



**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



## 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

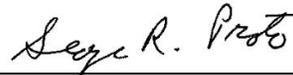
**WHEREAS,** Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

**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

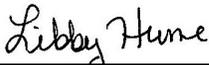
and urge all citizens to study the Constitution and reaffirm the ideals that the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

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

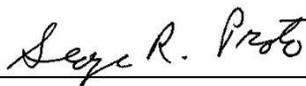
**Whereas**, the work of the Friends highlights on an ongoing basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present; and

**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;

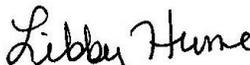
**Now, therefore, be it resolved** by virtue of the authority vested in me as Mayor of the town of Cape Charles, I, George Proto, do hereby proclaim the week of October 16-22, 2016, as Friends of Libraries week in the town of Cape Charles, Virginia and urge everyone to join the Friends of the Cape Charles 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*

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## 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*

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## 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

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## 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:

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## 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

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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

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## 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

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## City of Norfolk – Approach and Results



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## 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.

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*Draft Proposed Recommendations*

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## 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

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*Draft Proposed Recommendations*

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## 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*

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## 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)

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*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



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Draft Proposed Recommendations

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## 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> .

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Draft Proposed Recommendations

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## 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

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*Draft Proposed Recommendations*

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## 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

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*Draft Proposed Recommendations*

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**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.

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

**CASH POSITION**

<b><u>Cash on Hand</u></b>	<b><u>7/31/2016</u></b>	<b><u>8/31/2016</u></b>	<b><u>Increase/(Decrease)</u></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><u>Restricted and Reserved Cash Balances</u></b>	<b><u>7/31/2016</u></b>	<b><u>8/31/2016</u></b>	<b><u>Increase/(Decrease)</u></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/ (DECREASE) YTD</u>	<u>ANNUAL BUDGET</u>	<u>% REALIZED/ 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 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	

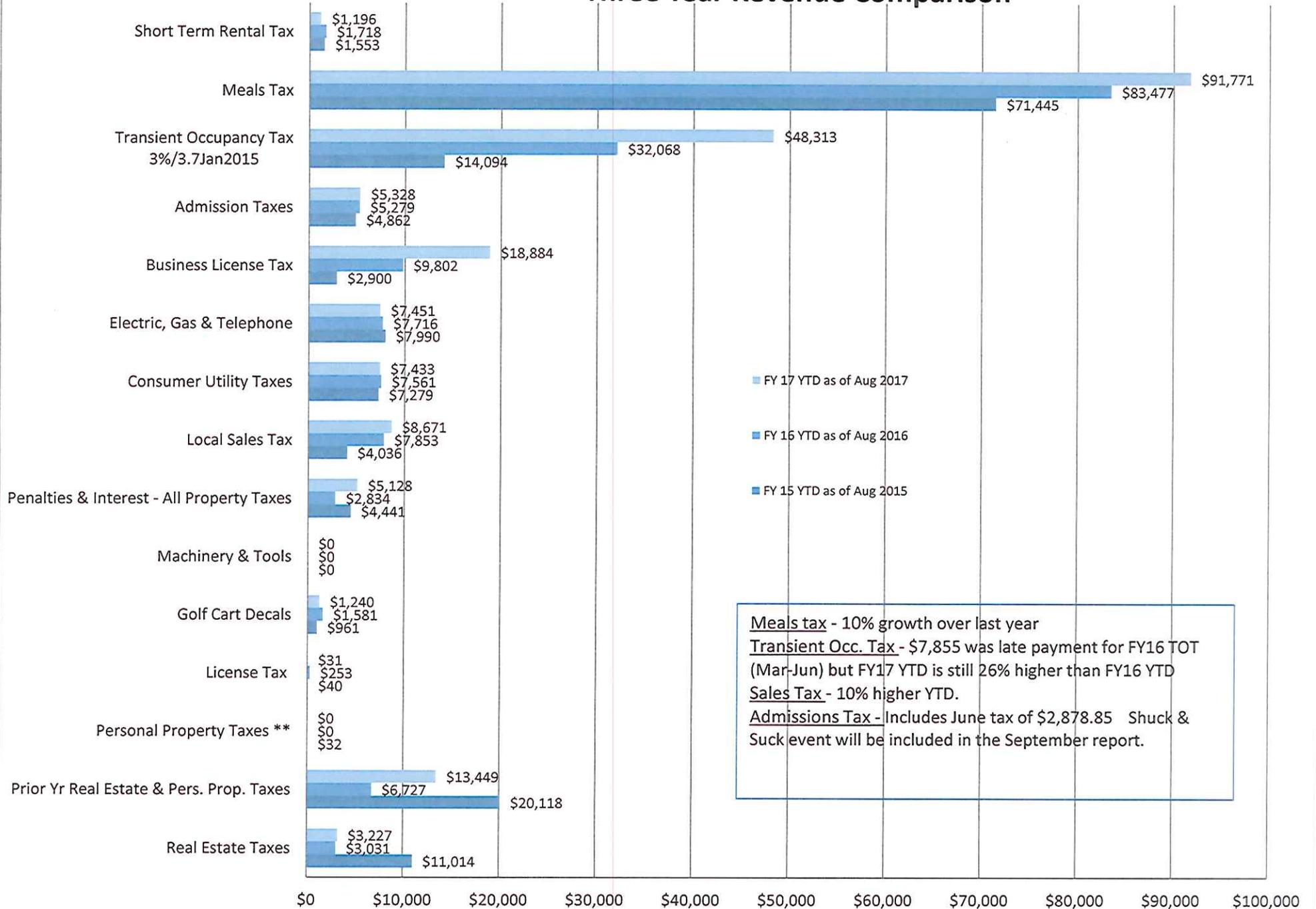
## FY 2017 Capital Improvement Project Tracking Report

As of:  
8/31/2016

	FY17 Status or Start Date	Percent of Completion	FY17 Budgeted	FY17 QTR 1 Expended	FY17 QTR 2 Expended	FY17 QTR 3 Expended	FY17 QTR 4 Expended	FY17 YTD Expended	(Over)/Under 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.