



**TOWN COUNCIL**  
**Work Session**  
Cape Charles Civic Center  
October 13, 2016  
6:00 p.m.

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

**ORDER OF BUSINESS**

A. *Tourism Zone Ordinance*

Larry DiRe stated that at their regular monthly meeting on October 4, the Planning Commission reviewed and discussed the draft Tourism Zone Ordinance which included all comments and revisions received from the town's attorney. The Commissioners recommended removing § XX-6.6 on the grounds that since this was a reimbursement program for completed work, there were no grounds for requesting repayment of funds since those funds reimbursed the business owner for the owner's prior expenses. The Commission completed their review and voted to send the document to Town Council as amended. Larry DiRe added that there was one locality, Hillsville, Virginia, which had a similar clause in their tourism zone ordinance.

Brent Manuel stated that Councilman Bennett was out of town for business travel but submitted his comments via email and proceeded to read the following: "I don't have any specific comments to the Tourism Zone document. I think the incentives are appropriate and the language is such that there is room for interpretation and the degree to which incentives are offered can vary for each applicant; i.e. the connection fee can be waived 'up to a maximum of 50%' so we can offer less than that if we choose to."

Council opinion was split regarding the issue of requiring and not requiring the business to repay the money to the town if the business were to relocate outside of Cape Charles after three years. After further discussion, it was agreed to keep § XX-6.6 in the ordinance as presented.

B. *Cape Charles Community Trail Future Phases Re-prioritization*

Bob Panek began by stating that, at the last work session, Town Council reaffirmed Phase 3 as approved by VDOT. The design efforts would begin soon and it would be at least one year before the start of construction which would take about six months to complete. Tonight, Council would discuss the next phase which would begin construction in about two years. At the last work session, the majority of Council leaned toward Bay Avenue or from South Peach Street westward along Mason Avenue. All the various segments were outlined in the Community Trail Master Plan and excerpts were provided in the agenda packet. Bob Panek continued by stating that a draft plan was received from Land Studio for the Mason Avenue Parking Extension which would connect the parking lot area leased from the railroad to Mason Avenue by improving the entrance to the parking lot to align with Peach Street. This plan was attractive to Mr. Patrick Hand, the developer of the Strawberry Street Station project. The parking lot extension would be able to accommodate two-way traffic and allow entrance to the development. This would preserve additional parking spots on Mason

Avenue, which would otherwise be lost due to VDOT requirements. If Council was agreeable to completing the area from South Peach Street along Mason Avenue as the next phase of the trail project, the Mason Avenue Parking Extension could be done to complement the trail project. A future railroad crossing was included in the Comprehensive Plan and the obvious location for the railroad crossing to the harbor would be at Peach Street which would connect to the harbor's parking lot. If Council was in agreement, there was an opportunity to realign resources with funds budgeted for improvements to the leased parking lot and plaza design.

There was much discussion regarding the following: i) Several of the Council agreed that the parking issue was important and something needed to be done before next summer; ii) The future of the Tavi property and its impact on the town especially along Mason and Bay Avenues; iii) The importance of improvements along Bay Avenue and the beachfront; iv) Doing the work along the south side of Mason Avenue to be consistent with existing work done on the trail project, meeting all VDOT requirements, and future improvements along the north side of Mason Avenue which would fall under the Main Street initiative; v) If the town could construct the Mason Avenue Parking Extension as proposed within the next six months, it could be in a position for Phase 4 of the trail project to include moving westward along Mason Avenue from the public plaza area at Strawberry Street Station and Bay Avenue; vi) Lighting for the leased parking lot was necessary. Patrick Hand agreed to put lights on the corner of his building and the town was looking to include lights at the plaza. The town was not committed to one vendor for the lighting and could out for bids; and vii) The harbor linkage could also be included in the next phase of the trail project. Concern was expressed regarding having to wait two years for the harbor linkage and it was requested that this issue be discussed at the upcoming strategic planning meeting to obtain Council's direction.

#### **OTHER ISSUES**

Councilwoman Natali asked the mayor and vice mayor to provide input regarding the meeting with the Northampton County Planning Commission.

Mayor Proto stated that the Council was scheduled to meet with the Northampton County Board of Supervisors on October 25 and asked for input regarding topics.

Councilman Brown stated that the former STIP property was being used as a rubbish dump with building pieces, pallets, concrete block, etc. Brent Manuel stated that he would look into the issue.

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

The meeting adjourned at 7:05 p.m.

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Mayor Proto

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Town Clerk