

**TOWN COUNCIL
Regular Meeting
Cape Charles Civic Center
June 15, 2023
6:30 PM**

At approximately 6:30 p.m. Vice Mayor Steve Bennett, having established a quorum, called to order the Regular Meeting of the Cape Charles Town Council. In addition to Vice Mayor Bennett, in attendance were Councilmen Buchholz, Butta, and Grossman, and Councilwoman Holloway. Mayor Charney was out of town on business and participated telephonically from Clearwater, Florida. Councilman Follmer was not in attendance. Also, in attendance were Town Manager John Hozey, Project Manager Bob Panek, Treasurer Deborah Pocock, Assistant Treasurer Adrian Oei, Police Chief Jim Pruitt, Planner/Zoning Administrator Katie Nunez, Assistant to the Town Manager Julie Pruitt, and Town Clerk Libby Hume. There were two members of the public physically in attendance, and 11 viewers on Facebook.

A moment of silence was observed followed by the recitation of the Pledge of Allegiance.

RECOGNITION OF VISITORS / PRESENTATIONS/RECOGNITIONS:
There were no visitors, presentations, or recognitions.

PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)

There were no comments to be heard nor any comments received in writing prior to the meeting.

CONSENT AGENDA

- A. Approval of Agenda Format
- B. Approval of Minutes:
 - i. May 18, 2023 Town Council Public Hearing & Regular Meeting
 - ii. June 1, 2023 Town Council Public Hearing & Special Meeting
- C. Approval of April 30, 2023 Financial Report

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to approve the consent agenda as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

There was no unfinished business for review.

NEW BUSINESS:

- A. *Fiscal Year 2024 Proposed Budget & Appropriation:*

Town Manager John Hozey stated that the Town Council held a work session on May 4, 2023 to develop the proposed FY 2024 budget. The Town was in good fiscal shape, and the proposed budget included a 2.5% Cost of Living Allowance for all employees, two new police officers, the connection of the Keck wells, harbor upgrades, the library portion of the building on Mason Avenue, continuation of planning for the municipal center although construction was not planned in 2024. It was determined that projected revenues were appropriate to meet current and strategic requirements, therefore, the proposed budget did not recommend any changes to the real estate or personal property tax rates. Contract support for trash collection increased over the last year requiring the increase of the trash collection fee by \$2.42 for a total of \$20.80 per month per receptacle. An updated schedule of Building, Planning & Zoning fees was included in this budget authorization. All other proposed rates and fees, including utility fees, were

unchanged from FY 2023. The public hearing was held on June 1, 2023 with no comments received. (Please see attached.)

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to adopt Ordinance 20230615A Approving the Budget for Fiscal Year 2024 and Building, Planning and Zoning Fee Schedule, and Making Appropriations for the Fiscal Year. Vice Mayor Bennett moved for adoption of Ordinance 20230615A as noticed and forewent reading of the Ordinance. The motion was approved by unanimous vote. Roll call vote: Bennett, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes.

B. *Tourism Zone Credit Payments:*

John Hozey stated the following: i) In 2016, Council established a Tourism Zone for the purpose of attracting new tourism-related business and investment in town, adding that he did not realize this program existed until recently; ii) There was a backlog of credits owed to qualifying businesses, with the last payments being made in 2018. He would like to get the payments caught up tonight. The amount was not significant with a total of \$10,823.79 earned by nine businesses over a four-year period; iii) Cape Charles was not the same town as in 2016, and he recommended ending this program. The program required much staff time to administer, and the meager amount of credit being offered under the program could not be making any significant impact to ongoing investment in the Town. Businesses currently participating in the program would be grandfathered until the expiration of their application; iv) He requested Council approval of the tourism zone payments for credits due through 2022, to the nine businesses listed on amended Attachment A totaling the amount of \$10,823.79, and direction to staff to bring back an ordinance for consideration at the July regular meeting to repeal this program. (Please see attached.)

Motion made by Councilman Grossman, seconded by Councilman Buchholz, to approve the tourism zone payments as listed on amended Attachment A for credits due through 2022, and requesting staff to bring an ordinance for Council consideration at the July regular meeting to repeal the tourism zone program. The motion was approved by unanimous vote.

C. *Code 42-3 – Adoption of State Law:*

John Hozey stated that in order to have the authority to enforce any new laws in the Commonwealth of Virginia, each year a new ordinance must be passed accepting any and all amendments to the provisions and requirements set by the Code of Virginia in matters of regulation of motor vehicles and traffic in the Town and any penalties for traffic violations.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to adopt Ordinance 20230615B to Adopt Amendments to the Code of Virginia § 46.2 and Title 16.1, Chapter 11, Article 9 (§ 16.2-278 et seq.) and Title 18.2, Chapter 7, Article 2 (§ 18.2-266 et seq.), if any, for Incorporation into the Cape Charles Town Code Chapter 42-Motor Vehicles and Traffic. Vice Mayor Bennett moved for adoption of Ordinance 20230615B as noticed and forewent reading of the Ordinance. The motion was approved by unanimous vote. Roll call vote: Bennett, yes, Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes.

TOWN MANAGER COMMENTS

John Hozey commented as follows:

- i) We had several new hires this past month: Caleb Silvey-beach attendant; Vanity Hernandez-seasonal library assistant and beach attendant; Nick Beach-full-time maintenance specialist; and Markeen Hines-seasonal maintenance specialist. The FY 2024 budget included a second position for a seasonal maintenance specialist effective July 1; ii) The paperwork for the State Corporation Commission (SCC) filing for the sale of the public utilities was taking longer than expected. The Virginia Code required reports and working papers related to the appraisal which we were trying to obtain. Upon receipt of this documentation, the application would be completed and filed. He was hopeful that it could be submitted next week; iii) He received

an email late this afternoon related to the final official consent order for the wastewater treatment plant. All violations were consolidated into one notice which required the Town to provide a plan of action to correct the issues. The plan was submitted today. He thanked Virginia American Water for their help and guidance in getting this completed. We had until the end of the year to complete the work on the action plan; iv) He would be out of the office next week, but reachable by email or cell. He had a long drive and might also be out the following Monday, June 26.

Vice Mayor Bennett asked whether any applications had been received for the two new police officer positions. John Hozey responded that the positions had been advertised and some resumes had been received which were being reviewed by Chief Pruitt.

MAYOR AND COUNCIL COMMENTS

Councilwoman Holloway commented as follows: i) Several Cape Charles businesses had been approved for grants through Main Street America which supported preservation; ii) Cape Charles Main Street (CCMS) also received several Virginia Tourism grants and Northampton County Tourism Grants. CCMS did not receive the AARP or T-Mobile grants; iii) Incredible work was being done on the train car. She recommended everyone look at the west side which was above and beyond what was expected. Similar work would be done on the east side. There was still work to be done on the top of the train. Design work would also be done on the windows.

Vice Mayor Bennett stated that he had missed the special meeting on June 1st but wanted to congratulate Gerald Elliott on his 40th anniversary. Gerald was a terrific guy who had done a lot for the Town. He was the nicest person you would ever hope to meet and the Town was fortunate to have him as an employee. He went on to give a plug for Cape Charles Mini Golf, stating that it was great fun and he highly suggested everyone to go.

Councilman Grossman stated that last month, Beth Walker from the Cape Charles Rosenwald School Restoration Initiative (CCRSRI) had given a presentation to Council and since that time, CCRSRI had been awarded another grant for a substantial amount of money.

John Hozey added that CCRSRI received the African American Heritage Grant from the National Trust for Historic Preservation for \$100K which was great news. CCRSRI was putting together the application for the Department of Housing & Community Development Industrial Revitalization Fund grant, and he had provided a letter of support/recommendation. There were a lot of people working very hard on this grant and he hoped this year's grant would be successful.

Councilmen Buchholz and Butta did not have any additional comments.

Vice Mayor Bennett read the announcements.

Motion made by Councilman Grossman, seconded by Councilman Buchholz, to adjourn the Town Council Regular Meeting. The motion was approved by unanimous vote.

The Regular Meeting adjourned at 6:49 p.m.

Vice Mayor Bennett

Town Clerk

April 2023 Treasurer's Report

Page 1 – Cash Position

- The balance in the facility fees reserved account at the end of April was \$2,968,238.
- Total interest earned in April in all accounts and funds was over \$15,000.

Page 2 – Revenue vs. Expenditures

- The remaining ARPA funding from the initial grant was transferred to the capital projects fund from the special activities fund.

Page 3 – Capital Projects

- Progress payments were made for the new municipal and visitor center planning, Keck well engineering, and the trail project.

Page 4 – Tax Collection Rate

- Real property tax collection is at 101% of budget and 98% of what was billed.

Page 5 – Tax Revenue Trends

- Sales and use tax decreased 4% from April 2022.
- Transient occupancy tax revenue is 56% greater than last year.
- Meals tax has increased by 17%.
- Business license fees are 35.8% higher than last year at this time.
- Planning and Building fees show a 17% increase over year-to-date April 2022.

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
April 30, 2023

<u>Cash on Hand</u>	<u>3/31/2023</u>	<u>4/30/2023</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account	\$572,742	\$559,237	-\$13,505
Atlantic Union Bank Money Market Account	\$477,097	\$497,304	\$20,208
LGIP Account 1 - Unrestricted	\$107,275	\$107,711	\$436
LGIP Account 2 - Unrestricted	\$310,942	\$312,328	\$1,386
Virginia Investment Pool Liquidity Unassigned	\$2,235,696	\$2,244,901	\$9,205
Virginia Investment Pool 1-3 Year Unassigned	\$1,013,550	\$1,015,876	\$2,326
Total Cash On Hand	\$4,717,301	\$4,737,357	\$20,056

<u>Restricted and Reserved Cash Balances</u>	<u>3/31/2023</u>	<u>4/30/2023</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$30,033	\$30,033	\$0
Atlantic Union checking Acct Library CD converted to cash	\$11,131	\$11,131	\$0
Atlantic Union Bank Checking Acct - E-Summons Revenue Rsrvd	\$10,250	\$10,745	\$494
US Bank - Reserved per VRA Interest Free Loan Requirements	\$261,268	\$262,189	\$921
Wells Fargo 2010 Debt Service pass through account #300	\$3,025	\$3,037	\$11
Wells Fargo 2010 Debt Service pass through account #308	\$1,081	\$1,086	\$4
Atlantic Union Money Market # ARPA CRF #5847	\$885,884	\$886,248	\$364
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsrvd (Utilities)	\$2,934,875	\$2,968,238	\$33,363
Virginia Investment Pool Liquidity Acct#2, Surety Bond Escrow Rsrvd	\$5,055	\$5,076	\$21
Total Cash Held in Reserve	\$4,143,034	\$4,178,212	\$35,179
Total Cash - All Accounts	\$8,860,335	\$8,915,569	\$55,235

DEBT SERVICE

Net Debt as of Current Reporting Month End
(Excludes USDA vehicle and equipment loans)

\$5,325,148

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

April 30, 2023

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 FY23</u>
GENERAL Fund						
REVENUE	\$317,956	\$3,558,192	\$4,084,916	\$526,724	\$4,545,819	89.86%
EXPENDITURES	\$266,401	\$2,516,445	\$3,145,789	\$629,344	\$4,545,819	69.20%
NET	\$51,555	\$1,041,747	\$939,128	(\$102,619)	\$0	
GENERAL Capital Fund						
REVENUE	\$707,855	\$52,408	\$1,141,361	\$1,088,953	\$2,213,543	51.56%
EXPENDITURES	\$26,609	\$64,554	\$422,162	\$357,608	\$2,213,543	19.07%
NET	\$681,247	(\$12,146)	\$719,198	\$731,344	\$0	
GENERAL Debt Service Fund						
REVENUE	\$0	\$222,069	\$222,440	\$371	\$249,571	89.13%
EXPENDITURES	\$0	\$222,069	\$222,440	\$371	\$249,571	89.13%
NET	\$0	\$0	\$0	\$0	\$0	
GENERAL Special Activities Fund						
REVENUE	\$0	\$455,145	\$576,439	\$121,294	\$950,727	60.63%
EXPENDITURES	\$704,823	\$458,259	\$766,450	\$308,191	\$950,727	80.62%
NET	(\$704,823)	(\$3,114)	(\$190,011)	(\$186,897)	\$0	

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

April 30, 2023

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 FY23</u>
PUBLIC UTILITIES Fund						
REVENUE - Operating	\$171,525	\$1,588,917	\$1,710,375	\$121,459	\$2,709,736	63.12%
EXPENDITURES - Operating	\$106,846	\$459,599	\$1,117,093	\$657,494	\$1,692,817	65.99%
NET	\$64,679	\$1,129,317	\$593,282	(\$536,035)	\$1,016,919	
REVENUE - CAPITAL GRANTS, LOANS	\$0	\$0	\$0	\$0	\$0	
REVENUE - FACILITY FEES	\$31,800	\$511,493	\$431,314	-\$80,179	\$466,400	92.48%
EXPENDED - FACIL FEES, CAPITAL PROJECTS,DEBT SVC	\$35,611	\$995,061	\$852,246	-\$142,815	\$1,016,919	83.81%
TOWN CONTRIB. & PENDING GRANTS	(\$3,811)	(\$483,567)	(\$420,932)	\$62,636	(\$1,016,919)	
HARBOR Fund						
REVENUE - Operating	\$58,997	\$631,115	\$683,649	\$52,534	\$1,042,545	65.57%
EXPENDITURES - Operating	\$52,117	\$540,819	\$603,747	\$62,927	\$992,438	60.83%
NET	\$6,879	\$90,295	\$79,902	(\$10,394)	\$50,107	
REVENUE - GRANTS & LOANS	\$0	\$30,754	\$0	-\$30,754	\$41,893	0.00%
TRANSFERRED FM GEN FUND FOR DEBT SERVICE	\$0	\$102,954	\$103,499	\$546	\$104,950	98.62%
EXPENDED - Capital Projects, Debt Svc	\$0	\$143,054	\$196,341	\$53,287	\$196,950	99.69%
TOWN CONTRIB. & PENDING GRANTS	\$0	(\$9,346)	(\$92,841)	(\$83,495)	(\$50,107)	
SANITATION Fund						
REVENUE	\$23,500	\$183,959	\$234,944	\$50,985	\$457,258	51.38%
EXPENDITURES	\$223	\$176,120	\$387,202	\$211,082	\$457,258	84.68%
NET	\$23,276	\$7,838	(\$152,258)	(\$160,097)	\$0	

FY 2023 Capital Improvement Project Tracking Report

As of:
4/30/2023

	<u>FY23 Status or Start Date</u>	<u>Percent of Completion</u>	<u>FY23 Budgeted</u>	<u>QTR 1 Expended</u>	<u>QTR 2 Expended</u>	<u>QTR 3 Expended</u>	<u>QTR 4 Expended</u>	<u>FY23 YTD Expended</u>	<u>(Over)/Under Budget</u>
<u>General Capital Fund</u>									
Multi-Use Trails, Phase 3 Construction	<u>Pending</u>	2%	\$ 929,922	\$ 12,070	\$ -	\$ 813	\$ 1,684	\$ 14,567	\$ 915,356
Municipal Space Replacement Planning (ARPA)	<u>In process</u>	56%	\$ 550,000	\$ -	\$ 101,211	\$ 182,008	\$ 24,925	\$ 308,143	\$ 241,857
Library Upgrade & Condo-ization	<u>In process</u>	0%	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,000
Mason Avenue Parking Lot Improvement	<u>Pending</u>	0%	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Mason Avenue Restroom Design	<u>In process</u>	0%	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000
South Beach Restroom Renovation	<u>Pending</u>	0%	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Gator for Public Works Staff	<u>Pending</u>	0%	\$ 26,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,500
Grounds Maintenance Equipment for PW	<u>Completed</u>	73%	\$ 33,270	\$ 24,228	\$ -	\$ -	\$ -	\$ 24,228	\$ 9,042
Central Park Game Area for Adults (CCP)	<u>Completed</u>	40%	\$ 29,000	\$ -	\$ 11,614	\$ -	\$ -	\$ 11,614	\$ 17,386
Storage Facility (3 x conexes + roofing)	<u>In process</u>	193%	\$ 20,000	\$ -	\$ -	\$ 38,610	\$ -	\$ 38,610	\$ (18,610)
Capital Project Contingency		0%	\$ 75,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,040
Public Trash Can Replacements, late FY22 project	<u>Completed</u>	100%	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -
subtotal	\$ -		\$ 1,892,732	\$ 61,298	\$ 112,825	\$ 221,431	\$ 26,609	\$ 422,162	\$ 1,470,570
<u>Utility Fund - Water</u>									
Keck Well Connection (Engineering)	<u>In Process</u>	76%	\$ 60,000	\$ 2,286	\$ 32,010	\$ 7,622	\$ 3,811	\$ 45,729	\$ 14,271
<u>Utility Fund - Wastewater</u>									
Deposit on Membrane Replacement (contingency)	<u>Completed (deposit)</u>	100%	\$ 26,192	\$ 26,192	\$ -	\$ -	\$ -	\$ 26,192.00	\$ -
Sewer Pod Controller Upgrades Phase 2 of 5	<u>Pending</u>	0%	\$ 14,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,500
subtotal	\$ -		\$ 100,692	\$ 28,478	\$ 32,010	\$ 7,622	\$ 3,811	\$ 71,921	\$ 28,771
<u>Harbor Fund</u>									
Fuel System-Relocate Emergency Stop Switches	<u>Pending</u>	0%	\$ 10,500	\$ -	\$ -	\$ 10,500	\$ -	\$ -	\$ 10,500
Fuel Management System Replacement	<u>Completed</u>	109%	\$ 42,000	\$ -	\$ -	\$ 45,864	\$ -	\$ 45,864	\$ (3,864)
Inner Harbor King Pile & Waler Replacement Design	<u>In process</u>	91%	\$ 40,000	\$ -	\$ -	\$ 36,478	\$ -	\$ 36,478	\$ 3,523
Inshore Breakwater repair planning	<u>In process (contingency)</u>	#DIV/0!	\$ -	\$ -	\$ -	\$ 36,478	\$ -	\$ 36,478	\$ (36,478)
subtotal	\$ -		\$ 92,500	\$ -	\$ -	\$ 129,319	\$ -	\$ 118,819	\$ (26,319)
TOTAL	\$ -		\$ 2,085,924	\$ 89,777	\$ 144,835	\$ 358,371	\$ 30,419	\$ 612,902	\$ 1,473,022

*ITEMS WITH CURRENT MONTH ACTIVITY ARE IN BOLD PRINT

MUNICIPAL CORPORATION OF CAPE CHARLES

April 30, 2023

YTD 2022 Real Estate Tax Collections

Total Taxable Land Value	302,643,900	
Total Improvement Value	447,005,000	
Exemptions	(9,455,398)	
Additional Assessments (SCC Utility)	4,074,010	
Total Real Estate Value (taxable)	744,267,512	
 Total Budgeted	 1,559,242	
Total Tax Billed	1,606,830	
Total Adjustments	(157)	
Total Collected YTD (percent of billed)	<u>1,579,641</u>	98%
Amount Due per Accounts Receivable	27,032	

YTD 2022 Personal Property Tax, Machinery and Tools Tax & 2021 License Tax Collections

Total Personal Property Value	23,243,305	
2022 Reduction Due to Proration	(879,146)	
Personal Property Billable Valuation	22,364,159	
2022 PPTRA Valuation Reduction	(9,568,117)	
 2022 Supplemental Assessments	 -	
2022 Supplemental PPTRA & Exonerations	-	
Personal Property Value, billed	-	
Total Value for 2022 & 2022 Supplemental	22,364,159	
 Total Budgeted	 140,000	
Total Tax Billed less PPTRA	204,003	
2022 Supplemental Tax Billing	-	
Total Adjustments & Additional Exonerations	7,447	
Total Collected YTD (percent of billed)	<u>168,138</u>	80%
Amount Due per Accounts Receivable	28,418	

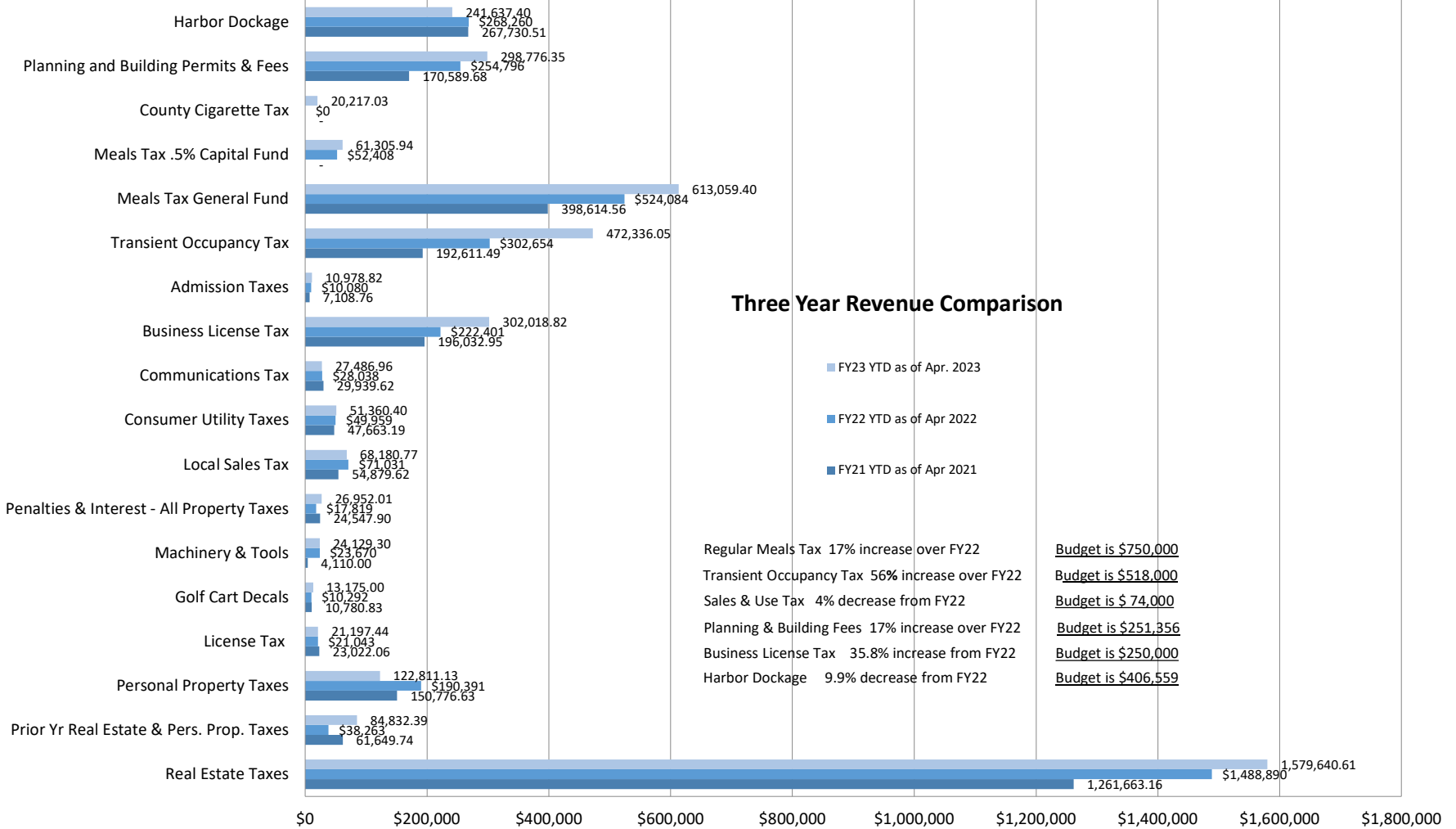
YTD Prior Year Real Estate Tax, Personal Property Tax, Interest and Penalty Collections

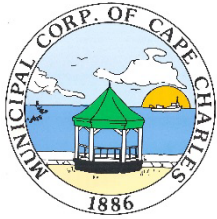
Total Budgeted	76,462	
Total Collected (percent of budget)	<u>111,784</u>	146%
Amount Due Per Budget	(35,322)	

Three Year Revenue Comparison

■ FY23 YTD as of Apr. 2023
 ■ FY22 YTD as of Apr 2022
 ■ FY21 YTD as of Apr 2021

Regular Meals Tax 17% increase over FY22 Budget is \$750,000
 Transient Occupancy Tax 56% increase over FY22 Budget is \$518,000
 Sales & Use Tax 4% decrease from FY22 Budget is \$ 74,000
 Planning & Building Fees 17% increase over FY22 Budget is \$251,356
 Business License Tax 35.8% increase from FY22 Budget is \$250,000
 Harbor Dockage 9.9% decrease from FY22 Budget is \$406,559





*Municipal Corp. of
Cape Charles*

The undersigned Clerk of the Council of the Town of Cape Charles, Virginia (the “Town”), hereby certifies that:

1. A meeting of the Council of the Town (the “Council”) was duly called and held on June 15, 2023 (the “Meeting”).
2. Attached hereto is a true, correct and complete copy of Ordinance 20230615A (the “Ordinance”) of the Town entitled as recorded in full in the minutes of the Meeting, duly adopted by a majority of the members of the Council present and voting during the Meeting.
3. A summary of the members of the Council participating at the Meeting and the recorded vote with respect to the foregoing Ordinance as set forth below:

<u>Member Name</u>	<u>Present</u>	<u>Absent</u>	<u>Voting</u>		
			<u>Yes</u>	<u>No</u>	<u>Abstaining</u>
Adam Charney, Mayor	X				
Steve Bennett	X		X		
Andy Buchholz	X		X		
Ken Butta	X		X		
Andrew Follmer		X			
Paul Grossman	X		X		
Tammy Holloway	X		X		

4. The Ordinance has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

Witness my signature and the seal of the Town of Cape Charles, Virginia this 15^h day of June 2023.

Clerk of the Council
Town of Cape Charles, Virginia

(Seal)

ORDINANCE 20230615A

APPROVING THE BUDGET FOR FISCAL YEAR (FY) 2023/2024 AND BUILDING, PLANNING AND ZONING FEE SCHEDULE, AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR

WHEREAS, the Council of the Town of Cape Charles has prepared a budget for FY 2023/2024 pursuant to Section 15.2-2503 of the Code of Virginia; and

WHEREAS, the budget has been advertised and a public hearing was held on June 1, 2023 pursuant to Section 15.2-2506 of the Code of Virginia; and

THEREFORE, BE IT ORDAINED, by the Town Council of Cape Charles, this 15th day of June 2023 that the budget for FY 2023/2024 be approved as follows:

GENERAL FUND		PUBLIC UTILITIES FUND	
Revenue	\$5,719,836.98	Revenue	\$4,555,115.41
Expense	\$5,719,836.98	Expense	\$4,555,115.41
GENERAL CAPITAL FUND		HARBOR	
Revenue	\$2,446,213.13	Revenue	\$1,687,427.36
Expense	\$2,446,213.13	Expense	\$1,687,427.36
GENERAL DEBT SERVICE FUND		SANITATION FUND	
Revenue	\$255,222.72	Revenue	\$314,265.00
Expense	\$255,222.72	Expense	\$314,265.00
GENERAL SPECIAL ACTIVITIES FUND		TOTAL TOWN BUDGET	\$15,274,430.60
Revenue	\$296,350.00		
Expense	\$296,350.00		

The following tax rates and user fees are established:

- Vehicle Tax: \$31.00 per vehicle subject to Virginia State Registration (Trailers \$18.00) and Golf Cart Decal is \$31.00.
- Real Estate Tax: \$.2159 per \$100 of assessed value
- Personal Property Tax: \$1.00 per \$100; Boat Tax \$0.01 per \$100
- Transient Occupancy Tax: 4.0% plus flat fee of: \$1 per night per room (Hotels/B&Bs) or \$4 per night (Residential Units)
- Meals Tax: 5.5% Monthly
- Admissions Tax: 3% Quarterly
- Short Term Rental Tax: 1% Quarterly
- Water Rate –Residential 0-2,000 gal.: \$33.46 minimum; 2,001 to 5,000 gal.: \$2.63 per 1,000; 5,001 to 10,000 gal: \$3.75 per 1,000; 10,001 to 15,000 gal: \$5.00 per 1,000; over 15,000 gal: \$5.00 per 1,000; Commercial 0-2,000 gal: \$33.46 minimum; 2,001-10,000 gal: \$2.50 per 1,000; 10,001-15,000 gal: \$3.75 per 1,000; over 15,000 gal: \$5.00 per 1,000
- Wastewater Rate –Residential 0-2,000 gal.: \$63.12 minimum; 2,001 to 5,000 gal.: \$4.11 per 1,000; 5,001 to 10,000 gal: \$5.85 per 1,000; 10,001 to 15,000 gal: \$7.80 per 1,000; over 15,000 gal: \$11.70

per 1,000; Commercial 0-2000 gal: \$63.12 minimum: 2,001-10,000 gal: \$3.90 per 1,000; 10,001-15,000 gal: \$5.85 per 1,000; over 15,000 gal: \$7.80 per 1,000

- Trash Collection Fee: \$20.80 per month per receptacle (increase of \$2.52); and

BE IT FURTHER ORDAINED, that pursuant to Section 15.2-2506 of the Code of Virginia, funds are appropriated from all sources of revenue for expenditures during the period July 1, 2023 through June 30, 2024 as follows:

General Fund:	\$5,719,836.98
General Capital Fund:	\$2,446,213.13
General Debt Service Fund:	\$255,222.72
General Special Activities Fund:	\$296,350.00
Public Utilities Fund:	\$4,555,115.41
Harbor Fund:	\$1,687,427.36
Sanitation Fund:	\$314,265.00

and that the Town Manager is authorized to transfer funding pursuant to the Cape Charles Budget Management Policy established by the Cape Charles Town Council by adoption of Ordinance 20230615A.

Adopted by the Town Council of Cape Charles on June 15, 2023.

By: _____
Mayor Adam Charney

ATTEST:

Town Clerk

June 15, 2023 Town Council Regular Meeting **Comments and Information Provided in Writing**

FY 2023-2024 Proposed Budget, Building/Planning & Zoning Fees

TOWN OF CAPE CHARLES 2024 BUDGET PREP SUMMARY		
Fund	Dept	FY2024 Proposed Budget
100-General Fund		
Revenue	TOTAL REVENUE	\$5,719,836.98
Expenditures		
	4110-Legislative	\$53,233.44
	4112-Clerk	\$124,015.31
	4121-Town Manger	\$2,654,302.30
	4124-Treasurer/Finance	\$480,419.07
	4310-Police	\$909,712.59
	4340-Building & Code Enfrmnt	\$166,764.04
	4430-Public Works	\$775,270.58
	4730-Library	\$188,576.34
	4811-Planning/Zoning	\$367,543.31
	TOTAL EXPENDITURES	\$5,719,836.98
	REVENUE LESS EXPENDITURES	\$0.00
110-Capital Projects Fund		
Revenue	TOTAL REVENUE	\$2,446,213.13
	TOTAL EXPENDITURES	\$2,446,213.13
	REVENUE LESS EXPENDITURES	\$0.00
120-Debt Service Fund		
Revenue	TOTAL REVENUE	\$255,222.72
Expenditures		
	TOTAL EXPENDITURES	\$255,222.72
	REVENUE LESS EXPENDITURES	\$0.00
130-Special Activities Fund		
Revenue	TOTAL REVENUE	\$296,350.00
Expenditures		
	TOTAL EXPENDITURES	\$296,350.00
	REVENUE LESS EXPENDITURES	\$0.00
501-Utility Fund		
Revenue	TOTAL REVENUE	\$4,555,115.41
Expenditures		
	4500-Administration	\$330,648.09
	4501-Water	\$2,021,403.98
	4502-Sewer	\$2,142,021.34
	4503-Utility Billing	\$61,041.99
	TOTAL EXPENDITURES	\$4,555,115.41
	REVENUE LESS EXPENDITURES	\$0.00
510-Harbor Fund		
Revenue	TOTAL REVENUE	\$1,687,427.36
Expenditures		
	TOTAL EXPENDITURES	\$1,687,427.36
	REVENUE LESS EXPENDITURES	\$0.00
520-Sanitation Fund		
Revenue	TOTAL REVENUE	\$314,265.00
Expenditures		
	TOTAL EXPENDITURES	\$314,265.00
	REVENUE LESS EXPENDITURES	\$0.00

MUNICIPAL CORPORATION OF CAPE CHARLES
FY 2024 Summary of Capital Projects

as of 5/9/2023

CAPITAL PROJECTS	BUDGET Requested	GRANT PROCEEDS or DONATION	USDA RD FINANCE 35%Grant/65% loan	REAPPRO- PRIATION FROM FUND BALANCE	TOWN Other Budget Revenue
<u>GENERAL FUND OPERATING FUND</u>					
<u>POLICE</u>					
FY 2024 Police Vehicle, including outfitting new	42,000	14,700	27,300	0	0
FY 2024 Police Vehicle, including outfitting new	42,000	14,700	27,300	0	0
TOTAL GENERAL FUND OPERATIONS	84,000	29,400	54,600	0	0
<u>GENERAL FUND CAPITAL FUND</u>					
<u>PUBLIC WORKS</u>					
Multi-Use Trails, Phase 3 Construction	929,922	703,483	0	226,439	0
Municipal Space Design (ARPA)	210,000	0	0	170,000	40,000
Library Upgrade & Condo-ization-use proceeds from sale	310,000	0	0	0	310,000
Visitor Center/Restroom	455,000	330,000	0	125,000	0
Storage Facility Roofing	20,000	0	0	0	20,000
Capital Project Contingency	50,000	0	0	41,141	8,859
TOTAL GENERAL CAPITAL FUND	1,974,922	1,033,483	0	562,580	378,859
<u>UTILITY FUND</u>					
<u>WATERWORKS</u>					
Keck Well Connection (Construction)	1,150,000	0	0	0	1,150,000
<u>WASTEWATER</u>					
WWTP Membrane Replacement	465,000	0	0	0	465,000
Sewer Pod Controller Upgrades Phase 1 of 5	14,500	0	0	0	14,500
TOTAL UTILITY FUND	1,629,500	0	0	0	1,629,500
<u>HARBOR FUND</u>					
Inner Harbor Fixed Dock Repair	13,000	0	0	13,000	0
Inner Harbor King Pile & Waler Replacement Design	306,000	153,000	0	0	153,000
Inshore Breakwater Repair/Upgrade	180,000	0	0	0	180,000
TOTAL HARBOR FUND	499,000	153,000	0	13,000	333,000
TOTAL BUDGETED CAPITAL EXPENDITURES	4,103,422	1,186,483	0	575,580	2,341,359

TOWN OF CAPE CHARLES - Building, Planning & Zoning Fee Schedule			
EFFECTIVE JULY 1, 2022			
Any changes in Fee Schedule are shown in red - if nothing shown, then seeking to retain the existing fee structure.			
Type of Permit or Review	Charge or Fee	PROPOSED Charge or Fee	Notes
1. Residential: (repair, alteration, demolition, construction)			
a. Single inspections w/ no permit required	\$35		
b. Less than \$2,500	\$50		
c. \$2,500 - \$10,000	\$50 + 0. 5% project cost over \$2500		
d. \$10,000 +	\$125 + 0.5% project cost over \$10,000		
e. Demolition	\$50		
2. Commercial: (repair, alteration, demolition, construction)			
a. Single inspections w/ no permit required	\$35		
b. Less than \$2,500	\$75		
c. \$2,500 - \$10,000	\$75 + 1% of project cost over \$2,500		
d. \$10,000 +	\$175 + 1% of project cost over \$10,000		
e. Demolition	\$100		
Notes:			
1. Add 2% to all permit fees for state surcharge.			
2. Permits include inspections and a follow up inspection for a failure. Subsequent inspections for the same item are at \$40 each.			
3. Add 10% to Base Fee for Fire Department (before tax and not to be taxed).			
3. New Construction: Per BOCA/ICC permit fee tables based on building square footage and at 100%			
Certificates of Occupancy			
1. Permanent Certificat of Occupancy	Included in cost of permit		
2. Certificate of Occupancy when no permit is issued	\$100		
3. Temporary Certificate of Occupancy	\$400 (per issuance) Max. of 2 issuances	\$800	Contractors are abusing this with the current nominal fee. Hope an increase will be more of a deterrent.

	Type of Permit or Review	Charge or Fee	PROPOSED Charge or Fee	Notes
	4. Rental Certificate of Occupancy	\$100 (includes inspection)	\$150	Additional staff time required. Extra \$\$ would help offset the cost of the requested additional Part-time Person.
	Notes:			
	1. Inspection fee for 3rd inspection of the same item	\$40		
	2. Inspections scheduled outside normal business hours	\$75		
	3. Fee for starting work without a permit	\$300		
	4. Underground Fuel Tank Removal	\$100 per tank		

	Type of Permit or Review	Charge or Fee	PROPOSED Charge or Fee	Notes
ZONING	5. Zoning Clearance			
	a. As part of a building permit or a Certificate of Appropriateness application	\$0		
	b. All other approved by administrative review	\$150		
	c. Trees/Landscaping			
	1.) Tree Removal Permit	\$10/tree	\$20/tree	increased fee to cover staff review time
	2.) Landscaping Plan for full lot	\$100	\$0	Landscaping Plan fee removed
	2.) PENALTY - Tree removal without a permit	\$300	\$300/tree	added per tree for clarification
	d. Variance Application to Board of Zoning Appeals	\$500**		
	e. Signage			
	1) All affixed and free-standing signage greater than ten (10) sq. ft	\$50	\$100	increased fee
	No permit required for smaller signage or residential signage			
HISTORIC DISTRICT REVIEW BOARD	6. Historic District Review Board Application Fee			
	a. New Construction - Residential	\$500		
	b. New Construction: Commercial or Commercial/Residential Mixed Use	\$750	\$1,000	increased fee more staff review required
	c. Renovation			
	1) Minor Work authorized by CCZO Section 8.17, residential and/or commercial - Administrative Review and Approval only	\$150	\$50	We are looking to create two fee categories for the Minor Work review done by the Zoning Administrator - fences & sheds and then everything else that is spelled out in the ordinance, reflective of staff time for these items.
	2) Minor Work: Fences & Accessory Structures (not visible from any street & under 256 sq. ft) - Administrative Review and Approval Only		\$200	
	3) Substantial alterations - Residential	\$500		
	4) Substantial alterations - Commercial	\$750	\$1,000	increased fee to cover staff review time
	5) Demolition of structure	\$400		
	d. Extension of approved Certificate of Appropriateness	\$50		
	e. Modification to an approved and active Certificate of Appropriateness (CoA)	\$250	\$200	decreased fee
	f. Working without an approved and active Certificate of Appropriateness (CoA) or After the Fact Permit Fee		\$1,000	NEW - to discourage all from doing work without getting approvals.

	Type of Permit or Review	Charge or Fee	PROPOSED Charge or Fee	Notes
APPEALS	7. APPEALS			
	a. Appeals Application to Board of Zoning Appeals	\$500*	\$500**	correction - asterisk needed to be added
	b. Certificate of Appropriateness Appeals to Town Council	\$500**		
	c. Appeals Application to Building Code Board of Appeals	\$250**		
HARBOR AREA REVIEW BOARD	8. Harbor Area Review Board Certificate of Appropriateness			
	a. Development Certificate	\$750/ application base fee + \$100 per acre**		
	b. Extension of approval	\$100		
	c. Modification to an approved and active Certificate of Appropriateness (CoA)	\$250		
ENVIRONMENTAL PERMITS	9. Environmental Permits			
	a. Wetlands Permit	\$500	\$500**	correction - asterisks needed to be added
	b. Structures in & across dunes	\$200		
	c. CBPA Encroachment or Exemption	\$200		
	d. CBPA Administrative Waiver for Maintenance Work of Vegetation in the RPA	\$50		
	e. Erosion & Sediment Control Permit	\$500 + \$10/acre not to exceed \$1000		
	f. Erosion & Sediment Agreement in lieu of plan	\$150		
	g. Erosion & Sediment Inspection fees	\$40/hr with 1 hour minimum		
	h. Erosion & Sediment Control Plan Review Fee	\$350		
SITE PLAN	i. Working without an approved and active Permit or After the Fact Permit Fee		\$1,000	NEW - to discourage all from doing work without getting approvals
	10. Final Plan Review Fees			
	a. Residential	\$150/site		
	b. Commercial	\$250/site #^		
	c. Misc	\$150/site #^		

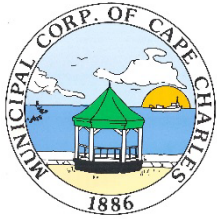
	Type of Permit or Review	Charge or Fee	PROPOSED Charge or Fee	Notes
PLANNING	11. Planning Applications			
	a. Regular Rezoning	\$1,000	\$0	fee removed
	1) Non-PUD	\$500 + \$50/acre**		
	2) PUD	\$1,000 + \$50/acre**		
	a) Amendment to Comprehensive Plan; Concept Approvals	\$550/application		
	b. Conditional Rezoning	\$1,000 + \$50/acre**		
	c. Zoning Text Amendment Petition Application - for consideration only by Town Council and/or Planning Commission	\$200/application		added wording
	d. Conditional Use Permit	\$600		
SUBDIVISION	12. Subdivision through recordation			
	1) Concept or sketch plan review	\$100 + \$10/parcel		
	2) Preliminary plat review			
	a) 3 lots or less	\$250 + \$50/lot #^	\$500	increased base fee deleted per lot fee due to staff time required
	b) 4 lots or more	\$500 + \$100/lot #^	\$500 + \$250/lot #^	increased per lot fee
	3) Final plat review			
	a) 3 lots or less	\$125	\$200	increased fee due to staff time required
	b) 4 lots or more	\$250	\$400	increased fee due to staff time required
	4) Subdivision modification	\$75		
	5) Administrative Plat/Lot line adjustment	\$200		
	6) Easement Plat	\$200		
	7) Vacation of Plat	\$250		
	All recordation of plats are the responsibility of the applicant			
OTHER	13. Deferral at the request of Applicant, if public hearing has been set (BZA, Planning Commission, HDRB, HARB, Town Council)	\$200		
LEGEND with GENERAL NOTES				
*	Advertising Costs, Actual			
**	Advertising Costs, Actual + Adjacent Property Owner Notification Mailing Costs, Actual			
#	3rd Party Review Costs - Water and Sewer Connections and Layout, including any re-reviews			
^	3rd Party Review Costs - Erosion & Sediment Control, including any re-reviews			

Tourism Zone Credits – Amended Attachment A

Attachment A (amended)

Tourism Zone Credits Earned and unpaid through 2022

<u>Business Name</u>	<u>Award Recommendation</u>
Ambrogia Restaurant	\$871.24
CC Trading dba The Boardwalk	\$757.80
CC Trading dba Like a Sailor	\$295.56
Voiajer LLC	\$641.27
Chuckletown	\$1,268.13
The Northampton Hotel	\$4,264.42
Alyssa House	\$1,124.70
Moonrise	\$71.69
K-Coast Surf Shop	\$1,529.00
TOTAL	\$10,823.79



*Municipal Corp. of
Cape Charles*

The undersigned Clerk of the Council of the Town of Cape Charles, Virginia (the “Town”), hereby certifies that:

1. A meeting of the Council of the Town (the “Council”) was duly called and held on June 15, 2023 (the “Meeting”).
2. Attached hereto is a true, correct and complete copy of Ordinance 20230615B (the “Ordinance”) of the Town entitled as recorded in full in the minutes of the Meeting, duly adopted by a majority of the members of the Council present and voting during the Meeting.
3. A summary of the members of the Council participating at the Meeting and the recorded vote with respect to the foregoing Ordinance as set forth below:

<u>Member Name</u>	<u>Present</u>	<u>Absent</u>	<u>Voting</u>		
			<u>Yes</u>	<u>No</u>	<u>Abstaining</u>
Adam Charney, Mayor	X				
Steve Bennett	X		X		
Andy Buchholz	X		X		
Ken Butta	X		X		
Andrew Follmer		X			
Paul Grossman	X		X		
Tammy Holloway	X		X		

4. The Ordinance has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

Witness my signature and the seal of the Town of Cape Charles, Virginia this 15^h day of June 2023.

Clerk of the Council
Town of Cape Charles, Virginia

(Seal)

ORDINANCE NO: 20230615B

**AN ORDINANCE TO ADOPT
AMENDMENTS TO THE CODE OF VIRGINIA §46.2; AND
TITLE 16.1, CHAPTER 11, ARTICLE 9 (§16.1-278 ET SEQ.); AND TITLE 18.2,
CHAPTER 7, ARTICLE 2 (§ 18.2-266 ET SEQ.), IF ANY, FOR INCORPORATION
INTO THE CAPE CHARLES TOWN CODE
CHAPTER 42-MOTOR VEHICLES AND TRAFFIC**

WHEREAS, it is necessary to follow the guide set by the Code of Virginia to protect the safety and welfare of residents and guests of the Town of Cape Charles; and

WHEREAS, from time to time, the Code of Virginia is amended to protect those traveling the highways, streets and roads of the Commonwealth; and

WHEREAS, in order to have the authority to enforce these new laws, the Town Council of the Town of Cape Charles must adopt any and all amendments made by the Commonwealth of Virginia; now

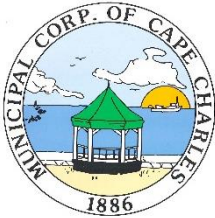
THEREFORE, BE IT ORDAINED: That pursuant to the authority of the Code of Virginia, 1950, as amended, § 46.2-1313, all of the provisions and requirements of the laws of the Commonwealth contained in Code of Virginia, Title 46.2 and Code of Virginia, Article 9 (§ 16.1-278 et seq.) of Chapter 11 of Title 16.1, and of Article 2 (§ 18.2-266 et seq.) of Chapter 7 of Title 18.2 into ordinances as in force and effect on the date of the adoption of this Code, and as amended in the future, except those provisions and requirements the violation of which constitutes a felony, and except those provisions and requirements which, by their very nature, can have no application to or within the town, are hereby adopted and incorporated in this chapter by reference and made applicable within the Town. References to "highways of the state" contained in such provisions and requirements hereby adopted shall be deemed to refer to the streets, highways and other public ways within the Town. Such provisions and requirements are hereby adopted, *mutadis mutandis*, and made a part of this chapter as fully as though set forth at length herein. It shall be unlawful for any person within the Town to violate or fail, neglect or refuse to comply with any provision or requirement which is adopted by this section; provided, that in no event shall the penalty imposed for the violation of any provision or requirement hereby adopted exceed the penalty imposed for a similar offense under the Code of Virginia. This ordinance will take effect July 1, 2023.

Adopted by the Town Council of Cape Charles on June 15, 2023.

Vice Mayor Steve Bennett

ATTEST:

Town Clerk



**TOWN COUNCIL
Work Session
Cape Charles Civic Center
June 15, 2023
Immediately Following Regular Meeting**

At approximately 6:50 p.m. Vice Mayor Steve Bennett, having established a quorum, called to order the Work Session of the Cape Charles Town Council. In addition to Vice Mayor Bennett, in attendance were Councilmen Buchholz, Butta and Grossman, and Councilwoman Holloway. Mayor Charney was out of town on business and participated telephonically from Clearwater, Florida. Councilman Follmer was not in attendance. Also in attendance were Town Manager John Hozey, Project Manager Bob Panek, Planner/Zoning Administrator Katie Nunez and Town Clerk Libby Hume. There was one member of the public in attendance.

ORDER OF BUSINESS:

A. *Update on Library Project Options and Discussion of Project Goals:*

John Hozey stated that the Town's advertisement included the lots on Randolph Avenue. Some interesting ideas were received, and a committee was formed to review the proposals, but he needed guidance from Council before getting the committee together. The proposals made it evident that the Randolph lots with higher density units would make the library building project more feasible. This would be a significant difference from the current character of Randolph Avenue. Excerpts from the proposals were distributed for Council review. (Please see attached.) A summary of four proposals was reviewed along with renderings of the proposed building on Randolph Avenue. The proposals varied between market-rate residences, workforce housing, and office space for the third floor and mezzanine of the library building. The proposals for the Randolph lots were for residential units with two proposals for market-rate housing, and two for workforce housing. The parcels would have to be rezoned regardless of the proposal chosen.

There was discussion regarding i) whether workforce housing was feasible in these locations; ii) concern with the surrounding neighborhood with multi-family residential units on Randolph Avenue and the density and look of the proposed buildings; iii) rezoning of the parcels required public hearings and several of the Council members felt that citizens would be lined up to provide their comments.

John Hozey stated that he understood that a big building on Randolph Avenue was not what was envisioned for that area and did not fit the character of the surrounding neighborhood, but staff could go back to the proposer to see if the building could be redesigned. He would provide this information to the committee, then schedule appointments to meet with the various developers.

Councilman Grossman asked that the pages distributed tonight be attached to the minutes identifying the developer that submitted each.

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

The work session adjourned at 7:16 p.m.

Vice Mayor Bennett

Town Clerk

June 15, 2023 Town Council Work Session Handouts

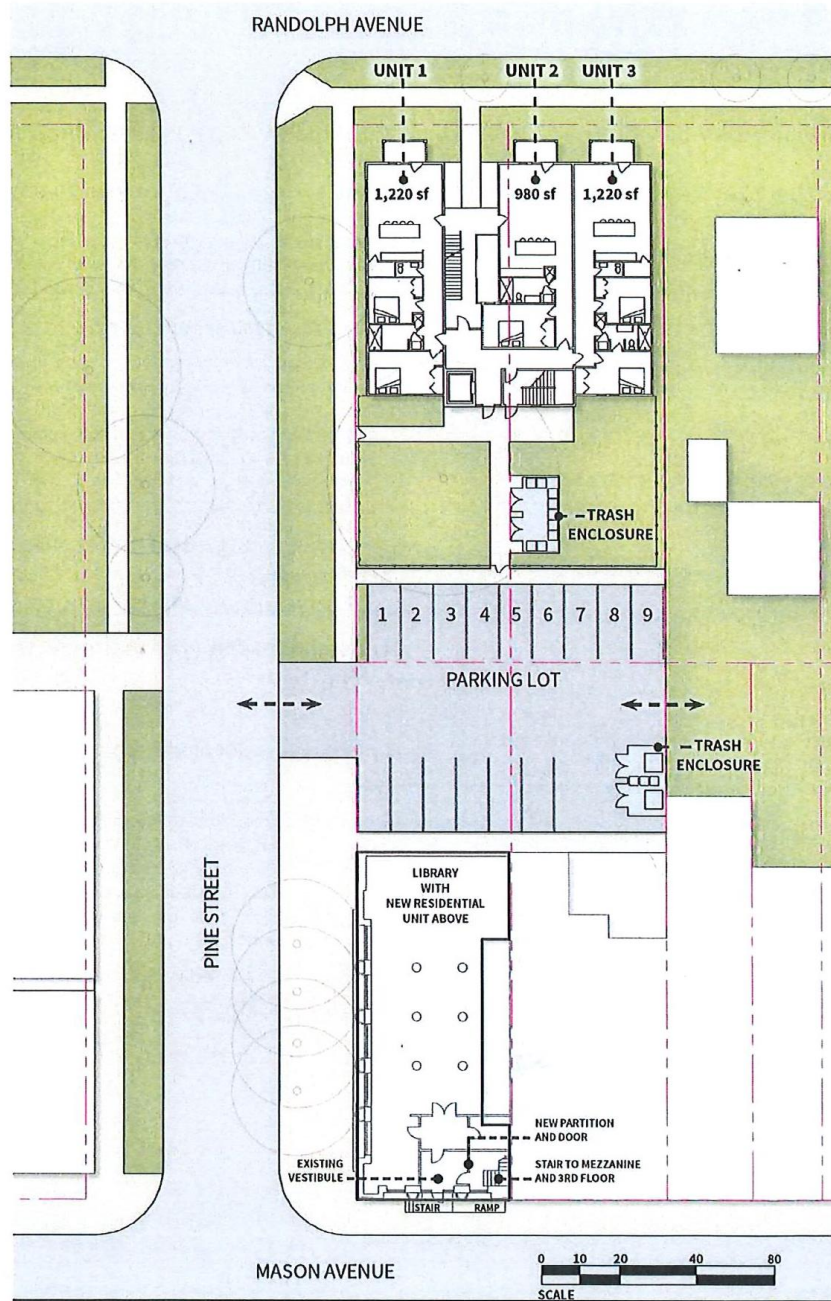
June 2, 2023

Library Redevelopment Proposals

	<u>Summary</u>			
<u>Element</u>	<u>City & Guilds</u>	<u>Sandcastle</u>	<u>Waukeshaw</u>	<u>Winmar</u>
Use of third floor/front mezz.	1 residential	4 or 5 residential	offices	offices
Use of Randolph lots (now C-1)	9 residential, 3 story	1 residential, 1 reserved	20 residential, 2 story	multi residential, 3 story
Ownership structure, first floor & rear mezz.	condominium	condo or lease	10 year lease to developer, then library remains with town and residential with developer	lease
Purchase price, building & lots	\$1,500,000	\$850,000	\$0	\$1
Condo price, first floor/rear mezz.	\$600,000	\$400,000	N/A	N/A
Condo fee	\$500/month	\$412/month	N/A	N/A
Lease term, first floor/rear mezz.	N/A	10-yr with four 5-yr options	N/A	10-yr with two 5-yr options
Lease rent	N/A	\$2,850/month for 5 years, NTE +10% every add'l. 5-years	N/A	\$1/yr
Public easement & trash mgmt.	conforms to RFP	appears to conform	substantially conforms	undetermined

Other:

1. City & Guilds proposal appears to be market targeted residences. Sandcastle is workforce housing for the third floor & front mezzanine, market for the Randolph lots. Waukeshaw and Winmar are workforce housing for the Randolph lots.
2. Sandcastle has also submitted three additional proposals for workforce housing:
 - a. Purchase only the library building for \$500K. Four or five workforce housing units are guaranteed for a 10-year period. Same lease terms for the library space.
 - b. Purchase only the library building for \$500K. Four of five workforce housing units are guaranteed for a 10-year period. Library space condominium unit purchase price of \$400K. Same condo fee.
 - c. Purchase the library building and Randolph lots for \$600K. Everything developed for workforce housing (number and guarantee term unstated). Library space lease terms or condominium unit purchase price same as above.



Town of Cape Charles Library Redevelopment
Conceptual Site Plan April 27, 2023



North View from Street



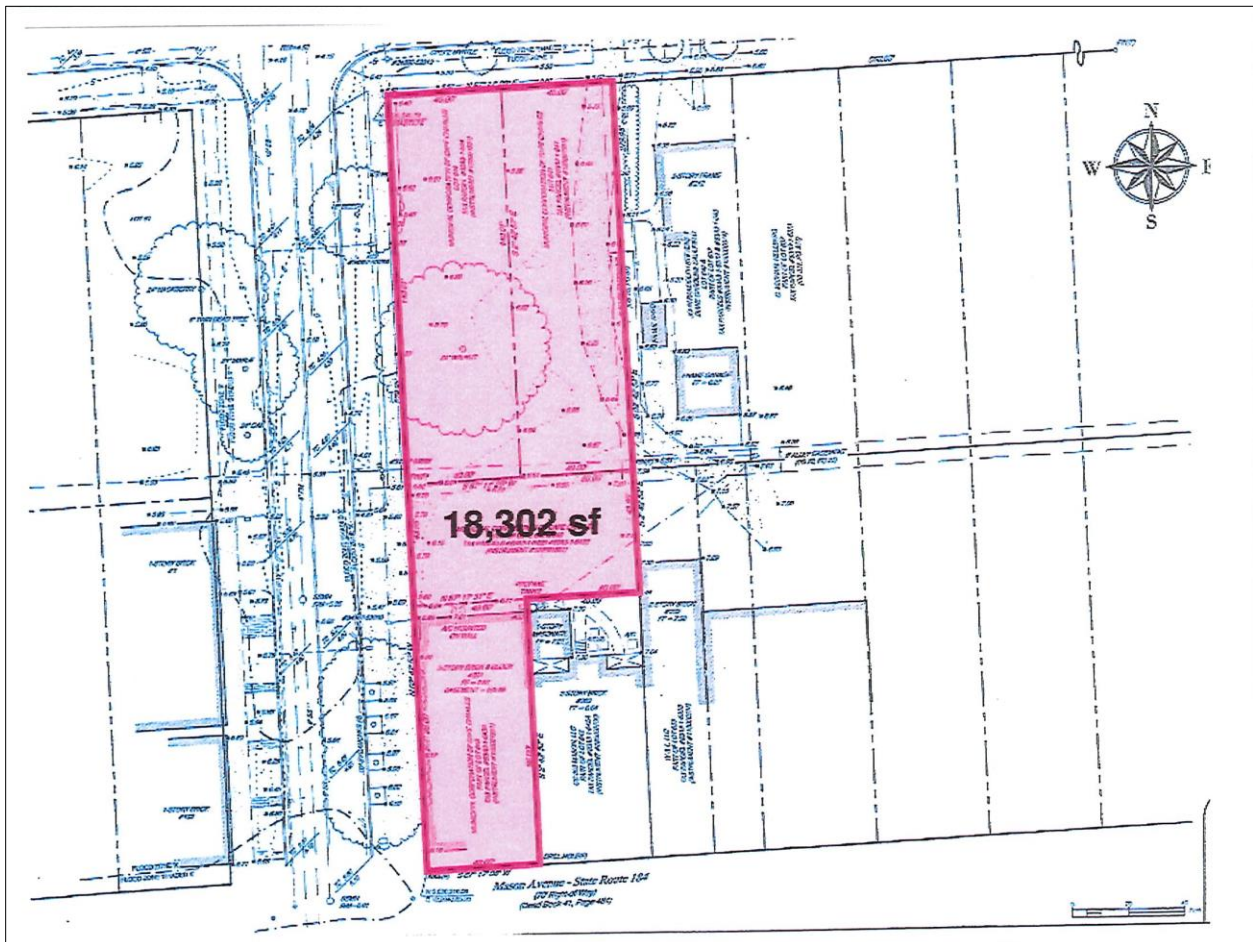
Northwest Aerial

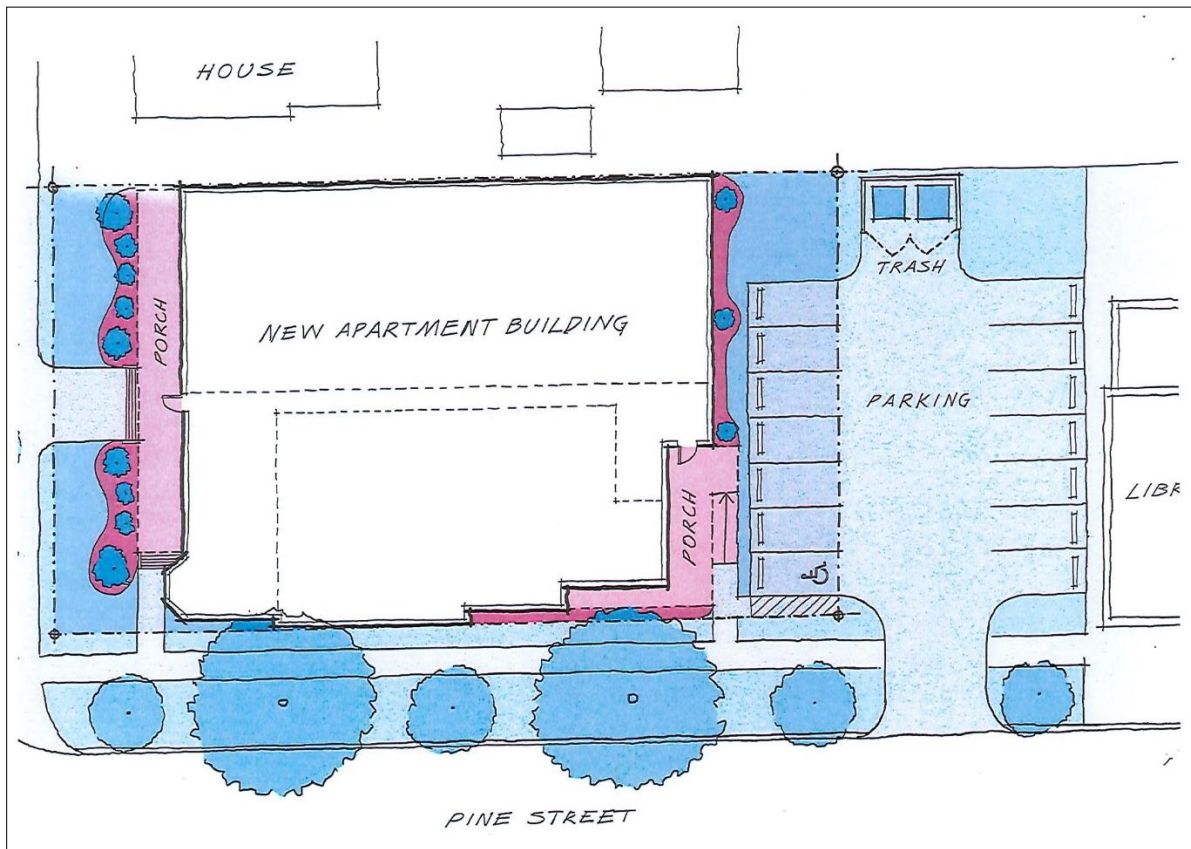


Parking Lot View



Southwest Aerial





Winmar

