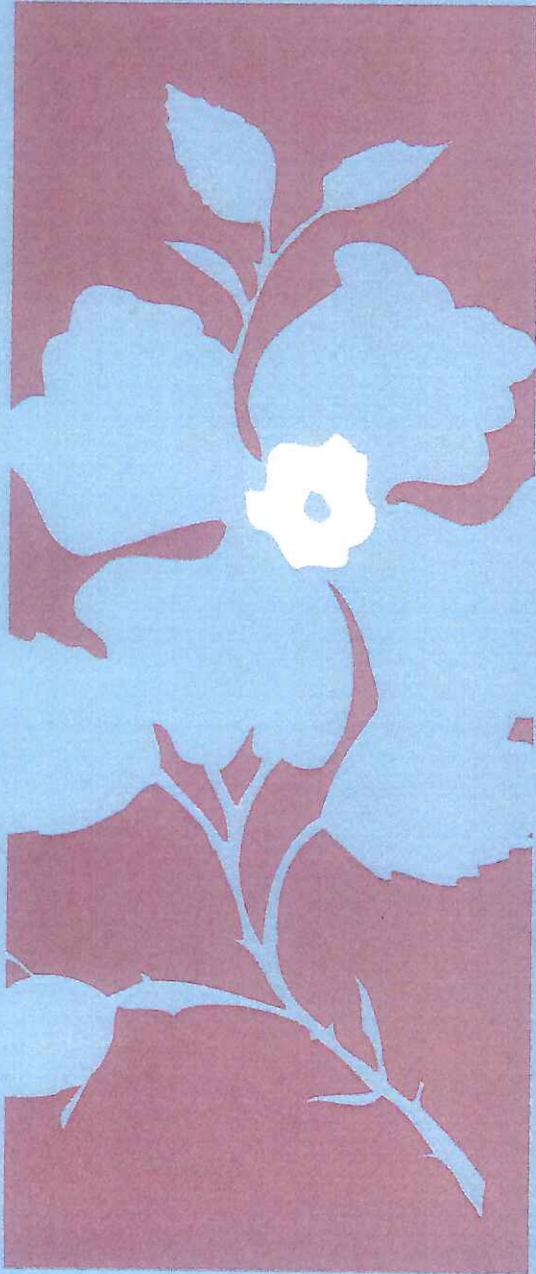
Best wishes,

Kelly Hill Bulin, CSAC, ICPS

Director of Program Development, Planning and Prevention Services

Office of Prevention Services
15150 Merry Cat Lane
P.O. Box 395 • Belle Haven, Virginia 23306
(757) 442-5388 • FAX (757) 442-9756
Toll Free 1-877-442-5388





Certificate of Appreciation

This certificate is awarded to
TOWN OF CAPE CHARLES

in recognition of valuable contributions during the 2016 Eastern Shore Out of the Darkness Walk, located in Cape Charles, VA on September 24, 2016. Thank you for supporting this endeavor and helping to fight against suicide.

Kelley Hill Belton, Director
Signature

10/5/16
Date

Alisha Gagliardi, Walk Chair
Signature

10/5/16
Date



DRAFT
TOWN COUNCIL
Executive Session
Civic Center
November 10, 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 Councilmen Bennett, Brown and Buchholz, and Councilwomen Natali and Sullivan. Vice Mayor Bannon was not in attendance. Also in attendance was Town Manager Brent Manuel.

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

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

Specifically: Town Manager Evaluation

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: 1) Review of proposals to purchase Town-owned properties
2) Unsolicited proposal to purchase Town-owned property

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 Councilwoman Sullivan, seconded by Councilman Brown, 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: Bennett, yes; Brown, yes; Buchholz, yes; Natali, yes; Sullivan, yes.

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

Mayor Proto

Town Clerk



**DRAFT
TOWN COUNCIL
Regular Meeting
Civic Center
November 17, 2016
6:00 p.m.**

At approximately 6:00 p.m. Mayor George Proto, having established a quorum, called to order the Regular Meeting of the Town Council. In addition to Mayor Proto, present were Vice Mayor Bannon and Councilmen Brown and Buchholz, and Councilwomen Natali and Sullivan. Councilman Bennett arrived at 6:01 p.m. Also in attendance were Town Manager Brent Manuel, Assistant Town Manager Bob Panek, Treasurer Deborah Pocock, Planner Larry DiRe and Town Clerk Libby Hume. The Department Heads were in attendance as well as five members of the public.

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

RECOGNITION OF VISITORS / PRESENTATIONS:

Mayor Proto read a letter that was sent to the Cape Charles Farmers Market from the Foodbank of Southeastern Virginia and the Eastern Shore. (Please see attached.)

PUBLIC COMMENTS:

Jane McKinley, 526 Tazewell Avenue

Ms. McKinley began by stating that she was a new resident of Cape Charles and loved the town and everything about it, especially the walkability. Ms. McKinley went on to share her concern regarding inflammatory signage placed in the public space after the election. She found the sign to be very offensive and spoke to the store owner. She stated that she understood that the town did not have any jurisdiction in the VDOT right-of-way but she wanted her concern on record. She hoped that the town could take the opportunity to explore a relationship with VDOT regarding signage in the public rights-of-way, especially if the signage could be offensive to residents, visitors, and guests.

Mayor Proto welcomed Ms. McKinley to the town and suggested that she come to his office hours to discuss the matter further.

Town Clerk Libby Hume read a letter submitted by Mr. Henry Mayer representing Arts Enter Cape Charles. (Please see attached.)

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

CONSENT AGENDA – APPROVAL OF AGENDA FORMAT:

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

CONSENT AGENDA – APPROVAL OF MINUTES:

The Town Council reviewed the minutes of the October 13, 2016 Work Session, the October 20, 2016 Regular Meeting, the October 25, 2016 Joint Meeting with the Northampton County Board of Supervisors and the November 3, 2016 Work Session.

Councilwoman Natali noted a typographical change on page 2 of the October 13, 2016 Work Session minutes.

Motion made by Councilwoman Natali, seconded by Councilman Bennett, to approve the minutes from the October 13, 2016 Work Session as amended, and the October 20, 2016

Regular Meeting, the October 25, 2016 Joint Meeting with the Northampton County Board of Supervisors and the November 3, 2016 Work Session as presented. The motion was approved by unanimous vote.

DEPARTMENT REPORTS:

A. *Treasurer's Report:*

Treasurer Deborah Pocock reviewed the Treasurer's report dated October 31, 2016 which showed the Total Cash on Hand of \$2,000,256, the Total Cash Held in Reserve was \$1,359,579 and the Total Cash - All Accounts was \$3,359,836. 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.

Councilwoman Natali asked Ms. Pocock to include a line item in future reports showing current debt incurred by the town.

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

B. *Planning Commission and Boards:*

Town Planner Larry DiRe reported the following: i) The Wetlands & Coastal Dune Board met on November 14 and approved the town's application for a stormwater outfall at the beachfront. No comments were received from other agencies; ii) An application was received for review by the Board of Zoning Appeals. A meeting was scheduled for December 5 at 10:00 a.m. The public hearing notice would be published on November 18 and agendas would be posted on November 28; iii) An application was received for the Harbor Area Review Board. A meeting was scheduled for November 29 at 6:00 p.m. and agendas would be posted on November 21; and iv) The December Historic District Review Board meeting date was changed to December 13 at 5:00 p.m. from December 20.

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 the following: i) The Town Harbor Focus Group would have five members representing the Town Harbor staff, an annual/seasonal slip holder, a commercial waterman, a Town Council representative, and a Town administration representative. Council could appoint a representative at the December meeting; and ii) The Virginia Department of Health offered the town a pump out boat which would be able to service the entire harbor.

Cape Charles Memorial Library:

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

Councilwoman Natali thanked her for adding the prior year totals to the spreadsheet.

Police Department:

Chief Jim Pruitt stated that he interviewed candidates for the police officer position and would be making a decision after the Thanksgiving holiday.

Public Utilities/Public Works Departments:

Public Utilities/Public Works Director Dave Fauber reported the following: i) The stormwater outfall was approved but the U.S. Army Corps of Engineers was reviewing the information and he was awaiting their approval; ii) Pete Leontieff was re-hired to fill the vacancy in the Public Works department; iii) The Public Works crew was working on the repairs to the Central Park gazebo; iv) The wastewater treatment plant was having internet issues and possible issues with

the SCADA system; and v) The issue discussed at the October meeting regarding the parking lot by the Shanty had been taken care of. There was much discussion regarding the condition of the skateboard park and Council instructed Mr. Fauber to have the unsafe equipment fenced off.

Recreation Department:

Community Events/Recreation Coordinator Jen Lewis stated she reached out to all the businesses and organizations in town and compiled five pages of December activities which was forwarded to the Eastern Shore of Virginia Tourism Commission for their website. Tracy Outten was able to put everything together on a one-page poster.

OLD BUSINESS

A. *Addition to Town Code – Tourism Zone (Chapter 24)*

Larry DiRe stated that the Planning Commission reviewed tourism zone ordinances from localities around the state. Numerous public meetings were held with opportunities for public comment. The proposed tourism zone ordinance had also been reviewed by legal counsel. Council reviewed the draft ordinance at a work session on October 13. There was some discussion regarding the effective date of the ordinance.

Motion made by Councilman Buchholz, seconded by Councilwoman Natali, to adopt Ordinance 20161117 to Add Cape Charles Town Code Sections 24-1 Through 24-7 – Tourism Zone Ordinance to the Town Code with the effective date retroactive to January 1, 2016.

Mayor Proto moved for adoption of Ordinance 20161117 as noticed and forewent reading of the Ordinance. The motion was approved by unanimous vote. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Buchholz, yes; Natali, yes; Sullivan, yes.

B. *Cape Charles Community Trail Update*

Bob Panek updated the Council on the trail project as follows: i) A slight issue was discovered with the stormwater installation where the structure to tie into was too small; ii) The contract was working on curbing and guttering on Peach Street; iii) The electrical contractor installed the conduit on the east side of Peach Street; iv) The project was still within the 5% contingency. Unless another huge surprise was discovered, the project cost should be within budget; and v) The project was about 35% completed. The planting might have to be deferred until spring depending on the weather.

C. *Follow-Up Items from October Meeting*

i. *Response to October Public Comments Question*

Brent Manuel stated that he and Chief Pruitt spoke to Ms. Duvall regarding the number of police officers and she seemed satisfied with the response.

ii. *Status of Wetlands Board Beach Recommendations*

Brent Manuel stated that the status of the work regarding the beach recommendations were discussed at the November 14 Wetlands & Coastal Dune Board meeting and the Board members seemed to be satisfied with the progress. The town hired a contractor to implement the majority of the recommendations. The sprigging was delayed by the U.S. Army Corps of Engineers to mid-December. The recommendations were being prioritized and the work was moving forward.

iii. *Status of Hiring New Public Works Crew Member*

Brent Manuel stated that Dave Fauber addressed this item during his department report.

iv. *Main Street Initiative Timeline*

Brent Manuel stated that an ambitious implementation timeline had been developed. The board application and job description had been provided to Council for review. He and Libby Hume were working to develop a new page on the town's website and a special Gazette was being drafted with links to the documents on the website.

There was some discussion regarding board members being Cape Charles residents or business owners. It was suggested that there should also be a member from the Northampton County Chamber of Commerce.

Councilwoman Natali asked whether there had been any follow-up regarding the comment last month stating that land in the former STIP property was being used as a rubbish dump. Mayor Proto asked that this item be added to the December meeting follow up items.

NEW BUSINESS:

A. Northampton County Funding Request for FY 2018

Deborah Pocock stated that each year, the town submitted a letter to Northampton County for a contribution request for the next fiscal year's budget. On November 4, the town received notification from the county to submit any funding assistant requests for FY 2018 by December 2, 2016. The town planned to request funding assistance as follows: i) Cape Charles Memorial Library and Computer Training Lab Operations - \$30K (FY 17 budget = \$132K); ii) July 4, 2017 fireworks display - \$8K of a \$15K budget; iii) Public Beach Safety Operations - \$10K of an anticipated \$30K budget; and iv) North Entrance Jetty - \$50K of a \$300K budget. The town would also request the county to continue its efforts to provide emergency services after the relocation of Riverside Shore Memorial Hospital and continued support for the Cape Charles Volunteer Fire Company.

There was some discussion regarding the request as follows: i) Justification of the projects and dollar amounts needed to be included in the request to the County; and ii) The town needed to ask the Eastern Shore Public Library for a list or the number of library card holders with addresses from Eastville to the south. This information would be good to include in future requests as justification for the funding request for the library. Mayor Proto stated that this issue would be added to the follow-up items.

Motion made by Councilman Bennett, seconded by Councilman Buchholz, to approve submittal of the Northampton County Funding Request as discussed. The motion was approved by unanimous vote.

B. Fuel Services Contract Extension

Brent Manuel stated on November 18, 2014, the town awarded a contract effective December 1, 2014 to Pep-Up, Inc. for all fuel services for the town. The contract was for one year with the option to renew for three additional years. This would be the second renewal. The current contract expired at midnight on November 30, 2016 and the town wished to exercise the right to renew the contract for another year at the current fuel prices.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to authorize the mayor to execute a one-year contract extension with Pep-Up, Inc. to provide fuel services to the town. The motion was approved by unanimous vote.

C. Parking Lot Improvements

Bob Panek stated that this report was a follow-up from the October 13 Council work session when Council discussed reprioritization of the trail project and parking improvements. Council directed that a plan be developed.

The town should be closing on the Strawberry Street Plaza property soon. The plaza would connect Mason Avenue to the leased parking area. The cost estimate for improvements to the leased parking lot was approximately \$18K and included head-in parking on the south side, two-way ingress/egress, view shed from the plaza and limited lighting. Patrick Hand agreed to install lighting on the back of his building as well.

The cost estimate for improvements for the Mason Avenue parking extension was approximately \$15K and included an improved east entrance to the lot and sidewalk to the plaza, access to the Strawberry Street Station parking from the entrance to save six spaces on

Mason Avenue. In order to fully implement the Mason Avenue parking extension, the lease would have to be amended allowing this new use and to increase the term from 20 years to 50 years. The longer term was necessary for the Commonwealth of Virginia to approve the Strawberry Street Station Condominium documents with access from leased property. Bay Coast Railroad was amendable to amending the lease.

The cost estimate for improvements to the Library parking lot was \$8.5K and included repair to the broken concrete at the entrance, relocation of the dumpsters off the pavement and landscape screening. This plan would improve traffic flow for the two lots, improve pedestrian access between the leased parking lot and the plaza, improve the location of the trash dumpsters, provide lighting for a portion of the leased lot, and save six parking spots on Mason Avenue by eliminating the new entrance to Strawberry Street Station.

The total estimate was \$41.5K which exceeded the \$30K included in the FY 2017 budget. To remain within the budgeted amount, certain elements could be deferred to FY 2018 or additional funds could be reallocated to the project in FY 2017.

There was much discussion regarding possible locations for the dumpsters, deferring the decision regarding lighting the leased lot until Mr. Hand had completed the building, current usage of the parking lot behind the library, and clean-up of shrubs and bushes.

Motion made by Councilman Bennett, seconded by Councilwoman Natali, to approve the parking improvement plan as discussed, deferring the lighting until calendar year 2017, distributing the dumpsters throughout the town as appropriate to incur no additional cost to the town, and allocating approximately an additional \$2K to complete the parking plan. The motion was approved by unanimous vote.

Motion made by Vice Mayor Bannon, seconded by Councilman Buchholz, to amend the lease with Bay Coast Railroad as discussed to allow the new use and extend the term to 50 years. The motion was approved by unanimous vote. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Buchholz, yes; Natali, yes; Sullivan, yes.

D. Retirement Options for Law Enforcement Officers

Deborah Pocock stated that Council had approved funding for a cost study for enhanced Virginia Retirement System (VRS) benefits for hazardous duty positions, which would cover the town's police officers. The officers would be eligible to retire at age 60 vs. 65 and the plan would supplement the income gap until the individual reached normal social security retirement age. The estimated increase in retirements cost to the town for the first year was \$23,395 for the 1.7% multiplier and \$25,884 for the 1.85% multiplier. There were benefits to the town for providing the enhanced benefits as follows: i) The town would be more competitive when hiring new officers and retaining existing staff; and ii) It should boost the morale of the officers knowing that the locality they serve provided for them should they become disabled and allowed for an earlier retirement from a physically demanding job. The election needed to be made by resolution and would become effective in FY 2018. The election could not be revoked in future years.

Motion made Vice Mayor Bannon, seconded by Councilman Brown, to adopt Resolution 20161117, using the 1.85% multiplier, to provide the Cape Charles police officers retirement benefits equivalent to those provided to State police officers. Roll call vote: Bannon, yes; Bennett, yes; Brown, yes; Buchholz, yes; Natali, yes; Sullivan, yes.

MAYOR AND COUNCIL COMMENTS

Councilwoman Sullivan commented as follows: i) Based on public comment this evening, she suggested that a friendly reminder be distributed, possibly on water bills, regarding proper placement of signage; ii) She expressed her concern regarding the number of dogs running loose which were not strays. There was so much fecal matter in and around the park. It was not a police matter but citizens could call animal control to report these issues. Mayor Proto stated that a notice

regarding dogs should be put on the water bills as well; and iii) She wished everyone a happy Thanksgiving and happy birthday to Bob Panek, Steve Bennet and anyone else with a November birthday.

Vice Mayor Bannon asked whether the town had a contract with Gary Wagner for sand removal. Dave Fauber stated that Gary Wagner would be removing sand from Bay Avenue and the town might contract with him for ongoing sand removal. Councilman Buchholz asked whether the job would be put out for bids.

Councilman Buchholz asked whether the town could remove signs in the public right-of-way. He understood that the town could not regulate content of a sign, but if it was on public property, it should be removed. Larry DiRe was not certain whether the town had an interagency agreement with VDOT. If the town had an agreement with VDOT, it would have the right to remove signage in the right-of-way. Larry DiRe continued to explain the Supreme Court decision in 2015 (Reid vs. Town of Gilbert, AZ) which struck down the town's ability to remove signage from the public right-of-way. As a result of this ruling, the town's sign ordinance needed to be revised. The Planning Commission would work on the town's sign ordinance after adoption of the updated Comprehensive Plan and Tourism Zone Ordinance. Mayor Proto asked Larry DiRe to pursue an agreement with VDOT and to provide Council an update on the sign ordinance update in three months.

Councilmen Bennett and Brown had no further comments.

Mayor Proto wished everyone a happy Thanksgiving and proceeded to read the Announcements.

ANNOUNCEMENTS:

- November 23, 2016 – Town offices closing at noon for Thanksgiving holiday
- November 24-25, 2016 – Town offices closed for Thanksgiving holiday
- November 29, 2016 – Mayor's Office Hours, 6:00 p.m. – 7:00 p.m.
- December 1, 2016 – Town Council Work Session, 6:00 p.m.
- December 3, 2016 – Grand Illumination of Central Park, 6:00 p.m.
- December 6, 2016 – Joint Public Hearing with the Planning Commission and Town Council, 6:00 p.m.
- December 10, 2016 – Town Council Strategic Planning Work Session, time to be determined.
- December 13, 2016 – Mayor's Office Hours, 2:00 p.m. – 3:00 p.m.
- December 15, 2016 – Town Council Regular Meeting, 6:00 p.m.
- December 23-26, 2016 – Town offices closed for Christmas holiday
- December 27, 2016 – Mayor's Office Hours - Canceled

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

The meeting adjourned at 7:31 p.m.

Mayor Proto

Town Clerk

November 17, 2016 Town Council Regular Meeting
Information/Comments Submitted in Writing



The Foodbank of Southeastern Virginia
and the Eastern Shore is a proud member of:



2015-2016 Board of Directors

Officers

President

Paul Finch

PF&A Design

Vice President

Lisa Cuba

Hampton Roads Bankshares

Secretary/Treasurer

William Jesse Owens

Dominion For Rent and Dominion Homes Media

Immediate Past President

Kenneth J. Thomas

Kraft Foods Global, Inc.

Retired

Board Members

Melissa Boldt

A&N Electric Cooperative

E. Bernard Boone, III

Seniora Virginia Beach General Hospital

Darius Davenport

Crenshaw, Ware & Martin, PLC

Coca Drewry

Church of the Lord Jesus Christ

Sandra Etheridge

Community At Large

Sharon Goodwyn

Hunton & Williams, LLP

Joanne K. Kinsey

Chesapeake Public Schools

Richard Kiley

Norfolk Southern Corporation

Tim Lockett

Sodelco - Virginia Wesleyan College

Cynthia Messer-Carey

US Trust, Bank of America

Leah E. Williams

YWCA South Hampton Roads

Honorary Life Members

David Brown

CMAS, LLC

Bruce Holbrook

Dixon Hughes Goodman, LLP

Peter M. Huber

Wifox & Savage

Carol Jarvis

Community At Large

Andy Kline

Payday Payroll

Susan Mayo

Community At Large

Dorcas Hodges Nelson

Community At Large

William Nusbaum

Williams Mullion

Marianne P. Scott

Community At Large

Marc Weiss

Wells Fargo Advisors, LLC

Ruth T. Jones Nichols

Chief Executive Officer

September 22, 2016

Cape Charles Farmers Market at the Museum

C/o Barbara O'Hare

P.O. Box 11

Cape Charles, VA 23310

Dear Barbara and Market Vendors:

We can't thank you enough for your recent donations totaling 166 pounds of produce to our Cape Charles Partner Agency, your donation will provided fresh produce to many of our clients in need. Your donation to the Foodbank helps us fill tummies and put smiles on the faces of individuals struggling with hunger.

Through donations like yours, we are able to supply much-needed food to our Partner Agencies and Programs such as food pantries, soup kitchens, shelters, Mobile Pantries and Child Nutrition Programs.

Please know your contribution has resounding impact here in our community. Our Board, staff, Partner Agencies, volunteers and recipients are grateful for your partnership in our mission. Thank you so much for believing in our work.

Sincerely,

Charmin L. Horton
Branch Manager

Thank you so much!

P.S. September is Hunger Action Month™, when Feeding America and member food banks ask everyone to take action to fight hunger in their community, all month long. Will you help us by planning a food and fund drive, volunteering, or advocating?

The Foodbank of Southeastern Virginia is a 501(c)(3) nonprofit organization that maintains adequate books and records and are available to the IRS upon request (EIN#52-1219783). Also, a copy of our financial statement is available from the State Division of Consumer Affairs in the Department of Agriculture and Consumer Services upon request.

The Foodbank solicits qualities of food and grocery products which are in turn distributed to qualified 501(c)(3) charities and churches in Southeastern Virginia and on the Eastern Shore engaging in the feeding of the needy, ill or infants as prescribed by Section 2135 of the Tax Reform Act of 1976. Therefore, your donated items must be fit for human use and will be store properly and used as soon as possible.



Norfolk: 800 Tidewater Drive • Norfolk, VA 23504 • 757.627.6599

Eastern Shore: PO Box 518 • Tasley, VA 23441 • 757.787.2557

foodbankonline.org

Henry J. Mayer
3025 Butlers Bluff Drive
Cape Charles, Virginia 23310

November 10, 2016

Mayor Proto, Council persons Bannon,
Bennett, Brown, Buchholz, Natali and Sullivan,
and Town Manager Manuel

On behalf of Arts Enter Cape Charles, Citizens for Central Park and myself personally, I would like to again thank you for your support in authorizing a \$1,000 Partner commitment toward a proposed \$2,500 Virginia Tourism Leveraged Marketing Grant to support a proposed revival of the Harbor for the Arts Festival in 2017.

Unfortunately, it does not appear that I will be able to pull together the collaborative partnership that I envisioned as necessary to make a 2017 HFA Festival a success. After several weeks of brainstorming and a review of various plans and obligations, Arts Enter's Executive Director and Board Treasurer have come to the conclusion that it is not in a position financially to be an active partner with CCP and the Town's planned Main Street program. Thus we do not have the necessary three primary partners to submit an application for a VTC Leveraged Marketing Grant, and as a result we will not be able to utilize the \$1,000 match that you offered.

Citizens for Central Park is going forward with plans to host 8-9 Concerts in the Park in 2017 and have already booked the popular Afro-Cuban Tropikiimba Orquesta for June 24th partly funded by an Artist Touring Grant from the Virginia Commission for the Arts. The net cost to CCP for nine concerts will probably exceed \$10,000 and we would very much like to have the Town and County both support this major tourism program.

The Palace Theatre will continue to be CCP's backup in case of bad weather, and the two organizations will continue discussions toward jointly hosting a community-wide Festival with Main Street in the near future.

Thank you again for your support,





**DRAFT
TOWN COUNCIL**

Executive Session

Civic Center

November 17, 2016

Immediately Following Regular Meeting

At approximately 8:40 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, Brown and Buchholz, and Councilwomen Natali and Sullivan. Also in attendance was Town Manager Brent Manuel.

Motion made by Councilman Bennett, 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 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 property

Paragraph 7: Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Specifically: Update on pending litigation case

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

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

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

Mayor Proto

Town Clerk



DRAFT
TOWN COUNCIL
Work Session
Cape Charles Civic Center
December 1, 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, Councilman Buchholz, and Councilwomen Natali and Sullivan. Councilman Bennett arrived at 6:15 p.m. Councilman Brown was not in attendance. Also present were Town Manager Brent Manuel, Planner Larry DiRe, Treasurer Deborah Pocock and Town Clerk Libby Hume. There were no members of the public in attendance.

ORDER OF BUSINESS

A. *Application for Harbor Development Certificate*

Larry DiRe stated that the Harbor Area Review Board (HARB) met on November 29 to review a new application for the development at Lot 19. Several Harbor Development Certificates had previously been approved for Lot 19. The current application was for the construction of decks and handicap-accessible ramp at the Harvey building and a new bath house. The proposed new bath house construction was previously awarded a Harbor Development Certificate at a different location on Lot 19. This bath house design was identical but at a location closer to the Harvey building. The HARB made a recommendation for Town Council approval of the Harbor Development Certificate. This item would be an agenda item for the December 15 Town Council Regular Meeting.

B. *Review of Updated Draft Comprehensive Plan*

Larry DiRe stated that staff reports for the recent changes were included in the agenda packets and the following was discussed: i) § 4.1 Council Priorities included items in the text of the Comprehensive Plan identified as priorities. Mayor Proto stated that this item would be discussed at the December 10 Town Council Strategic Planning Work Session. Councilwoman Natali stated that a new page could be added to the town's website where the Town Council Priorities would be listed and updated as needed; ii) Language was added regarding the industrial access road as requested by Council; iii) The zoning map was updated and showed the route of the new road as well as the recently rezoned parcel by Bayshore Concrete from Harbor to Industrial; iv) Some formatting had been done and extra page breaks were removed which reduced the number of pages from 62 to 48; v) Mayor Proto asked why the Planning Commission did not include status reports in the Comprehensive Plan as he had requested. There was much discussion regarding this item. Larry DiRe stated that staff provided an annual report to the Planning Commission in January and would include the detailed information regarding the status of projects in that report which would also be provided to the Town Council; vi) There was much debate regarding § III.E.3 Civic Partnerships and the confusion that if an organization was listed in this section, it received funding from the town. It was agreed that no changes would be made to this section as it listed the current non-profit organizations in the town; and vii) There was much discussion regarding accessory dwelling units which was recommended in the Comprehensive Plan but still prohibited in the zoning ordinance.

A Planning Commission and Town Council Joint Public Hearing was scheduled for December 6. The Planning Commission would meet afterwards to review any comments received and vote on their recommendation to Council. This item would be an agenda item for the December 15 Town Council Regular Meeting.

C. *Nixle Communications Upgrade Option*

The town began using Nixle Engage in February 2015 as an additional method of communication with residents and business owners. Nixle Engage allowed staff to send alerts, advisories and community news to subscribers via text and email messages at a cost of \$1,545 per year. The town received an offer to upgrade to the Nixle 360 platform which would give staff the ability to send messages to subscribers via voice calls for an additional \$1,000 annually. It would provide the town with a method of communication to reach the citizens who did not have texting capabilities on their cell phones or home computers to receive email.

Vice Mayor Bannon, Councilmen Bennett and Buchholz, and Councilwomen Natali and Sullivan agreed that the town should upgrade to Nixle 360.

D. *Municipal Building Internet Connectivity Issue Update*

Brent Manuel stated that the town had been experiencing serious internet issues over the past several weeks. This also affected the phone system. Staff asked Chesapeake Bay Communications (CBC) for an estimate to connect to their fiber. The estimate came in just under \$10K and majority of the cost was to bore under Mason Avenue.

Deborah Pocock stated that the funds were available in the General Fund Contingency. The internet connectivity issues affected the processing of credit card payments and payroll.

After much discussion, Council reached a general consensus and agreed that the town could not function without good internet service. This issue would be an agenda item for the December 15 Town Council Regular Meeting.

E. *Review of Pending Matters Matrix*

Brent Manuel stated that the Pending Matters were ranked based on Council's input. The matrix was being presented to Council for review to see if any item needed to be moved up or down in priority. There was discussion as follows: i) Town Communication Improvements – Brent Manuel was developing a Town Administrative Policy Manual for all department heads to include any administrative policies that didn't fit in the town's personnel manual; ii) The Harbor Management Company item was moved up in priority and would fall behind the Virginia Main Street Program. One or more management consulting firms would be invited to provide presentations to the Town Council with input on how the Town Harbor could be managed and to learn about the possible benefits of contracting with a third party management firm.

Mayor Proto stated that the Pending Matters Matrix would be discussed in more detail at the December 10 Strategic Planning Work Session and some of the items could be re-prioritized.

Councilwoman Natali asked Mayor Proto to appoint one Council member to receive a copy of all citizen correspondence received as well as the town's responses and proceeded to volunteer to be the appointee. Councilwoman Natali continued to explain her request stating that she wanted to ensure that all citizen correspondence was acknowledged and replied to in a timely manner and that at least one Council member was aware of the issues. There was much discussion regarding the request and Councilman Buchholz stated that it was the town manager's responsibility to run the day-to-day operations of the town and to ensure that staff performed their duties as expected. Councilman Bennett noted that the Town Council's responsibility was to set policy, not run the town. Brent Manuel stated that this issue would be included in the Administrative Policy Manual which was being developed.

Mayor Proto stated that there would be more discussion regarding these issues at the December 10 Strategic Planning Work Session.

Councilwoman Natali requested that a future work session be scheduled to meet with Mr. Alex Parry, the current head of Bay Coast Railroad regarding their future plans. The railroad is a huge part of the town and we needed to improve our relationship with them and open up lines of communication. Councilman Buchholz added that the town needed to strengthen its relationships with the U.S. Coast Guard and Bayshore Concrete as well.

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

The meeting adjourned at 7:26 p.m.

Mayor Proto

Town Clerk

DRAFT



DRAFT
PLANNING COMMISSION/TOWN COUNCIL
Joint Public Hearing
Cape Charles Civic Center
December 6, 2016
6:00 p.m.

At 6:00 p.m. Mayor George Proto, having established a quorum, called to order the Joint Public Hearing with the Planning Commission. In addition to Mayor Proto, present were Vice Mayor Bannon, Councilmen Bennett, Brown and Buchholz, and Councilwomen Natali and Sullivan. Also in attendance were Town Manager Brent Manuel, Town Planner Larry DiRe and Town Clerk Libby Hume. There were four members of the public in attendance.

Chairman Dennis McCoy, having established a quorum, called to order the Joint Public Hearing with the Town Council and Regular Meeting of the Planning Commission. In addition to Chairman McCoy, present were Vice Chairman Michael Strub, and Commissioners Andy Buchholz, Dan Burke, Sandra Salopek and Bill Stramm. Commissioner Keith Kostek was not in attendance.

CAPE CHARLES COMPREHENSIVE PLAN UPDATE PUBLIC HEARING COMMENTS:

Jone Gittinger, 4 Tazewell Avenue

Ms. Gittinger addressed the Planning Commission and Town Council regarding accessory dwelling units. (Please see attached.)

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

Dennis McCoy closed the Planning Commission Public Hearing.

Motion made by Councilman Bennett, seconded by Councilman Brown, to adjourn the Town Council Public Hearing regarding the proposed Comprehensive Plan Update. The motion was approved by unanimous vote.

The Joint Public Hearing adjourned at 6:05 p.m.

Chairman Dennis McCoy

Mayor Proto

Town Clerk

**Planning Commission/Town Council Joint Public Hearing
Comments Submitted in Writing
December 6, 2016**

Jone Gittinger, 4 Tazewell Avenue

12-6-16

Good evening,

My name is Jone Gittinger and I live here in CC at 4 Tazewell with my husband Bruce and our son Joe.

I am here tonight to discuss accessory dwelling units.

We would like to build a garage in the rear of our home. We live on a double lot so space is not a problem. The building will match the prevailing style and character of our home. We are hoping to have a small efficiency apartment on top of the garage where our son Joe can live. The apartment would be very modest, with a shower and toilet in the bathroom and a microwave and a small refrigerator.

Our son, whom we adopted from Russia 20 years ago, is intellectually disabled. His birth mother abused alcohol resulting in his disability. Have you met him? He worked at Kelly's Pub for one year and now works at both the Christian School and Vance's Furniture Company. He is a great guy and we are hoping to provide him a bit more independence by allowing him to live on our property, yet in his own space.

I am hoping the issue of accessory dwelling units would be approved on a case-by-case basis and that there would be a possibility for us to move forward with our plan to give our son a small space above our proposed garage.

Thank you for allowing me to speak at your meeting.

Sincerely,


Jone Gittinger



Planning Department Report for Town Council

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

Permits:

No Applications for Zoning Clearance were received this month.

Planning Commission:

1. The Planning Commission held a public hearing and its regular monthly meeting on Tuesday December 6th. The Commission considered the following agenda items: following the required public hearing, adopted amendments to the 2009 Town Comprehensive Plan and sent recommendation to Town Council; reviewed the 1996 Town Preservation Plan and made a recommendation to archive the document; set Tuesday January 3rd as the date for the required public hearing on an application for conditional use permit to allow a residential dwelling unit above commercial in the Commercial – 2 District.

Historic District Review Board:

1. The Historic District Review Board received two applications for Certificate of Appropriateness to consider at their December 13th regular monthly meeting. One application for significant repairs to a vacant single-family home, the other for renovations to a commercial property on Mason Avenue.
2. Mr. Marcus Pollard scheduled to give a presentation on the updated Historic District Register Survey project.

Harbor Area Review Board:

1. The Harbor Area Review Board received an application for decks and handicap ramps, and a new bath house at lot 19. They held a meeting to consider the application on Tuesday November 29th and recommended Town Council approve the application.

Board of Zoning Appeals:

1. The Board of Zoning Appeals received an application for variance from the minimum lot area requirements for lot 19 in the Harbor District. They held a meeting to consider the application on Monday December 5th and approved the variance request.

Wetlands and Coastal Dunes Board:

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

Code Enforcement

Month of November FY17

Building Permits Issued/Permit Fees Collected:

Permits this month: 14	
Permits this year: 96	Total permits last year: 355
Total construction this month: \$225,950	
Total construction this year: \$1,687,287	Total construction last fiscal year: \$10,729,370
Permit fees this month: \$2,688.29	
Total permit fees this fiscal year: \$42,745.39	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: \$24,700	Total Tap fees last fiscal year: \$98,800
Fire Dept. levy this month: \$240.03	
Total Fire Dept. levies this year: \$1,428.17	Total Fire Dept. levies last fiscal year: \$8,264.18
State levy this month: \$48.01	
Total state levies this year: \$285.64	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: 0	
Grass cutting: 0	
Enforcement fees charged this month: \$0	
Enforcement fees charged this year: \$1,950	Fees charged last fiscal year: \$2,450
Enforcement fees collected: \$0	
Enforcement fees collected this year: \$0	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 November FY17

Other items of note:

1. Completed **40** inspections
2. Conducted 0 zoning clearances
3. Completed 6 courtesy residential inspections
4. Conducted 12 courtesy commercial inspection
5. Conducted 28 E & S control inspections
6. Conducted 0 commercial plan reviews for Erosion and Sedimentation Control.
7. Completed 0 residential plan reviews
8. Completed 0 commercial plan review
9. Issued 0 Public Utilities Shallow Well permits
10. Staff has had numerous inquiries regarding new construction and renovation regulations throughout the town.
11. Staff is continuing the process of scanning older documents to the cloud and destroying the paper copies to make room in the office for upcoming projects.
12. Staff has reviewed the plans for fire alarm system in Hotel Northampton.
13. Connie attended Permit Technician training in Richmond from November 15-17.
14. Staff is preparing documents for our 5-year Community Rating System review on December 20. Staff is hopeful that we may be able to move to a Class 8 from a Class 9.

12/02/16

Permit/Construction Fee Report

Map Number	Permit#	Type	Date	Address	Work description	Permit Fee	Contractor	Value
	PM160032	Mechanical	11/07/2016	615 Jefferson Avenue	Install Air to Air Heat Pump	\$77.01	Herbert Senn Company	\$6,250
	PE160059	Electrical	11/22/2016	629 Jefferson Avenue	Temporary Pole & install 200 amp service f	\$80.08	Townsend Electric	\$6,800
	PE160056	Electrical	11/14/2016	3 Madison Avenue	New electrical for accesory building living	\$56.00	Franklin Electric	\$1,600
	PM160031	Mechanical	11/07/2016	1 Mason Avenue	New Mechanical for Hotel Renovation per	\$1,089.76	Air Masters Mechanical	\$89,800
083A3-0202-07	PB160086	Building	11/15/2016	7 Mason Avenue	Tear off/reroof	\$154.00	Robert Bridges Woodwri	\$12,500
	PP160073	Plumbing	11/02/2016	439 Mason Avenue	New plumbing for commercial kitchen & res	\$150.08	Vannostrand Plumbing	\$8,400
083A3-0100-54	PB160084	Building	11/14/2016	635 Mason Avenue	Add full bath to second floor & install non-l	\$224.00	Coastal Remodeling LL	\$25,000
083A3-0100-54	PM160033	Mechanical	11/17/2016	635 Mason Avenue	Add upstairs bathroom & update other fixt	\$56.00	Elite Comfort Mechanic	\$1,500
	PE160055	Electrical	11/02/2016	428 Plum Street	New 200 amp service & rewire throughout	\$151.20	Heath Electric	\$12,000
083A3-0100-58	PP160075	Plumbing	11/28/2016	516 Randolph Avenue	Replace onsite sewer line	\$64.40	Precision Plumbing	\$4,000
	PE160058	Electrical	11/18/2016	309 Strawberry Street	200 Amp upgrade for outdoor service	\$56.00	Franklin Electric	\$1,500
	PP160074	Plumbing	11/21/2016	727 Tazewell Avenue	New Plumbing for S/F Res	\$221.76	Elite Plumbing	\$24,600
	PE160057	Electrical	11/15/2016	628 Washington Aven	New Electrical for Accessory Building	\$56.00	Mabalot Services	\$2,000
	PB160085	Building	11/15/2016	628 Washington Aven	New 20x24 Accessory Building	\$252.00	Village Builders on the B	\$30,000
Total Permits:						14	\$2,688.29	\$225,950

PerDateIssued Range from 11/01/2016 to
11/30/2016

Town Harbor Town Council Report

November 2016

Items of Interest:

1. Rock fish season is off with a bang. There have been many fish caught to 30lbs plus. We currently have 26 + slips booked for the month of Dec into Jan for the Rock fish season.
2. Signage and security camera installation performed by Chesapeake Bay Communications. Timeframe is when demo of old system is complete and layout of new cameras are established.
3. Harbors signage is work in progress, contacting venders for pricing. Contacted vendors for pricing.
4. Dockwa is working on our new web design and should be complete early 2017 (examples are The Island Boatyard & Edgartown Harbor Master).
5. Facebook and multiple media site are monitored with positive results.
6. Delinquent account holders are responsive and updates will be ongoing. Making good progress.

Maintenance/Repairs:

1. Dock work and maintenance is on-going throughout the fall.
2. BMP, excavating bed and planting prep in progress. Working with public works to assist in excavating of beds.

Capital Projects and Harbor improvements:

1. Update: Watermen's Memorial – Working with Tom Bonadeo and Ed Lewis. Notified by Mr. Lewis on status of Light House. Timeline has changed due to delays with the powder coat contractor. Expected to be set in place around Dec. 3rd.
2. We have contacted DGIF in regards to the boat ramp repairs. The maintenance division completed the necessary repairs.
3. Town Harbor Focus **Town Council Member** to be decided. The committee will outline a strategic comprehensive plan pertaining to past & present ideas, direction, infrastructure, and funding streams. These elements will then be presented to Town Council for direction.

DOCKAGE								
94 SLIPS	FY 2015		FY 2016		FY 2016 1st QTR		FY 2017 1st QTR	
ANNUAL		\$62,131.73		\$59,171.99		\$23,220.75		\$2,764.28
SEASONAL		\$31,785.32		\$27,666.31		\$12,961.20		\$931.86
QUARTERLY		\$2,775.96		\$2,904.50		\$1,836.76		\$0.00
MONTHLY		\$11,468.96		\$10,400.38		\$1,704.28		\$3,875.96
WEEKLY		\$11,877.26		\$6,857.77		\$3,528.39		\$3,598.69
NIGHTLY		\$105,341.04		\$90,760.28		\$44,710.09		\$35,925.32
DOCK FEES				\$93,548.77		\$17,112.75		\$17,453.71
HOURLY		\$975.00		\$755.00		\$622.20		\$68.61
STORAGE		\$5,434.15		\$4,145.13		\$227.02		\$227.03
SHANTY LEASE		\$6,000.00		\$6,000.00		\$1,500.00		\$1,500.00
TOTAL		\$237,789.42		\$302,210.13		\$107,423.44		\$ 66,345.44

\$23,000 annual dockage in FY16, won't see in FY17

FUEL								
	US GAL	FY 2015	US GAL	FY 2016	US GAL	FY16 1ST QTR	US GAL	FY17 1ST QTR
DIESEL	88,759.81	\$269,633.94	83,881.27	\$183,681.25	32,236.06	\$ 70,035.78	23582.85	\$ 50,012.18
TRANSPORT	4,432.80	\$13,189.18	7,241.90	\$15,566.85	246	\$ 500.54		\$ -
REGULAR	37,145.60	\$111,762.44	31,596.14	\$74,779.72	11,905.31	\$ 28,459.78	9239.889	\$ 20,544.29
PLUS (NON-ETH)	23,629.40	\$94,233.00	24,084.25	\$84,248.91	11,859.08	\$ 40,730.64	14685.72	\$ 45,536.34
TOTAL SALES	153,967.60	\$488,818.56	146,803.56	\$358,276.73	56,246.45	\$ 139,726.74	47,508.46	\$ 116,092.81
FUEL PROFIT	0.00	\$59,913.19		\$71,982.53		\$43,519.68		\$37,919.44

Cape Charles Memorial Library Monthly Report, November 2016

- **Youth Programs**

Preschool Storytime (3 programs)	40
Toddler Storytime (3 programs)	26
Chess Club (3 programs)	30
Paws for Reading	1
Festive Friday	105

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

Afternoon Tea	60
Computer Classes (1)	6
Total	268

- **Library Services**

- The Eastern Shore Public Library is doing an inventory of the collection and CC in the process of doing our collection.

- **Meetings**

- Ann Rutledge met with the Northampton County members ESPL Board of Trustees to discuss how to approach the citizens and supervisors of Northampton county about contributing to the library in Parksley. 11/3
- Staff attended Friends of the Library meeting, 11/7
- Staff attended ESPL Trustee meeting at the Main Library, 11/7
- Staff attended Library Board meeting 11/9

- **Marketing & Communication**

- Book displays for this month\featured books about presidents and the presidential election and another display featuring books with turkey recipes.
- Staff continues to update the Cape Charles Memorial Library Facebook page including friends of the library programs, the town website(capecharles.org) and the ESPL website when needed.

- **Outreach**

- **Technology**

- The printer in the lab was no longer working and was replaced by Chesapeake Bay Communications.

- **Adult Programs**

- See Friends of the Library:

- **Friends of the Library Adult Programs**

- Friends of the Library presented One-On- One Computer Training. 11/10 and 11/12
- Friends of the library presented their first Afternoon Tea of the season, with representatives from New Ravena as guest speakers. 11/14
-

- **Youth Services**

- Fall Storytime was held on Thursday mornings at 10:30.
- Chess Club was held at 5:00 on Thursday.
- Paws for Reading was held on third Saturday. 11/19

Page 2

- **Volunteers**
 - Volunteers performed 108 hours of service this month.

- **Personnel**
 - Library Assistant, Greg Jones will be moving and turned in his registration effective Dec. 30. An ad had been placed in the newspaper.

- **Library Board**
 - Jackie Chapmon submitted her resignation from the Library Board on December 8th.

- **Upcoming Events**
 - Kids Christmas Crafts on Festive Friday. 12/2
 - The Eastern Shore Public Library Trustee meeting will be held at 2:00 on 12/5.
 - The Friends of the Library will meet on Monday, December 5. 12/5
 - Barrier Island Center presents Hog Island Sheep in a Twisted Christmas Tale.12/12
 - The Library Board will meet on December 14. 12/14.
 - One-On-One Computer Training. 12/8 & 12/10
 - Friends of the Library Afternoon Tea with Barrier Island Center 3:00. 12/12
 - Paws for Reading held every third Saturday of the month from 10:45 to 12:00. 12/17
 - Lego Build for Kids, 11:00-12:00 12/21 & 12/27

CAPE CHARLES MEMORIAL LIBRARY 2016

	January	February	March	April	May	June	July	August	September	October	November	December	YTD			
INCOME:																
Copier/Prt	\$96.15	\$149.75	\$102.10	\$80.80	\$76.35	\$103.00	\$77.55	\$90.25	\$75.70	\$115.95	\$70.80	\$0.00	\$1,038.40			
Faxes	\$48.50	\$72.00	\$39.00	\$33.00	\$52.00	\$27.50	\$60.00	\$68.00	\$61.50	\$63.50	\$87.00	\$0.00	\$612.00			
TOTAL	\$144.65	\$221.75	\$141.10	\$113.80	\$128.35	\$130.50	\$137.55	\$158.25	\$137.20	\$179.45	\$157.80	\$0.00	\$1,650.40			
Total 2015	\$88.80	\$90.00	\$123.60	\$109.50	\$102.65	\$186.60	\$140.60	\$154.00	\$104.20	\$119.70	\$125.80	\$84.60	\$1,430.05			
BOOK CIRC-ADLT																
Fiction	503	536	500	470	479	601	588	602	541	513	405	0	5738			
Non-fiction	184	136	142	126	135	173	150	201	377	104	102	0	1830			
DVDs	196	204	152	115	121	194	214	169	114	137	117	0	1733			
TOTAL 2016	883	876	794	711	735	968	952	972	1032	754	624	0	9301			
Books Circ. 2015	764	708	702	740	742	979	1042	962	782	711	666	792	9590			
BOOKS CIRC-JUV																
Fiction	327	349	517	502	419	696	904	719	146	441	402	0	5422			
Non-Fiction	3	62	143	85	94	128	189	104	74	85	132	0	1099			
DVDs	60	50	65	60	69	123	162	144	80	80	54	0	947			
TOTAL 2016	390	461	725	647	582	947	1255	967	300	606	588	0	7468			
Books Circ 2015	488	443	600	610	589	1358	1279	773	507	707	373	523	8250			
TOTAL 2016	1273	1337	1519	1358	1317	1915	2207	1939	1332	1360	1212	0	16769			
Total Circ. 2015	1252	1151	1302	1350	1331	2337	2321	1735	1289	1418	1039	1315	17840			
ATTENDANCE 2016	879	896	1193	1056	1047	1536	1939	1574	921	939	732	0	12712			
Attendance 2015	901	707	1047	1372	1124	1754	2449	1765	1079	1171	886	931	15186			
PROGRAMS 2016	13	14	17	17	16	24	30	21	13	17	13	0	195			
Programs 2015	9	6	50	13	14	19	28	18	9	18	10	18	212			
PROG. ATTEND 2016	163	228	250	226	200	297	487	239	109	124	268	0	2591			
Prog. Attend 2015	82	48	159	115	169	211	650	372	109	172	200	334	2621			
Computer Classes	0	0	0	0	0	0	0	0	0	0	0	0	0			
Class Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0			
INTERNET USE 2016	196	224	253	218	195	275	189	264	182	157	136	0	2289			
Internet use 2015	222	160	196	229	184	279	377	365	308	284	211	155	2970			
LIBRARY CARDS 2016	9	16	12	22	11	26	18	20	12	24	10	0	180			
Library cards 2015	11	5	16	25	10	32	22	16	21	23	10	7	198			
Volunteer Hours 2016	298.00	264.00	364.75	349.50	171.75	366.00	231.50	253.50	441.50	150.00	108.50	0.00	2999			
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

November 2016

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

- Calls for service in Cape Charles: 29
- Calls for service outside of Cape Charles: 6
- Felony arrests: 0
- Misdemeanor Arrests: 0
- D.U.I. Arrests: 0
- Traffic Summons: 3 (see page 2.)
- Traffic Warnings: 5 (written& verbal):
- Parking tickets: 1
- Building Checks: 23
- Assisted Northampton County Sheriff's Office: 3
- Assisted Virginia State Police:
- Assisted Federal Agencies:
- Assisted Fire& Rescue: 5
- Foot Patrol Hours: 24
- Bay creek patrol hours: 27

The following took place in November:

- MPO Leuer attended 40hrs in-service training held at CBBT
- Andrew Spencer will be our newest police officer
- Anthony and Andrew will be attending Police Academy in January and finishing up in May

Traffic Summons:

1. Speeding 44/25 zone
2. Driving while suspended
3. Speeding 42/25 zone

ARRESTS: None

Several No Trespassing papers were issued this month

Public Utilities

Projects

- Auto flush system being installed at north end of Waters Edge Drive in Marina Village East (not done yet)
- Contracted with Kevcor to replace section of pipe in Water Plant damaged by exposure to chlorine (not done yet)
- Replaced fire hydrant at the corner of Randolph and Nectarine

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.
 - Pumps and controls for Pine and Plum have been ordered (\$106,114)
 - Mason Avenue \$127k
 - Pine and Plum \$475k
 - Budgeted 2017 \$200k
 - Task Order No.6 WWTP Support

PUBLIC WORKS

November 2016



Completed Projects

- Central park Gazebo repairs
- Replaced Mason Avenue lights with LED
- Winterized Central Park irrigation system

In Progress

Upcoming Projects

- Beach/Dune Maintenance plan
 - Install additional sand fence (Contract ER&M)
 - ER&M to finish USACE planting
 - Order sprigs of American Beach Grass to be planted in Spring

Recreation Department December 2016 Council Report

- November 25 kicked off the 2016 Festive Fridays. Sharon Silvey and Jen Lewis had crafts and letters for Santa at the Cape Charles Memorial Library. 105 people came through the first evening. They also provided crafts and letters to Santa on December 2 at which time roughly 80 people came through.

- December 3 was a very busy evening for Cape Charles. The Santa Train arrived at 9 a.m. in Cape Charles to greet children. Trinity Methodist Church was there as well passing gifts to children. At 5:00 the line-up began for the golf cart parade and then started a lap through Town at 5:30. The Grand Illumination began at 5:30 with music presented by Steve Pautz. He was quickly joined by many citizens in singing Christmas carols. Reverend Holmes started the ceremony with a short prayer and George Proto took over as MC of the event. Thank you to Joan Natali, Chief Stone, Chief Bell and Chief Pruitt for assisting in lighting the candles. The lights came on at 6:00 and the parade entered the park with Santa in tow. Citizens proceeded to the Oyster Farm to see the lighted boat parade. Many people also attended the premier of In Lawfully Yours which was filmed right here in Cape Charles.

- December will continue to be busy so keep an eye out for all the great things going on!

 TOWN OF CAPE CHARLES	AGENDA TITLE: Harbor Development Certificate application 1011 Bayshore Road (Lot 19)- decks and ramp, new bath house		AGENDA DATE: December 15, 2016
	SUBJECT/PROPOSAL/REQUEST: Application for Harbor Development Certificate on Lot 19.		ITEM NUMBER: 7A
	ATTACHMENTS: Application, photos, drawings		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Larry DiRe	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Harbor Area Review Board met on Tuesday November 29, 2016 to review the application. Several Harbor Development Certificates have already been approved for the development at Lot 19. The current application is for the construction of decks and handicap-accessible ramp at the Harvey building, and at the proposed new bath house. The proposed new bath house construction was previously awarded a Harbor Development Certificate at a different location on the Lot 19 parcel. The applicant is presenting the identical bath house design at a location closer to the Harvey building than was previously approved. To that extent, the proposed new bath house construction can be considered a modification to the approved Certificate. However, the Harbor Development Certificate process found in Article III, Section 3.9.I of the zoning ordinance does not allow for a modification to an approved Certificate, so this is treated as a new application.

The Board voted to recommend approval of the application as submitted. Staff provided the required summary report at the December 1, 2016 Town Council work session.

ITEM SPECIFICS:

As determined by the Harbor Area Review Board, the applicant will construct decks and ramps, and a new bath house according to the plans provided with the application. No further development is proposed on Lot 19 at this time.

RECOMMENDATION:

Staff recommends Town Council accept the Harbor Area Review Board’s recommendation and approve a Harbor Development Certificate for this location.

Application for Harbor Development Certificate

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

Date November 9, 2016

Permit No.: _____

Fee: _____

Proposed Use: Office/Professional & Retail Store (Harvey) and Shower/Restroom Facility (Bath House)

Present Zoning: Harbor District

Location Address: 1011 Bayshore Road, Cape Charles, VA 23310

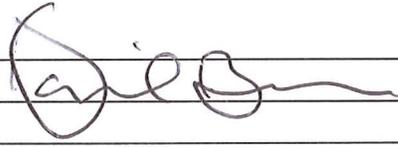
Tax Map ID: 83A3-A-19 Acreage: 1.3

_____ Acreage: _____

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

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

Land Owner/Lessee Name: South Port Investors, LLC

Land Owner/Lessee Signature: _____ 

Address: P.O. Box 395, Eastville, VA 23347

Phone Number: 757-636-2885/757-647-1833/757-695-0265 Email Address: eyre1@verizon.net/renee@ccyachtcenter.com

Harbor Area Review Board Meeting

Date: _____ Time: _____

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

Harbor Development Certificate Application Checklist

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

Detailed application information shall be added per §3.9.1.1.b of the Zoning Ordinance when required.

South Port Investors, LLC

P.O. Box 395
Eastville, VA 23347
757-678-5880

November 16, 2016

Lawrence DiRe, M.A. M.P.A.
Town Planner
Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310

SUBJECT: Attachment to "Application for Harbor Development Certificate"

Dear Mr. DiRe:

Below is a description of our requests for each building listed on the Application for Harbor Development Certificate as required.

Harvey Building:

South Port Investors, LLC is requesting permission to erect complimentary porches, decks and a wheel chair ramp in accordance with code requirements to permit usage of the building as Office/Professional and Retail Store. The Harvey Building was previously approved by the Harbor Review Board (HARB) to be placed on a foundation where it currently sits today. Please see accompanying photos and drawings.

Bath House:

South Port Investors, LLC previously was approved by the HARB to locate a bath house on Lot 19. Since this approval the location of the bath house has changed. The new position of the bath house is closer to the Harvey Building but remaining on Lot 19. Please see accompanying photos and drawings.

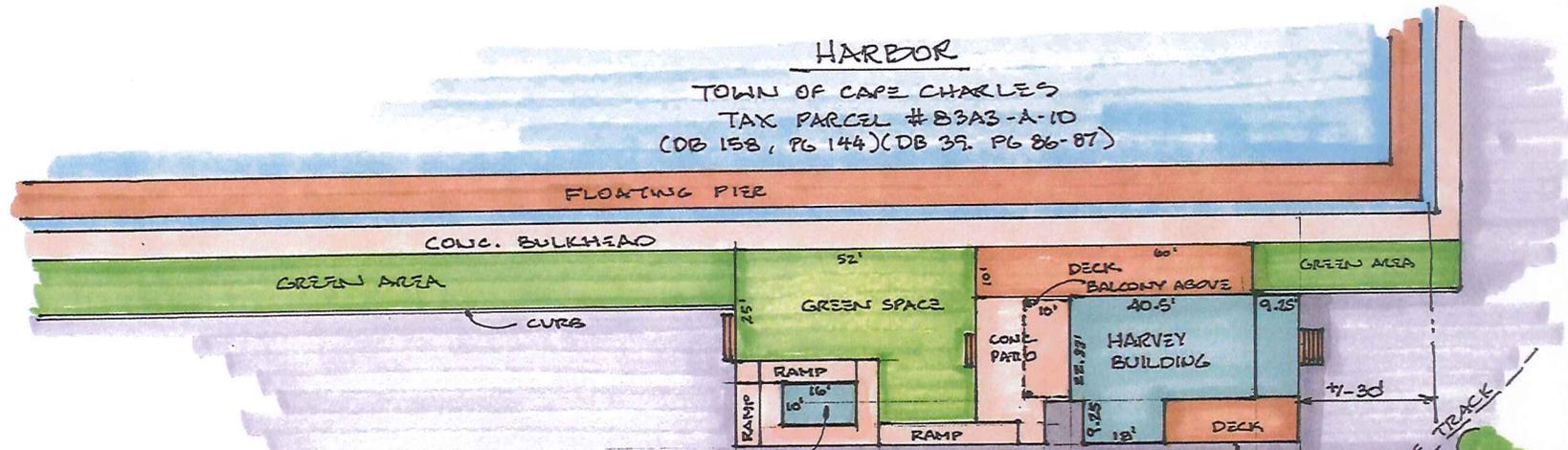
Sincerely,



S. Eyre Baldwin
Managing Member

HARBOR

TOWN OF CAPE CHARLES
TAX PARCEL # B3A3-A-10
(DB 158, PG 144)(DB 39, PG 86-87)



LOT 19

TOWN OF CAPE CHARLES
TAX PARCEL # B3A3-A-19
(DB 99, PG 148)
AREA 63,706 SF OR 1.462 AC

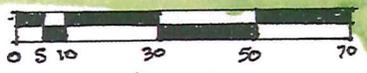
GRAVEL LOT

N70° 44' 12" W

351' 346.42' FIELD

LOT 20

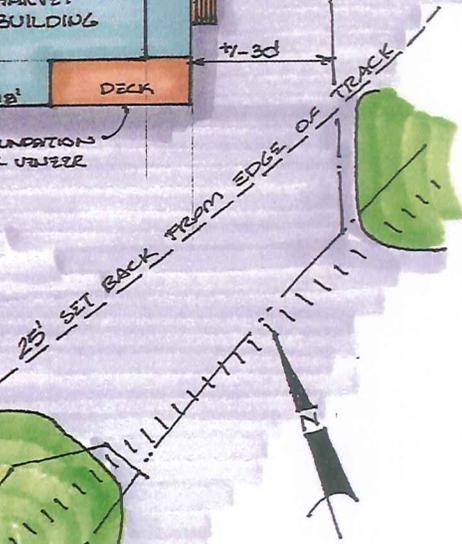
TOWN OF CAPE CHARLES
TAX PARCEL # B3AC-A-20
(DB 158, PG 144)
AREA 81,578 SF OR 1.87AC



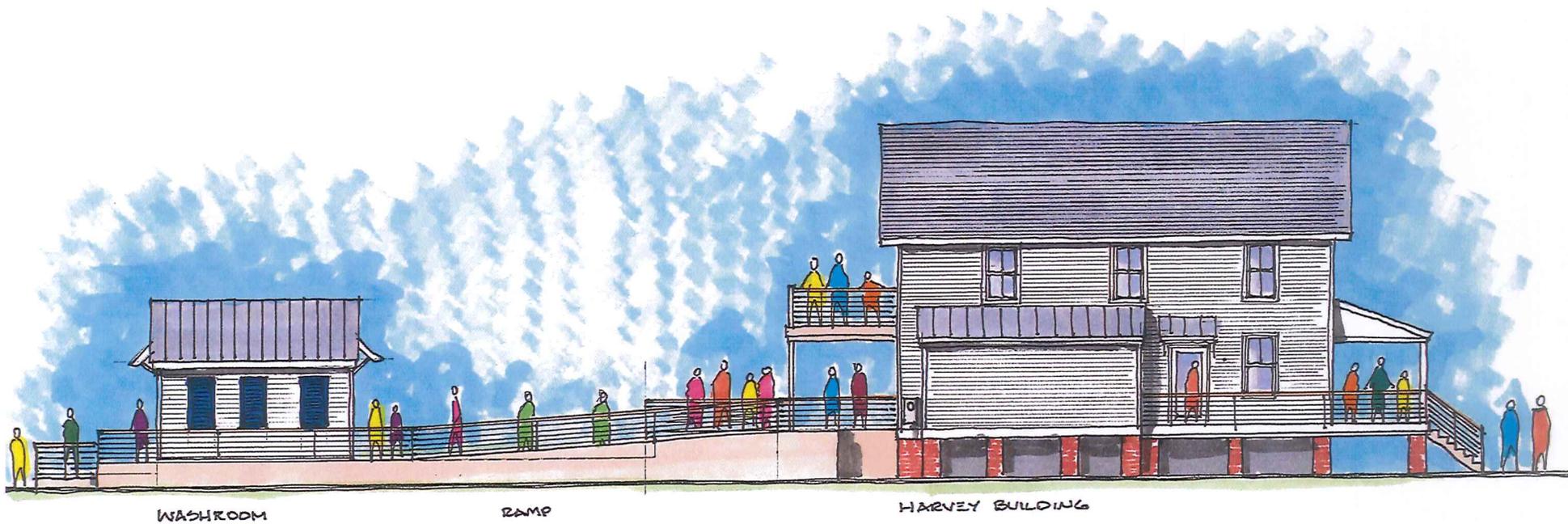
SCALE - 1" = 25'-0"

COVINGTON HENDRIX ANDERSON
ARCHITECTS

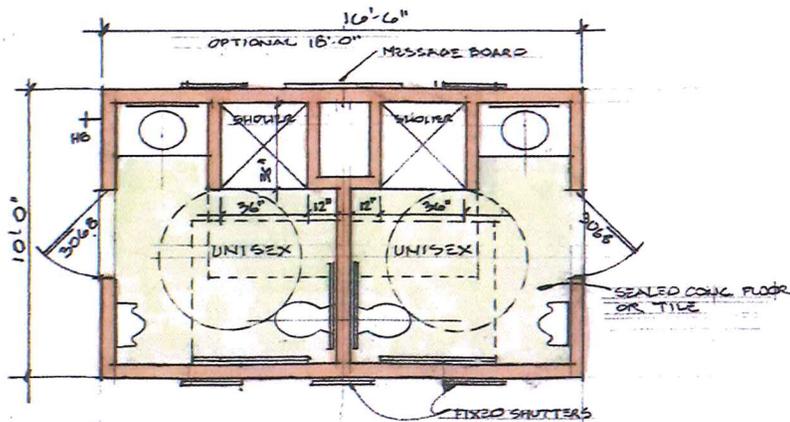
380 SOUTHPORT CIRCLE
SUITE 104
VIRGINIA BEACH, VA



CAPE CHARLES YACHT CENTER
HARVEY BUILDING
WASHROOM FACILITY
NOVEMBER 14 2016

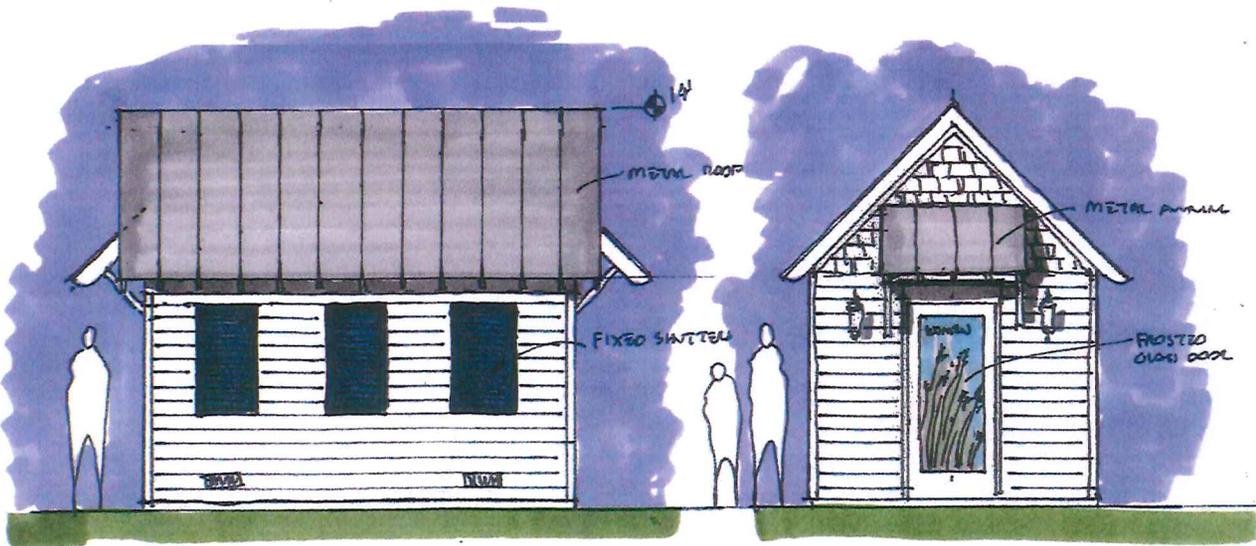


CAPE CHARLES YACHT CENTER
HARVEY BUILDING
WASHROOM FACILITY
NOVEMBER 14, 2016



FLOOR PLAN

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



CCYC - WASHROOM
BUILDING

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

MARCH 24, 2016

COVINGTON HENDRIX ANDERSON
ARCHITECTS

250 SOUTH-FORT CIRCLE
SUITE 103
VIRGINIA BEACH, VA
23462



 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Resolution 20161215 approving amendments to the Comprehensive Plan and adopting the Plan		AGENDA DATE: December 15, 2016
	SUBJECT/PROPOSAL/REQUEST: Amending and adopting Comprehensive Plan document following public hearing and recommendation from Town Planning Commission		ITEM NUMBER: 7B
	ATTACHMENTS: Amendments from Planning Commission; Resolution 20161215 amending and adopting the Town Comprehensive Plan		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Larry DiRe	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The Planning Commission has completed an extensive review of the adopted Comprehensive Plan. As required by *Section 15-2-2230* of the Code of Virginia, the Planning Commission began reviewing the 2009 Comprehensive Plan (henceforth referred to as the Plan) in the summer of 2013. The proposed amendments to the Plan were the subject of numerous public meetings and public input sessions. Throughout the process drafts of the Plan were posted on the Town’s website. As required by *Section 15-2-2225* of the Code of Virginia a public hearing was advertised and held just prior to the December 6, 2016 Planning Commission regular monthly meeting. At that regular monthly meeting, the Commissioners discussed the proposed amendments, and adopted a resolution amending the Comprehensive Plan.

ITEM SPECIFICS:

A joint public hearing with the Planning Commission was held on Tuesday December 6, 2016 at 6:00 pm in the Civic Center. The Planning Commission adopted a resolution approving the amendments and certifying the Plan, and sent the Plan to Town Council with the recommendation to be approved and adopted.

RECOMMENDATION

Staff recommends that Town Council accept the Planning Commission recommendation and adopt a resolution approving the amendments and adopting the Comprehensive Plan document dated December 15, 2016 as the Comprehensive Plan for the Town of Cape Charles.

Resolution 20161215
Adoption of the
Comprehensive Plan Update

WHEREAS, the Code of Virginia, Title 15.2, Chapter 22, Section 15.2-2223 requires the Town of Cape Charles to prepare and recommend a Comprehensive Plan Update for the physical development of its territory, and Section 15.2 mandates that at least once every five years the Comprehensive Plan is reviewed by the local Planning Commission; and

WHEREAS, the Cape Charles Planning Commission has reviewed the existing Comprehensive Plan and determined it advisable to update that plan; and

WHEREAS, updates have been proposed for incorporation in the 2016 Comprehensive plan; and

WHEREAS, the Cape Charles Planning Commission held a public hearing and recommended approval of the 2016 Updated Comprehensive Plan; and

WHEREAS, a public hearing on the 2016 Cape Charles Comprehensive Plan was held on December 6, 2016 by the Town Council;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Cape Charles, Virginia adopts the 2016 Comprehensive Plan and Land Use Map for the Town of Cape Charles.

Adopted by the Town Council of the Town of Cape Charles on December 15, 2016.

By: _____
Mayor

ATTEST:

Town Clerk

 TOWN OF CAPE CHARLES	AGENDA TITLE: Municipal Building Internet Connectivity		AGENDA DATE: December 15, 2016
	SUBJECT/PROPOSAL/REQUEST: Request to re-appropriate funding to connect the Municipal Building to Chesapeake Bay Communications' fiber for internet service.		ITEM NUMBER: 7C
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Brent Manuel	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

The town hall has been experiencing serious internet issues for some time. The poor internet service also affects the town's phone system and ability to process credit card payments and payroll.

Staff asked Chesapeake Bay Communications (CBC) for an estimate to connect to their fiber optic line on the other side of Mason Avenue. The estimate came in just under \$10K and includes the cost to bore conduit under Mason Avenue, put a splice and vault into CBC's existing fiber optic line. Sufficient funds were available in the General Fund Contingency. This would be a one-time fee since CBC provides free internet service to all town facilities as part of their contract with the town.

This issue was discussed at the December 1st Town Council Work Session where Council reached a general consensus and agreed that the town could not function without good internet service.

RECOMMENDATION:

Staff recommends that Council vote to re-allocate \$10,000 from the General Fund Contingency to connect the Municipal Building to Chesapeake Bay Communications' fiber optic line.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Town Council Representative to Town Harbor Focus Group		AGENDA DATE: December 15, 2016
	SUBJECT/PROPOSAL/REQUEST: Name a member of the Town Council to serve on the Town Harbor Focus Group		ITEM NUMBER: 8A
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Charlie Farlow	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

In an effort to improve operations and determine a future direction of the harbor, the harbor master formed a six member focus group consisting of the harbor master and assistant harbor master along with a number of stakeholders at the town harbor as follows: one annual/seasonal slip holder, one commercial waterman, a town administration representative, and a Town Council representative.

The focus group will review past and present ideas to develop a plan for the future direction of the harbor facilities and services, including infrastructure and possible funding streams. Upon completion, the proposed plan would be presented to the Town Council for review.

The following individuals have volunteered to serve on the focus group:

- Annual/Seasonal Slip Holder: Tom Bonadeo
- Commercial Waterman: Tim Wivell
- Town Administration Representative: Bob Panek

A Town Council representative needs to be chosen.

RECOMMENDATION:

Staff requests review of the goals for the Town Harbor Focus Group as provided and name a Town Council representative to serve on the group.

 <p>TOWN OF CAPE CHARLES</p>	AGENDA TITLE: Public hearing date for conditional use permit application – 3 Fig Street residential unit above commercial space		AGENDA DATE: December 15, 2016
	SUBJECT/PROPOSAL/REQUEST: Public hearing date for conditional use permit application for apartment above ground floor commercial at the Kellogg Building		ITEM NUMBER: 8B
	ATTACHMENTS: November 2016 application form; architectural plans; photo.		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Larry DiRe	REVIEWED BY: Brent Manuel, Town Manager	

BACKGROUND:

Staff received an application for a conditional use permit for a residential unit above first floor commercial at 3 Fig Street (Kellogg Building). The conditional use permit process is described in *Article IV Section 4.3* of the Town Zoning Ordinance. *Article IV Section 4.3.C.3* requires a public hearing before Town Council. The Planning Commission voted at their December 6, 2016 meeting to hold a public hearing on Tuesday January 3, 2017.

This property is in the Commercial – 2 zoning district, which according to *Article III, Section 3.7.C* allows residential dwelling units “provided that no such dwelling is located at street level and all dwelling units have direct access to the street level (not access through commercial establishment on the first level).” *Article IV Section 4.3.B* states the Conditions for Issuance as follows: 1) not adversely affect the health, safety, or welfare of the persons residing or working in the neighborhood of the proposed use or adversely affect other land uses within the particular surrounding neighborhood; 2) not be detrimental to the public welfare or injurious to property or improvements in the neighborhood; 3) not be in conflict with the purpose of the comprehensive plan of the town.

While the Cape Charles Comprehensive Plan is silent on residential and commercial mixed use development on Fig Street and in the Commercial – 2 District, the document does speak to such use in a favorable, desired manner for the Mason Ave central business district. The Mason Avenue central business district is zoned Commercial – 1. The Commercial – 2 District incorporates all the Commercial – 1 District uses and shares common language for residential units above the first floor commercial. The Comprehensive Plan also addresses the need for available affordable housing.

ITEM SPECIFICS:

A residential unit above first floor commercial space is by conditional use permit only in the Commercial – 2 District. The location for the proposed residential unit is a large commercial building of brick construction, and contributing to the historic district. The building footprint consumes virtually the entire lot, and on-street parking is prohibited on Fig Street. (Town Code Section 42-65). Off-street parking requirements are being considered by a variance application.

Staff finds this application in order. The applicant must meet all procedural obligations, including building code compliance, before he can reside in a dwelling unit above first floor commercial.

RECOMMENDATION:

Staff recommends Town Council set Tuesday January 3, 2017 as the date for public hearing on this conditional use permit application.



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

Date 11/28/16 Fee: _____
 *(Attach Plans)

Applicant: Chad Petrus Signature: Chad Petrus
 Address: 11391 Hotze St City: Acton State: TX Zip: 76009
 Telephone: 817-941-9181 Email: chadandbea@outlook.com

Owner(s): Greg and Laura Lobst
 Address: _____ City: _____ State: _____ Zip: _____
 Telephone: _____ Email: _____

Contractor: TBD
 Address: _____ City: _____ State: _____ Zip: _____
 Telephone: _____ Email: _____
 Town License: _____ State License: _____

Location of Improvement: 3 Fig St Cape Charles, VA 23314
 Lot No.: 83A3-1-534 Block No.: _____ Lot Size: 6183 Lot Area: 6183
 Type of Improvement: Electric, HVAC, Plumbing
 Proposed Use: Residential
 Estimated Construction Costs: TBD

Conditional Use Permit Checklist
 (Applicant must attach items 1-7)

1. completed application
2. payment of fees (\$300.00 + \$25.00 per acre)
3. letter of application stating in general terms: (a) the proposed use of the property, (b) the effect of the changes on the surrounding area, and (c) the reason for the request
4. concept plan (see attached information for recommended contents)
5. plot plan of property
6. disclosure statement signed and notarized verifying ownership
7. names and addresses of adjacent property owners
8. Zoning Administrator's review of documentation

CERTIFICATION OF APPLICANT

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

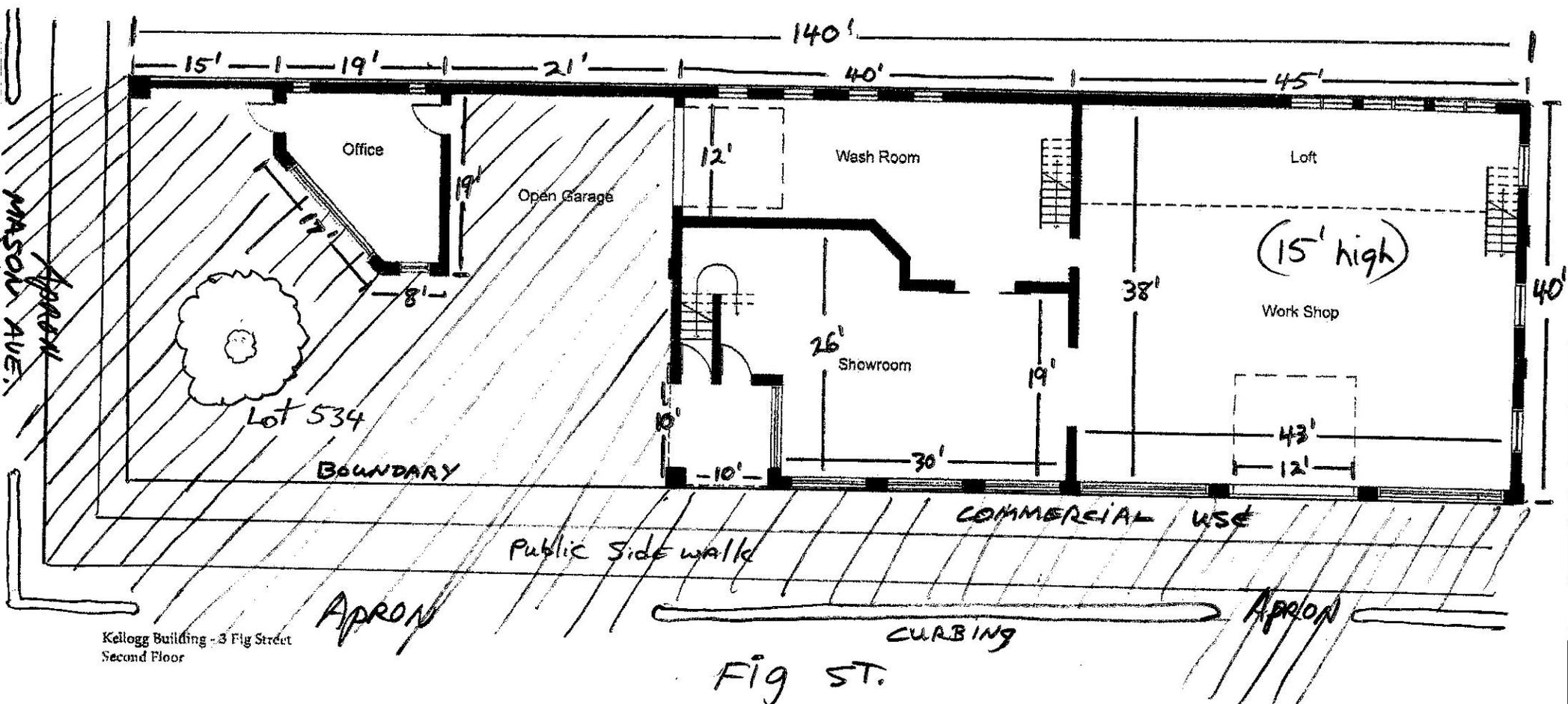
Signature of Owner/Agent: Chad Petrus

Conditional Use Permit Plan Checklist

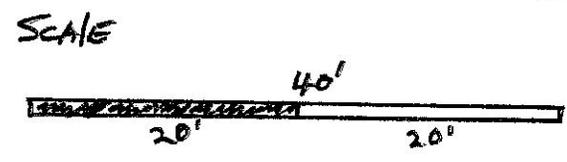
Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2036 Fax: 757-331-4820
planner@capecharles.org

Contact Person: Chad Petrus Submittal Date: 11/28/16
Address: 11331 Hotze St. Acton, IN 46259 Phone #: 812-341-9181
Email: chadandbev@outlook.com

Requirement	Yes	No	N/A	Comments
Are the project title, name of applicant, and project designer (if applicable) provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the date, north arrow, and graphic scale provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is the concept plan the minimum size of 8 1/2" x 11" or maximum size 11" x 17"? If only plans larger than the maximum size are feasible, has the applicant provided 15 copies of the plan for distribution to the Planning Commission and Town Council?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is the size of the entire parcel in acres and, if applicable, is size of portion of parcel showing? Are the meets and bounds provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are the adjacent streets, alleys, railroads, water bodies, natural features, etc. shown?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are the locations, dimensions, and heights of all structures provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the number, type, and size of dwelling, retail or commercial office units, the gross density, and the location, size and type of recreational amenities provided for the residential, commercial, and mixed use projects?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the location and dimensions of pedestrian access and plazas as well as vehicular driveways, parking spaces, and unloading facilities shown?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any outstanding natural features to be conserved, such as slope, ground cover, surface water, trees and vegetation, floodplain, etc. shown?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are any signs, including type, area, height, and placement on site shown?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is lighting information provided, if applicable?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is the location and description of any screening and buffering along the lot perimeter or within the lot provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are the building elevations or renderings and description of landscape improvements provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is there other information pertinent to the specific request including areas outdoors which are designated for conditional uses, for example, accessory uses, storage areas, recreation area, loading/unloading areas, and dumpster areas on the concept plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



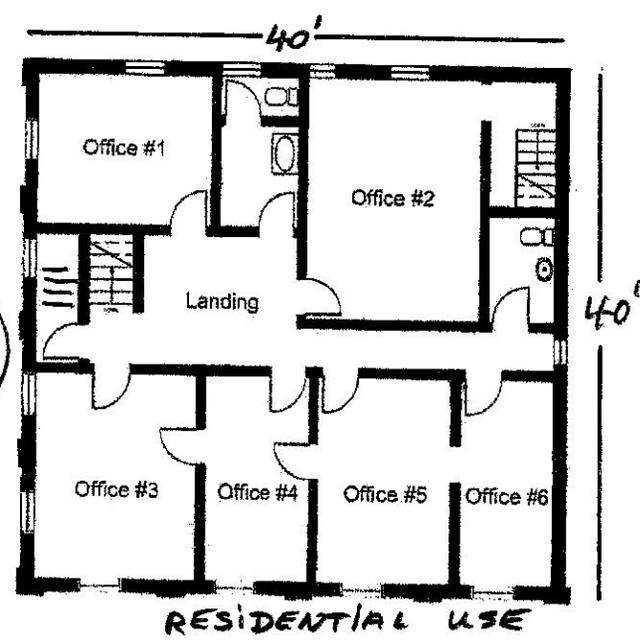
Kellogg Building - 3 Fig Street
Second Floor



• 13 ACRE SITE
40' x 140'

2ND STORY

(24' HIGH)



KELlogg Bldg. COMMERCIAL
+ RESIDENTIAL USE
by CHAD + BEV PETRAS

DRAWN by DAVID KABLER
11/17/16

