



TOWN COUNCIL
Public Hearing & Regular Meeting
March 21, 2024
Cape Charles Civic Center
6:00 PM

1. Call to Order
 - A. Roll Call
 - B. Establish quorum
2. Moment of Silence and Pledge of Allegiance
3. Public Hearing
 - A. [Proposed 2024 Community Strategic Plan](#)
4. Recognition of Visitors / Presentations / Recognitions
 - *A. [National Library Week Proclamation](#)
 - *B. [Arbor Day Proclamation](#)
5. Public Comments (3 minutes per speaker for topics not subject to this evening's public hearing)
6. *Consent Agenda
 - A. Approval of Agenda Format
 - B. [Approval of Minutes](#)
 - C. [Approval of January 31, 2024 Financial Report](#)
7. Unfinished Business:
 - *A. None
8. New Business:
 - A. [Annual Reports:](#)
 - i. [Planning Commission](#)
 - ii. [Board of Zoning Appeals](#)
 - iii. [Historic District Review Board](#)
 - iv. [Harbor Area Review Board](#)
 - v. [Wetlands & Coastal Dune Board](#)
 - *B. [Recommendation for the Reappointment of the Cape Charles Representative to the Northampton County Economic Development Authority \(formerly Joint IDA\)](#)
 - *C. [Adoption of the 2024 Community Strategic Plan & 2024 Town Priorities](#)
9. Town Manager Comments
10. Mayor & Council Comments (5 minutes per speaker)
11. Announcements
 - April 4, 2024 – Work Session - *tentative*
 - April 15, 2024 – Joint Work Session with the Planning Commission
 - April 18, 2024 – Town Council Regular Meeting
12. Adjournment

TOWN OF CAPE CHARLES
Town Council – Public Hearing

The Cape Charles Town Council will hold a public hearing on Thursday, March 21, 2024 at 6:00 pm in the Cape Charles Civic Center, 500 Tazewell Avenue, to receive comments on the proposed 2024 Community Strategic Plan.

The proposed plan is available for public review on our website at www.capecharles.org under Agendas and Minutes/Town Council. This item will be brought to a vote during the regular meeting which follows the public hearing.

AD PLACED: Eastern Shore Post on Friday, March 1, 2024
AD TO RUN: Friday, March 8, 2024

DRAFT



The Town of Cape Charles Community Strategic Plan 2024



Community Strategic Plan

What is a **Strategic Plan**, and what makes it different than our **Comprehensive Plan**? These are great questions, and understanding this difference is critical to any evaluation of this document.

A **Comprehensive Plan** is required by Virginia Administrative Code, which prescribes a detailed set of requirements. A Comprehensive Plan is a lengthy, intricate document, that can take a very long time to create. Due to its complexity and the length of time needed to develop it, the average citizen does not typically take the time to study a Comprehensive Plan in detail.

Strategic Plans on the other hand are much nimbler, they can be customized to any particular need of a community and are more easily digestible by members of the public. Strategic Plans also happen quicker, which facilitates more interest and better participation by community members. Our Strategic Plan shares the same community values and vision as our Comprehensive Plan but can be updated annually if desired, making the Strategic Plan a living document; flexible enough to react to current community developments in real time. This makes the Strategic Plan an ideal implementation tool for our Comprehensive Plan.

Both the Comprehensive and Strategic Plans start broad, and then become more specific. They begin with the values that are important to us and define us as a community. These values inspired our vision; a brief statement that looks to the future; is a source of inspiration; and serves to identify the ideals or characteristics we desire in our future.

The vision and its supporting goals represent the long-term view. The specific strategies needed to attain these goals are more short-term in nature and are considered objectives. They are the distinct, measurable deliverables that are affordable and implementable actions the Town can work into its next annual budget.

Following a three-year development period, the Town Council recently approved the most current Comprehensive Plan in December of 2022. The Strategic Plan will now start tackling the many discrete goals/objectives in the Comprehensive Plan by determining current priorities to assist with developing annual work plans.

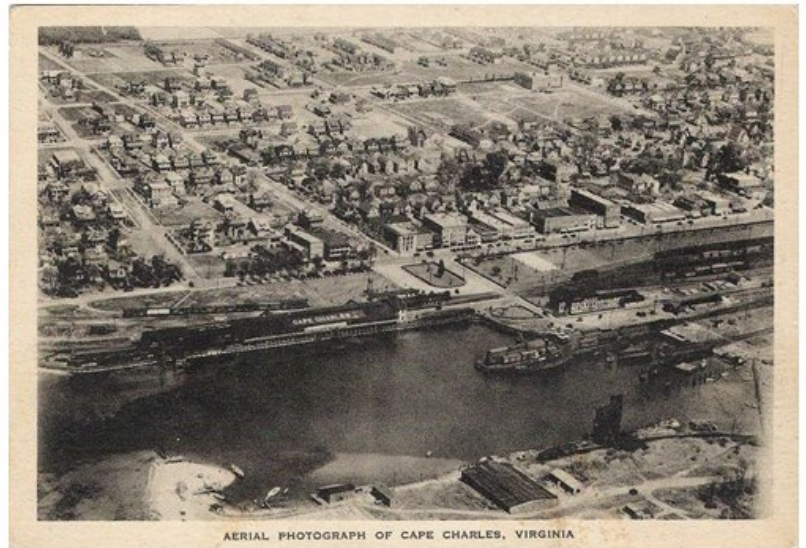
While goals are longer term and subject to ongoing metrics, the Strategic Plan objectives are more fluid. As some objectives are completed, others may be added, contributing to the living nature of this document. Therefore, the objectives listed here should not be considered the definitive or complete list, but rather what is considered important or desirable to tackle first.

Community input to the annual Strategic Plan update is critical, and it will be solicited from annual community surveys and public input sessions.

Community Strategic Plan

Our Community Values:

- 1) **Sense of Community**
- 2) **Heritage – Traditional**
- 3) **Diversity – Tolerance – Respect**
- 4) **Adaptability**
- 5) **Environmental Stewardship**



Our Vision:

Preserve our historical, natural, and cultural resources, while managing growth and fostering a sense of community that enhances well-being and prosperity, now and for generations to come

Community Strategic Plan

Our Goals*:

- **To retain the small-town character of Cape Charles**
 - Metric: citizen confirmation in annual survey
- **To protect and maintain the beachfront**
 - Metric: no degradation via annual beach survey
- **To protect and maintain the harbor**
 - Metric: maintain/increase occupancy
- **To promote environmental stewardship**
 - Metric: develop implementable plans
- **To retain and expand businesses in a business-friendly environment**
 - Metric: increase in business licenses, increase in business-related revenues, and data from building permits issued and an annual questionnaire on employment
- **To advance a variety of housing options for younger families and workforce**
 - Metric: increase in related units
- **To meet our residents' expectation for Town services**
 - Metric: citizen confirmation in annual survey

***Not in any particular order**

Community Strategic Plan

Our Objectives:



- **Retain the small-town character of Cape Charles:**
 - a. Encourage a sense of engagement and inclusion among our community service organizations:
 - i. Planning Commission and Historic District Review Board to provide an annual briefing to Council
 - ii. Celebrate volunteer appreciation, to include a volunteer of the year award during the annual Town Council Ice Cream Social – invite all board/commission members and civic groups
 - iii. Hold an annual strategic plan forum to get input from the public and civic groups
 - iv. Quarterly recognition of board/commission members or other volunteers in the Gazette, on Facebook, and during Regular Council meetings

Note: Current Cape Charles Civic Groups – Friends of the Library, Citizens for Central Park, Cape Charles Main Street, Cape Charles Rotary, Cape Charles Historical Society, Cape Charles Rosenwald School Restoration Initiative, Cape Charles Yacht Club, New Roots Youth Garden, GEAR, Arts Enter, CC Historic District Civic League, Vacation Rental Home Owners Association, Bay Creek Community Association

- b. Encourage Citizen Engagement:
 - i. Maintain Facebook event postings for public events
 - ii. Continue calendar of public meetings in monthly billings
 - iii. Publish Strategic Plan “report card” prior to the annual Community Survey

Community Strategic Plan

- c. Maintain/improve walkability:
 - i. Complete multi-use path between historic district, harbor, and Bay Creek
 - ii. Promote improvements to, and additions to sidewalks
 - a. Press for state maintenance
 - b. Explore ordinance changes for rehabilitation and resale
 - c. Explore ways to assist with sidewalk infill
 - iii. Support Rails to Trails project
 - d. Promote and encourage community/quirky events:
 - i. Promote centralized calendar of events (sharing information)
 - ii. Pursue Northampton County Infrastructure Grants to support events
 - e. Promote the arts, entertainment, and recreation:
 - i. Provide services and venues at low or no cost to local non-profits
 - ii. Evaluate ways to provide volleyball/basketball courts; work with the YMCA to promote available scholarships
 - iii. Develop official guidance for public art displays
 - f. Enact short-term rental (STR) regulations
 - i. Evaluate recommendations provided by STR working group and establish STR regulations
 - g. Manage tourism benefits and impacts to ensure a healthy balance between a quality of life for our residents and the quality of place for our visitors
 - i. Develop a visitor pledge to communicate the important values of responsible behavior to visitors
 - ii. Improve accessibility for people of all age groups and abilities
 - h. Foster a safe golf cart culture:
 - i. Better and more signage
 - ii. Better enforcement (information to rentals and better reporting)
 - iii. Designate golf cart parking spots
 - iv. Foster positive relationship and meet annually with golf cart rental companies
- **Protect and maintain the beachfront:**
 - a. Develop beachfront master plan (beach, dunes, boardwalk, LOVE sign area, bathhouse, etc.) to include specific parameters for beach and dune management, detailing desired size and characteristics of both
 - b. Continue annual surveys and sand replenishment budget
 - c. Evaluate survey data to determine erosion protection strategy
 - **Protect and maintain the harbor:**
 - a. As part of larger area planning efforts, develop criteria to promote a healthy balance of commercial and recreational uses
 - b. Implement long-term major maintenance and replacement plan

Community Strategic Plan

- **Promote environmental stewardship**
 - a. Develop an implementable coastal resiliency plan, to include the Resilience Adaptation Feasibility Tool (RAFT) recommendations and VIMS Comprehensive Coastal Resource Management Portal
 - b. Review existing/previous public green/open space infrastructure plans and develop an updated implementable plan
 - c. Protect and improve tree canopy and other natural and designed landscapes

- **Retain and expand businesses in a business-friendly environment:**
 - a. In collaboration with Cape Charles Main Street (CCMS) develop a public/private effort to guide business development and help remove obstacles
 - i. Review ordinances, regulations, and processes to identify business impediments
 - ii. Distribute the CCMS business tool kit to assist with common questions/concerns
 - iii. Support the economic vitality of the commercial district
 - b. Improve business access to workforce resources:
 - i. Develop programs with high schools & Eastern Shore Community College (ESCC)
 - ii. Support CCMS Job Fairs through Northampton County Chamber of Commerce, Eastern Shore Chamber of Commerce, and/or Eastern Shore Tourism
 - iii. Develop internships and apprenticeships (Dept of Labor & Industry - DOLI)

- **Advance a variety of housing options for younger families and workforce:**
 - a. Explore the viability of a workforce housing ordinance related to Planned Unit Developments (PUDs); pursuant to VA Code Sec 15.2-2305.1
 - b. Work with developers on workforce housing projects

- **Meet our residents' expectation for Town services:**
 - a. Establish modern municipal facilities
 - i. Ensure safe/effective workplaces
 - ii. Develop an accessible and efficient Town Hall
 - iii. Strive to centralize resources
 - b. Manage smart growth and development, ensuring our small-town character remains balanced against increasing needs for services/infrastructure
 - i. Perform analysis of public service needs as a function of anticipated growth
 - ii. Evaluate potential financial impacts on municipal budgets
 - iii. Develop proffer policy to pay for impacts of future developments

Community Strategic Plan

- c. Conduct master planning for potential development of the old railroad property and surrounding harbor areas
- d. Develop a town-wide parking capacity inventory and develop recommendations for possible expansions or improvements
- e. Continue employee training (cross training, customer service training, etc.)
- f. Continue citizen concern reporting system
 - i. Promote citizen use of “Report a Concern” on Town website
 - ii. Follow up public comments expressed during council meetings and through emails received from citizens
- g. Evaluate the need and viability of additional services
 - i. Recycling, when feasible
 - ii. Electric automobile charging stations, when feasible

Implementation:

Any plan is only as good as its implementation strategy. Our current Comprehensive Plan identified this Strategic Plan as its implementation tool. That was because this plan is reviewed annually and can be updated as needed to react in real time to current conditions. However, that does not mean that it is possible for all the objectives in this plan to be accomplished immediately or concurrently. Therefore, the Strategic Plan must be seen as a multi-year planning tool, which is updated each year.

Successful implementation depends on many things, including Political Will, money, staff capacity, and the time to do the work; with each of these representing their own unique challenges.

Political Will was demonstrated by the Mayor and Town Council through their participation in the development of this Strategic Plan. However, this Will can only be sustained with public support. The Strategic Plan cannot be seen as the Town Council’s plan, but rather must be perceived as the community’s plan. This public buy-in will be sought via annual public meetings to obtain input and address any questions/concerns; as well as using an annual community survey to gain insights and collect data over time regarding community needs and satisfaction.

The Town’s fiscal situation has improved significantly since the first Strategic Plan was adopted in 2021. While this does not mean we can fund everything at once, it does mean that we can now begin to put together a reasonable, prioritized spending plan.

While money may be less of an issue this year, the staff resources necessary to carry out this work remains constrained. Town staff are typically fully engaged in their routine day-to-day duties, which does not afford much additional capacity to take on new objectives. While volunteer resources can often help, volunteers cannot be counted upon to shoulder the sole responsibility for specific actions. Volunteer help is an excellent force multiplier but should not be counted upon as the primary resource in formal implementation planning. Therefore, expectations must remain reasonable, so that annual work plans don’t become impractical.

Community Strategic Plan

Work Plans:

The Strategic Plan was referenced during this year's annual update to the Town's ongoing project priority list. That list, along with this plan will be used in the development of the next Town budget (FY25 - which begins on July 1). That budget is what will establish the resources and expectations for Town work plans in the coming year. A good faith effort will be attempted to work on those objectives which receive sufficient resources in the next budget. However, since this is a multi-year plan, we must accept that some objectives contained herein will not be scheduled until FY26 or beyond.

Please refer to Appendix B to see the current ongoing Town project list and how objectives have been prioritized for the coming year.



Community Strategic Plan

Appendix A **Cape Charles Comprehensive Plan Summary of** **Objectives and Strategies**

A) Housing

- 1 Pursue additional supply and diversity of housing
- 2 Encourage workforce housing
- 3 Participate in Housing Finance Programs
- 4 Promote manufactured housing
- 5 Address STR impacts on housing

B) Economy

- 1 Seek healthy balance - residents & tourists
- 2 Attract families with children
- 3 Strengthen household economic wellbeing
- 4 Promote and expand business
- 5 Promote diverse economic benefits for the harbor
- 6 Expand local manufacturing base
- 7 Promote traditional water based economic activities
- 8 Study chains of activities
- 9 Identify placemaking opportunities
- 10 Update Bay Creek Planned Unit Development (PUD)

C) Transportation

- 1 Reduce traffic congestion
- 2 Enhance walkability
- 3 Maintain safe golf cart operations
- 4 Increase parking
- 5 Identify and maintain alleys and easements
- 6 Promote affordable public transportation
- 7 Complete multi-use path between historic district, harbor, and Bay Creek
- 8 Intergrade harbor area with other trail/path networks
- 9 Support Rails to Trails

Community Strategic Plan

D) Environment

- 1 Enhance Chesapeake Bay water quality
- 2 Promote strong aesthetics and limit litter
- 3 Ensure high quality drinking water
- 4 Maintain long-term viability of beach and harbor
- 5 Promote coastal resiliency
- 6 Protect wetlands
- 7 Implement Coastal Resources Management guidance
- 8 Develop recommendations to improve resiliency to storm events
- 9 Assess feasibility of recycling
- 10 Protect and promote tree canopy
- 11 Evaluate I&I to sewer

E) Facilities & Services

- 1 Pursue amenities for town facilities
- 2 Create modernized municipal facilities
- 3 Create multi-use recreation field
- 4 Ensure effective water & sewer utilities
- 5 Develop policy for paying for facility expansions
- 6 Develop proffer policy to pay for impacts of future developments
- 7 Pursue arts, public events, etc.

Community Strategic Plan

Appendix B **2024 Ongoing Town Priorities List**

BLUE: still in progress from previous work periods and require additional time to complete; All items in blue are being worked concurrently with resources applied in in the following order:

1. Finalize the sale of our water/wastewater utilities
 - a. Effectuate closing and transfer of assets
 - b. Develop and execute plan to utilize proceeds from the sale
2. Align Zoning Ordinances with new Comprehensive Plan (consultant currently under contract)
3. Develop New Municipal Center
4. Finish Library building sale/upgrades
5. Develop New Downtown Restrooms and Visitors Center
6. Finish Trail Project – Phase 3 – Peach Street
7. Work with developers/agencies to facilitate workforce housing
8. Develop short-term rental regulations/ordinances
9. Develop beachfront master plan (beach, dunes, boardwalk, LOVE sign area, bathhouse, etc.)

New items to be started as soon as time/resources are available:

10. Develop harbor/RR area conceptual master planning and new design guidelines
11. Develop a town-wide parking capacity inventory and develop recommendations for possible parking area expansions or improvements
12. Pursue development of shared revenue agreement with the County
13. Develop a plan to address coastal resiliency, to include RAFT recommendations

PROCLAMATION 20240321A

NATIONAL LIBRARY WEEK

APRIL 7-13, 2024

“READY, SET, LIBRARY!”

WHEREAS, libraries offer the opportunity for everyone to connect with others, learn new skills, and pursue their passions, no matter where they are on life’s journey;

WHEREAS, libraries have long served as trusted institutions, striving to ensure equitable access to information and services for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

WHEREAS, libraries adapt to the ever-changing needs of their communities, developing and expanding collections, programs, and services that are as diverse as the populations they serve;

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

WHEREAS, libraries play a pivotal role in economic development by providing resources and support for job seekers, entrepreneurs, and small businesses, thus contributing to local prosperity and growth;

WHEREAS, libraries make choices that are good for the environment and make sense economically, creating thriving communities for a better tomorrow;

WHEREAS, libraries are treasured institutions that preserve our collective heritage and knowledge, safeguarding both physical and digital resources for present and future generations;

WHEREAS, libraries are an essential public good and fundamental institutions in democratic societies, working to improve society, protect the right to education and literacy, and promote the free exchange of information and ideas for all;

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

NOW, THEREFORE, be it resolved that the Cape Charles Town Council hereby proclaims National Library Week, April 7-13, 2024, and encourages all residents to visit the Cape Charles Memorial Library and celebrate the adventures and opportunities it unlocks for us every day. Ready, Set, Library!

Adopted by the Town Council of Cape Charles on this 21st day of March 2024.

Mayor Adam Charney

ATTEST:

Town Clerk



PROCLAMATION 20240321B

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, and

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS Arbor Day is now observed throughout the nation and the world, and

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, and

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

WHEREAS trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, be it proclaimed that the Cape Charles Town Council hereby designates April 27, 2024 as Arbor Day in the Town of Cape Charles and urges all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

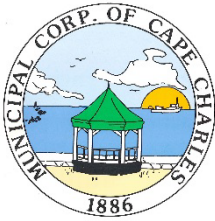
FURTHER, urges all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Adopted by the Town Council of Cape Charles on this 21st day of March 2024.

Mayor Adam Charney

ATTEST:

Town Clerk



DRAFT
TOWN COUNCIL
Public Hearing & Special Meeting
Cape Charles Civic Center
February 1, 2024
6:00 PM

At approximately 6:00 p.m. Mayor Adam Charney, having established a quorum, called to order the Public Hearing & Special Meeting of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Vice Mayor Bennett, Councilmen Buchholz, Butta and Grossman. Councilman Follmer was out of town and participated via teleconference from Minocqua, WI. Councilwoman Holloway was not in attendance. Also, in attendance were Town Manager John Hozey, Assistant Treasurer Adrian Oei, Assistant to the Town Manager Julie Pruitt, and Town Clerk Libby Hume. There were 12 members of the public physically in attendance, and 14 viewers on Facebook.

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

PUBLIC HEARING:

A. Proposed FY 2024 Budget Amendment:

There were no public comments to be heard nor any comments submitted in writing prior to the hearing.

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to close the public hearing portion of the meeting. The motion was approved by unanimous vote.

The public hearing was closed at 6:02 p.m.

PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)

Walter Bronson, resident

Mr. Bronson addressed the Council regarding short-term rentals. (Please see attached.)

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

ORDER OF BUSINESS:

A. Proposed FY 2024 Budget Amendment:

Town Manager John Hozey stated that the proposed budget amendment was exactly as discussed during the work session with a budget appropriation increase of \$309,972 in the General Fund, decrease of \$223,677 in the Capital Fund, increase of \$4,200 in the Utilities Fund, and a decrease of \$60,443 in the Harbor Fund. Two changes to the fee schedule were also proposed: i) For Town Harbor customers, the 3% credit card surcharge would be split with the customer being charged 1.5%; ii) A waiver of the Building, Planning & Zoning Fees for non-profit organizations up to \$750 per project, retroactive to November 1, 2023. Waivers in excess of \$750 may be granted by the Town Council.

Motion made by Councilman Grossman, seconded by Councilman Buchholz, to adopt the FY 2024 Budget Amendment and Fee Schedule as presented. The motion was approved by unanimous vote.

B. Appointment to the Planning Commission:

John Hozey stated that there were two vacancies on the Planning Commission. Mr. Michael Strub was coming off the Commission but had agreed to continue his service until a replacement could be named. Mr. Strub also served as the Planning Commission representative to the Historic District Review Board. The positions had been advertised in the Cape Charles Gazette and on

Facebook and several applications were received. The applications were reviewed during the January 18, 2024 Town Council Executive Session. One of the applicants, Elizabeth Wright, had been interviewed on August 31, 2023 and named as an alternate to the Historic District Review Board. Ms. Wright had been attending both the Historic District Review Board and Planning Commission meetings since that time as an observer. Since Ms. Wright had already been interviewed, a general consensus was reached to appoint Ms. Wright to the Planning Commission. An executive session would be scheduled for a future date to interview the remaining applicants to fill the second vacancy.

Motion made by Vice Mayor Bennett, seconded by Councilman Buchholz, to appoint Ms. Elizabeth Wright to the Planning Commission to complete Mr. Strub's term which would expire on October 31, 2027. The motion was approved by unanimous vote.

Councilman Grossman noted that applications were still being accepted. John Hozey added that if any resident was interested in applying for the position, they should contact the town clerk.

C. *Review of 2023 Community Strategic Planning Citizen Survey Results:*

John Hozey stated that it took some time to compile the results of the survey due to the number of comments received. The survey results presentation was posted on the Town's website with the link placed on Facebook so anyone watching could follow along. Each Town Council member received a binder this evening which contained the information being presented this evening. We had an incredible response this year, with 581 surveys being submitted and a significant increase from previous years. There were 381 electronic submissions and 200 paper submittals which were manually input.

John Hozey went on to review the responses, summary of comments received, and analyses. (Please see attached.)

John Hozey asked the Council to review the information in their binders for discussion at the Strategic Planning Joint Work Session scheduled for Saturday, February 24, 2024, from 10:00 a.m. until 3:00p.m. at the YMCA. This would be a joint work session for the Town Council and Planning Commission along with several department heads. He would be reaching out to several community groups for representation as well.

John Hozey noted that work on the short-term rental regulations would resume after the Strategic Planning Session.

Councilman Buchholz thanked John Hozey and Julie Pruitt for the great job pulling all this information together. Councilman Butta stated his appreciation for the information breaking out the responses of full-time residents, adding that this information was valuable.

TOWN MANAGER COMMENTS

John Hozey commented as follows:

- i) The State Corporation Commission's (SCC) process of reviewing the application for the sale of the public utilities was moving along well. The SCC staff completed their work and issued a favorable report recommending approval of the sale according to the terms of the purchase agreement that was approved by the Town Council. A hearing was scheduled for February 13 and he was scheduled as a witness. The Town, Virginia American Water (VAW) and SCC staff jointly submitted a stipulation agreement on all conditions that would eliminate the requirement for him to attend the hearing and we were awaiting the response. The hearing would still be held for the public. Our legal council would be in attendance and the public would be able to participate telephonically. He also learned that VAW had another application before the SCC for their rate case which was submitted last year. Initially, we were informed that it could be at least two years before Cape Charles' rates would be included in a consolidated rate case, but he was pleased to learn that Cape Charles was included in this rate case before the SCC.

Councilman Grossman stated that he ran some numbers and found a significant reduction in the rates paid by Cape Charles residents.

John Hozey went on to state that the SCC staff recommended the full purchase price of \$15M, with an additional \$10M investment by VAW. If the Town had to make the \$10M investment, our rates would have to be increased significantly. The sale was definitely worth it for our residents.

- ii) In last year's survey, the community's highest priority was the beach. A kickoff meeting was scheduled with the Beach Master Planning consultant next week. That meeting would determine the plan and outreach.
- iii) The Strategic Planning Work Session was scheduled for February 24, 2024.
- iv) Peach Street Update: The contractor was a couple of weeks behind schedule. VDOT might extend the contract by 30 days, until mid to late-March. When completed, it would be a huge improvement.

MAYOR AND COUNCIL COMMENTS

Councilman Buchholz commented as follows: i) He clarified that a consultant had been hired for the Beach Master Plan; ii) The concrete windows were just knocked out of the Rosenwald School, and they were making some good progress. Vice Mayor Bennett added that the group was doing a great job and would be reinstalling all the original windows.

Councilman Grossman commented on the ongoing legislative session in Richmond. He was actively following several bills related to short-term rentals, accessory dwelling units, and transient occupancy tax collections. He had been providing the Town Council with updates on the bills. The Town needed to submit our input at the committee level in lieu of resolutions. Resolutions were warranted for big topics, but if we submitted comments to the committees, the bill could be killed in committee. It could make a significant impact.

Motion made by Councilman Grossman, seconded by Councilman Buchholz, to allow the Mayor to speak on our behalf on the bills that would impact Cape Charles in a negative way. The motion was approved by unanimous vote.

John Hozey noted that by approving this motion, Council approved the town manager and Mayor to use their discretion and did not have to go back to the Town Council for approval each time. Mayor Charney and Councilman Grossman agreed that these bills took rights away from the Town and needed immediate action.

There were no additional comments.

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to adjourn the Town Council Public Hearing & Special Meeting. The motion was approved by unanimous vote.

The Public Hearing & Special Meeting adjourned at 6:41 p.m.

Mayor Charney

Town Clerk

February 1, 2024 Town Council Special Meeting Comments and Information Provided in Writing

Walter Bronson, resident

As in many communities across the Country, Short Term Rentals (STRs) has become a divisive and topic. Detractors point out, as noted in a Planning Magazine article on Nov. 4, 2022 by Nick Del Pego, "STRs can pop up in residential neighborhoods, impact rural areas not zoned for commercial business, and contribute to housing scarcity. And with an average of five to 10 people staying at an STR (multiplied several times over), the stress on local infrastructure can be significant: more trash, reduced parking, and greater wear and tear of streets, increased noise, and a loss of a sense of community" Proponents point out that STRs are needed to support local businesses and that STRs are a primary reason that Cape Charles has been redeveloped from its dilapidated condition of the 1970s to early 2000s.

We can all agree that Cape Charles is a wonderful place that we all love whether we are full time residents or part timers coming when we can to homes that we own or rent. Some of us also make our livings here as business owners and employees, including short term rental owners. The love we have for our community and the financial dependence that is tied to it makes us all very passionate, particularly when it comes to the short term rental situation.

There is no doubt that Cape Charles would not be what it is today without a vibrant short term rental market. Northampton County does not have enough employers to support one hundred percent full time residents in Cape Charles as it did in the late 1800s to the mid 1900s. The Town now depends on tourism to support the restaurant and retail businesses as well as the community activities that we all enjoy. On the other hand, a town of overwhelmed by short term rentals and vacation homes is no community at all. It would be a town without a community, without a heart. The Town needs people to run not only its commercial businesses and government offices, but also many of the wonderful things about Cape Charles including the Central Park Committee, Cape Charles Main Street supported Festive Fridays, 4th of July Parade, and Love Run, the Historical Society, the Volunteer Fire Department, and many others.

There has to be a balance that is struck between the number of STR and full-time residents.

Currently STRs are very popular and in high demand. Because of that demand STRs are very profitable and STR owners can afford to pay high prices for properties because of the high rents they can charge. There is no doubt that the STR market has driven the Cape Charles real estate market to incredible heights. The tax assessment that came out last year is enough to show that. And while that is good for those that wish to sell and leave Cape Charles, it means that the only ones that can afford these prices are those buying to convert to VRBOs. It also means higher taxes for those wishing to stay. With most properties being bought to convert to VRBOs there are no or very few new full-time residents that are moving into town. Which means that Cape Charles is losing its heart and its community.

Vacation home rentals have become very popular, especially since the pandemic. Because they are popular, especially in Cape Charles, rents are quite high. The high rents mean that the clientele tends to be affluent well-established families. All pendulums swing back and forth though. Short term rentals with have seen unprecedented growth over the past four years. More recently the news has stories of the vacationing public becoming disenchanted with AirBNB and VRBO and growth is slowing. Slowing growth is also likely a result of people returning to more traditional travel such as cruises and international travel with the end of the pandemic.

The number of short term rentals continues to grow in Cape Charles, however. What will happen when demand reduces and supply increases, which will undoubtedly happen at some point, be it this year, next year, or five years from now. Prices will drop as owners compete to try and stay booked and the clientele will change. At the extreme, short term rental owners may not be able to pay their mortgages and then there will be sell off, devaluation of properties, and possibly a return to abandoned and empty buildings. Restricting the number of short term rentals in the Town will help to limit or even prevent the damage that the pendulum swing will cause and it will be good for everyone from that perspective.

Cape Charles needs to maintain the tourism that fuels the businesses we have without losing the residents that form the heart and soul of the community. A cap on the number of STRs would provide better opportunities for those who wish to live here to be able to afford to do so. No one should lose their current business, however. It is something they spent time and money on and should be permitted to maintain it. Any current short term rental owner should be allowed to maintain there business for as long as they own the property.

**NOTICE OF PUBLIC HEARING
MUNICIPAL CORPORATION OF CAPE CHARLES
FISCAL YEAR 2024 PROPOSED BUDGET AMENDMENT**

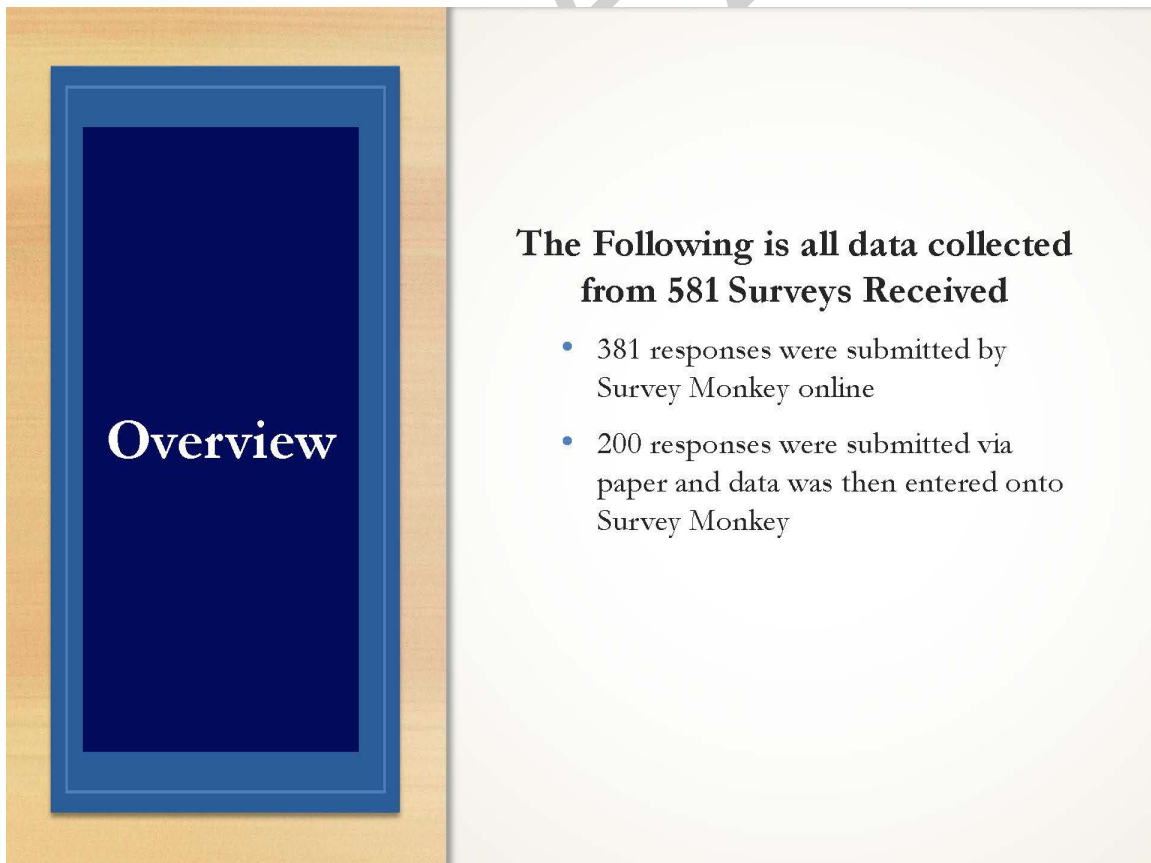
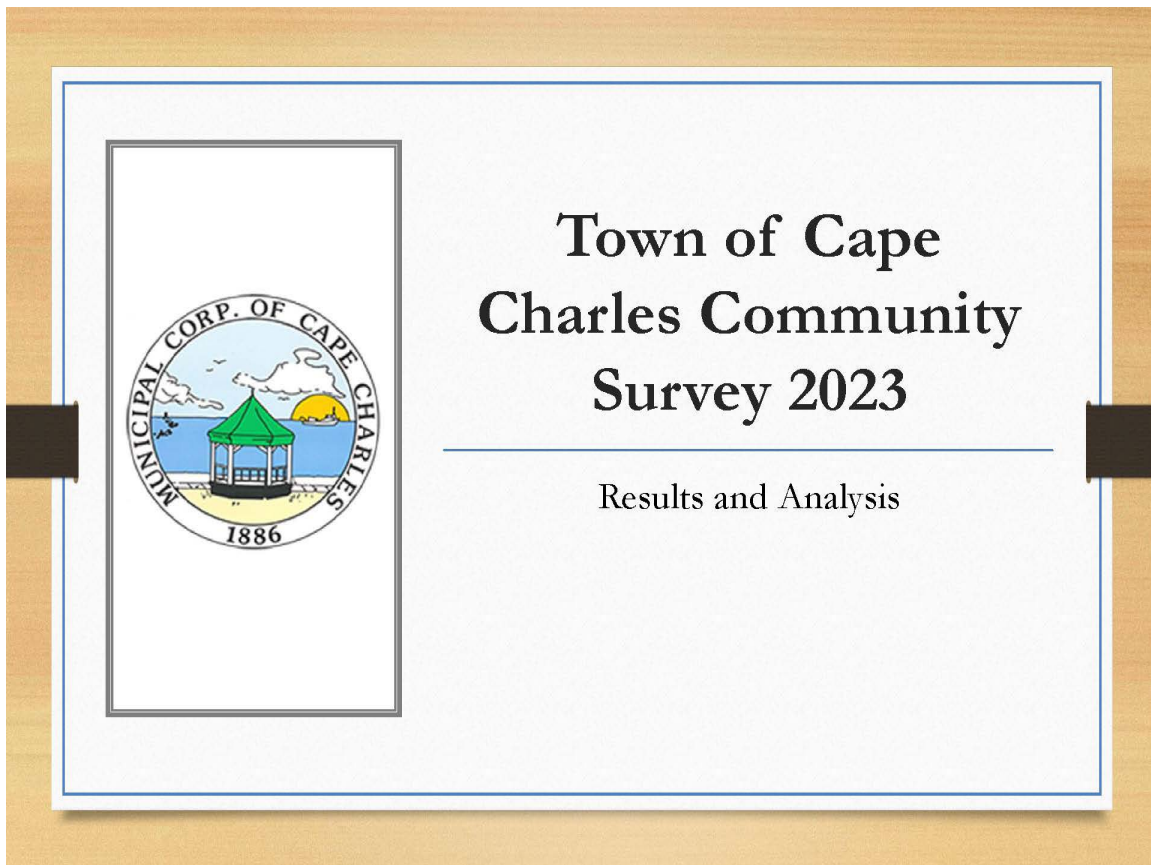
Pursuant to the Code of Virginia Section 15.2-2507, the Municipal Corporation of Cape Charles Town Council will hear public comments on the following proposed amendments to its Fiscal Year 2024 Town Budget on February 1, 2024, at 6:00 pm, at the Cape Charles Civic Center, 500 Tazewell Avenue, to receive verbal and written comments on all proposed disbursements. Written comments can be submitted prior to the hearing via email to clerk@capecharles.org, or placed in the external drop box at Town Hall. The proposed budget amendment will be discussed and brought to a vote during the regular meeting immediately following the public hearing. Budget amendment details may be viewed on the Town's website, www.capecharles.org, under Agendas and Minutes/Town Council.

Request for budget appropriation increase for FY 2024 in the following amounts:		
Fund	Revenue	Expenditures
General	\$ 309,972.26	\$ 309,972.26
Capital	\$ (223,677.00)	\$(223,677.00)
Utilities	\$ 4,200.00	\$ 4,200.00
Harbor	\$ (60,443.01)	\$ (60,443.01)
	\$ 30,052.25	\$ 30,052.25

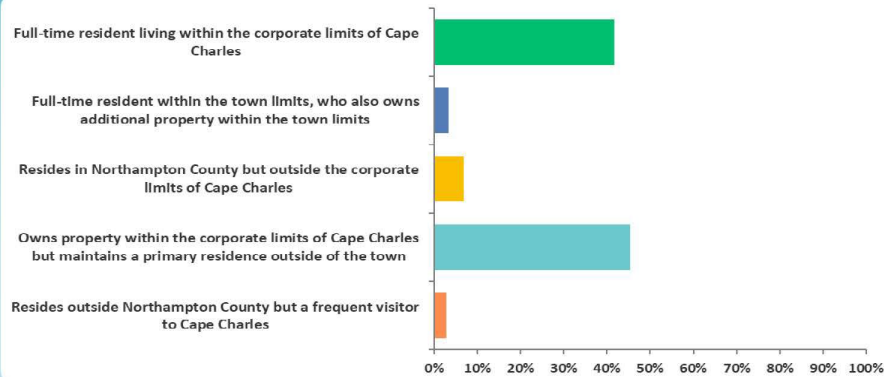
MID-YEAR BUDGET AMENDMENTS TO FEE SCHEDULE

The following amendments to the town fee schedule, originally adopted as part of the FY24 budget, are proposed:

- 1) The Town of Cape Charles Harbor uses a third-party processor to process credit card payments. A surcharge credit card fee or service fee not to exceed one and a half percent of the total amount being paid will apply to all **American Express, Discover, Visa and MasterCard credit card transactions** processed by Cape Charles Marine Services at the town harbor. This is a portion of the third-party service fee and does not represent revenue to the Town of Cape Charles.
- 2) Waiver of fees for nonprofit organizations, limited to \$750 per project application — Effective beginning November 1, 2023, any nonprofit organization exempt from taxation under Internal Revenue Code Section 501 will be exempt from fees listed in "Town of Cape Charles— Building, Planning & Zoning Fee Schedule," up to the amount of \$750 per project application. Waivers in excess of this amount may be granted, upon petition, at the discretion of Town Council.

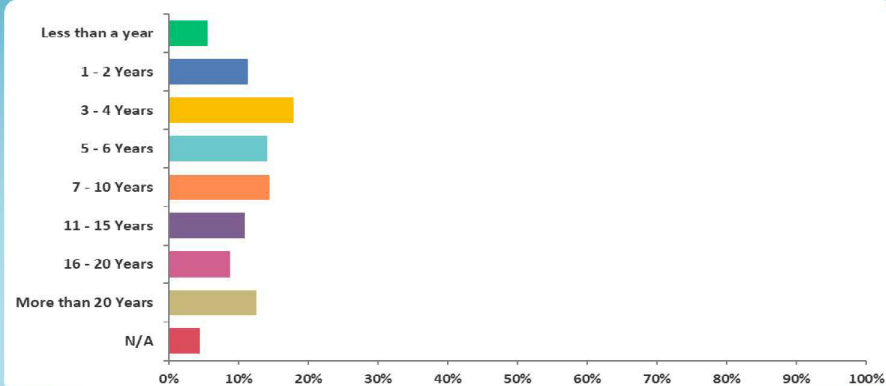


Q1: Please choose the closest one that applies to you:



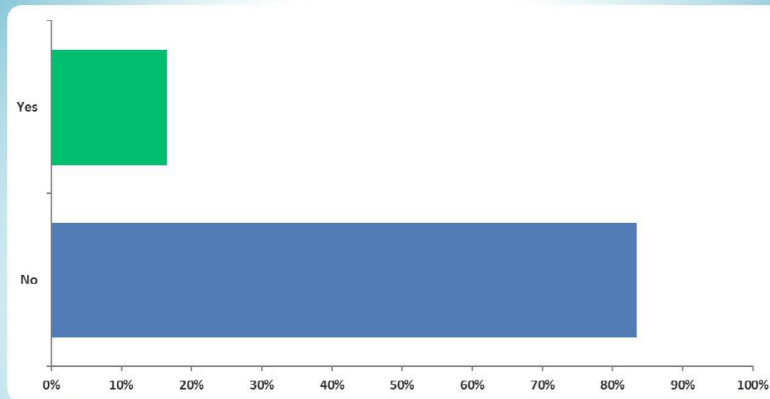
ANSWER CHOICES	RESPONSES	
Full-time resident living within the corporate limits of Cape Charles	41.65%	242
Full-time resident within the town limits, who also owns additional property within the town limits	3.27%	19
Resides in Northampton County but outside the corporate limits of Cape Charles	6.88%	40
Owns property within the corporate limits of Cape Charles but maintains a primary residence outside of the town	45.44%	264
Resides outside Northampton County but a frequent visitor to Cape Charles	2.75%	16
TOTAL		581

Q2: How long have you lived or owned property in Cape Charles?



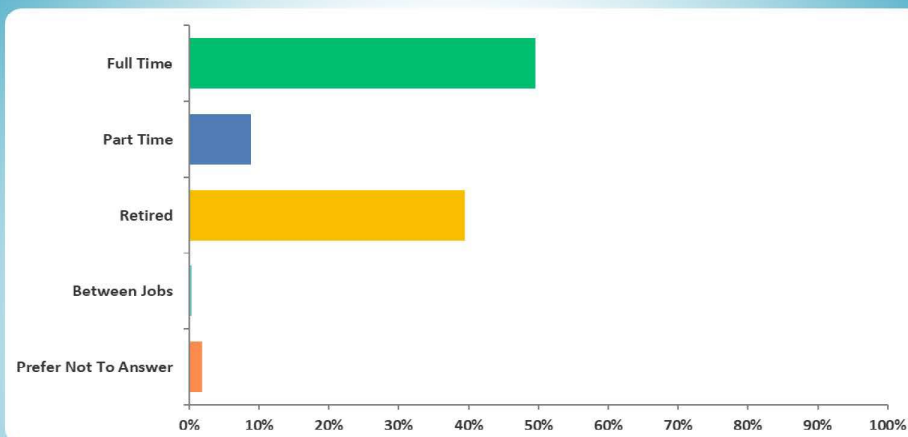
ANSWER CHOICES	RESPONSES	
Less than a year	5.51%	32
1 - 2 Years	11.36%	66
3 - 4 Years	17.90%	104
5 - 6 Years	14.11%	82
7 - 10 Years	14.46%	84
11 - 15 Years	10.84%	63
16 - 20 Years	8.78%	51
More than 20 Years	12.56%	73
N/A	4.48%	26
TOTAL		581

3: Do you own a business in Cape Charles?



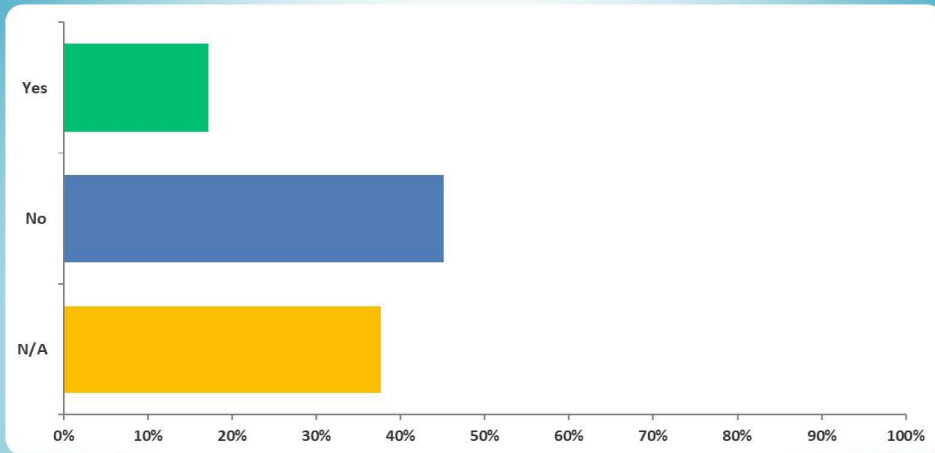
ANSWER CHOICES	RESPONSES	
Yes	16.52%	96
No	83.48%	485
TOTAL		581

Q4: Are you employed? Select the closest that applies:



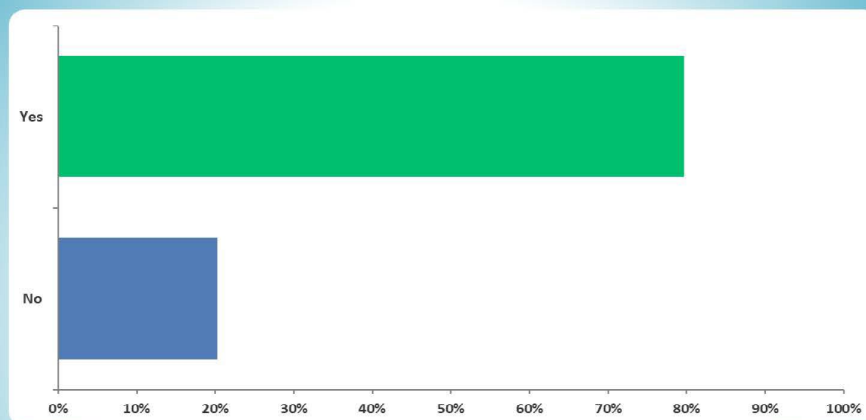
ANSWER CHOICES	RESPONSES	
Full Time	49.57%	288
Part Time	8.78%	51
Retired	39.41%	229
Between Jobs	0.34%	2
Prefer Not To Answer	1.89%	11
TOTAL		581

Q5: Is your employment based primarily from your home?



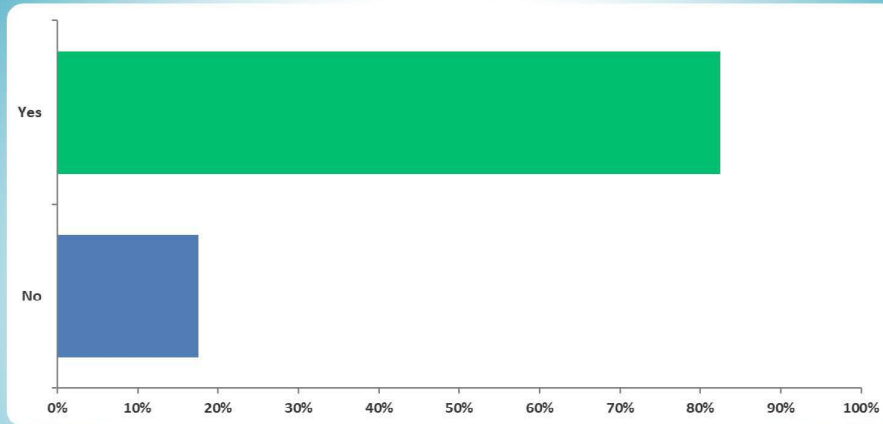
ANSWER CHOICES	RESPONSES
Yes	17.21% 100
No	45.09% 262
N/A	37.69% 219
TOTAL	581

Q6: Do you think town public services are appropriate for a community of our size?



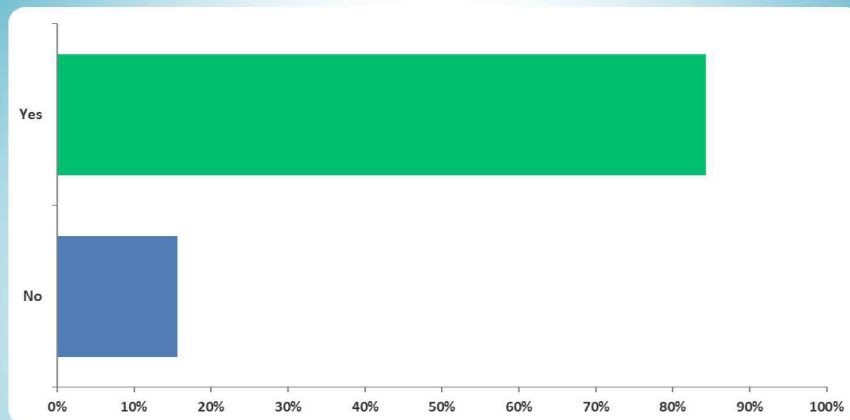
ANSWER CHOICES	RESPONSES
Yes	79.69% 463
No	20.31% 118
TOTAL	581

Q7: Are you satisfied with the quality of town public services?



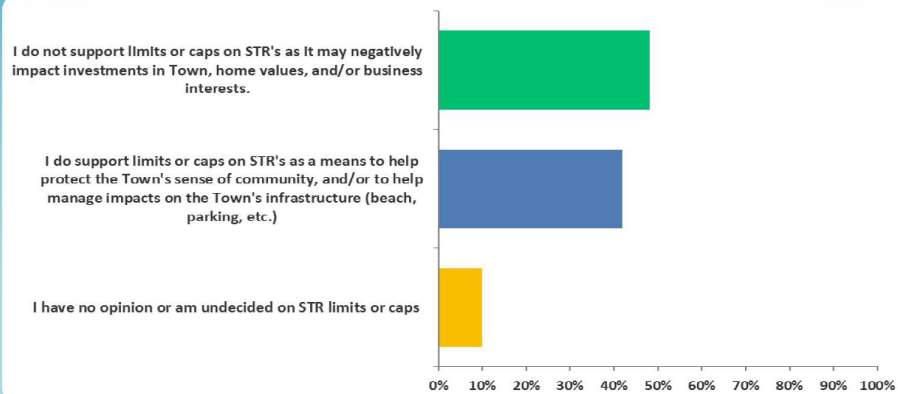
ANSWER CHOICES	RESPONSES	
Yes	82.44%	479
No	17.56%	102
TOTAL		581

Q8: Do you feel the town has maintained or improved its small-town character in recent years?



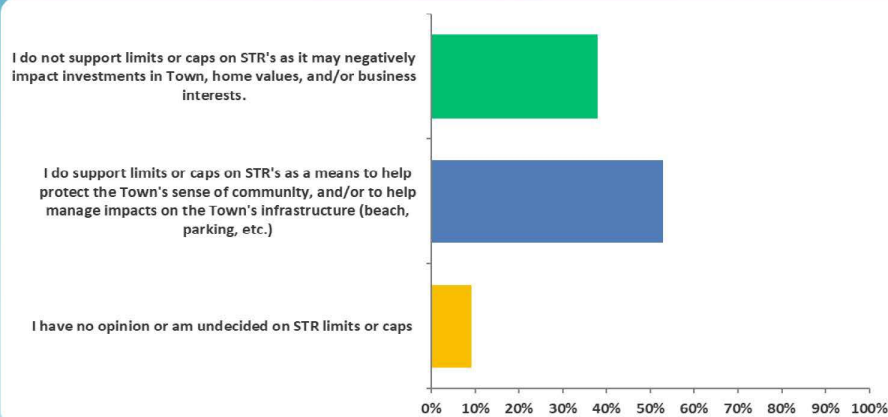
ANSWER CHOICES	RESPONSES	
Yes	84.34%	490
No	15.66%	91
TOTAL		581

Q9: Last year's survey indicated an interest by residents for the Town to develop short-term rental (STR) regulations. Some initial concepts are now being discussed. One idea is to limit (or cap) the total number of STR's everywhere in Town. Please indicate which of the following statements you agree with the most (choose only one):



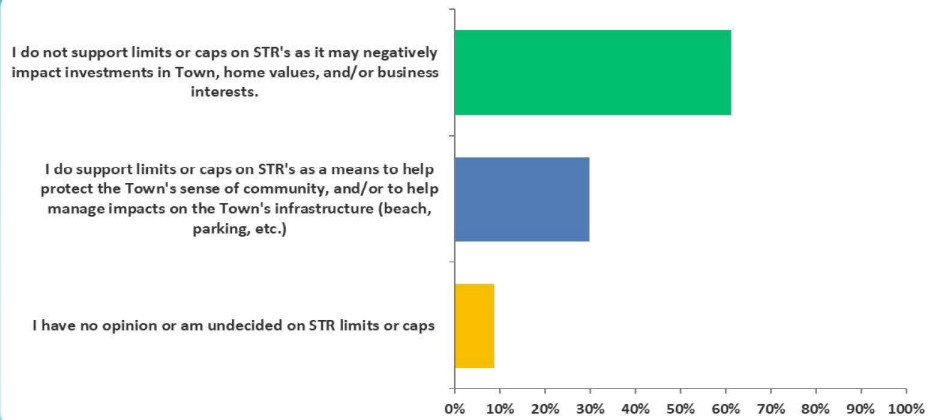
ANSWER CHOICES	RESPONSES
I do not support limits or caps on STR's as it may negatively impact investments in Town, home values, and/or business interests.	48.19% 280
I do support limits or caps on STR's as a means to help protect the Town's sense of community, and/or to help manage impacts on the Town's infrastructure (beach, parking, etc.)	41.82% 243
I have no opinion or am undecided on STR limits or caps	9.98% 58
TOTAL	581

Q9: Results from only those whose primary residences are within the town's limits (44.9% of respondents):



ANSWER CHOICES	RESPONSES
I do not support limits or caps on STR's as it may negatively impact investments in Town, home values, and/or business interests.	37.93% 99
I do support limits or caps on STR's as a means to help protect the Town's sense of community, and/or to help manage impacts on the Town's infrastructure (beach, parking, etc.)	52.87% 138
I have no opinion or am undecided on STR limits or caps	9.20% 24
TOTAL	261

Q9: Results from only those who own property within the town but who's primary residences are outside the town's limits (45.4% of respondents)



ANSWER CHOICES	RESPONSES	
I do not support limits or caps on STR's as it may negatively impact investments in Town, home values, and/or business interests.	61.36%	162
I do support limits or caps on STR's as a means to help protect the Town's sense of community, and/or to help manage impacts on the Town's infrastructure (beach, parking, etc.)	29.92%	79
I have no opinion or am undecided on STR limits or caps	8.71%	23
TOTAL		264

Q10: Parking seems to be a topic of concern. We realize the back-in-parking on Mason Ave is not popular, however that can not be changed. Other than that, what parking issue most needs to be addressed in town?

- Parking is not an issue, or no comments offered (198 responses)
- Expand existing municipal parking lot or develop additional lot (90 Responses)
- Regulate STR parking (54 Responses)
- Address parking at the beach along Bay Ave (45 Responses)
- Allow permanent residents to park in front of their homes (18 responses)
- Develop better signage (18 Responses)
- Develop areas for golf cart parking (17 Responses)
- Address event parking (5 Responses)

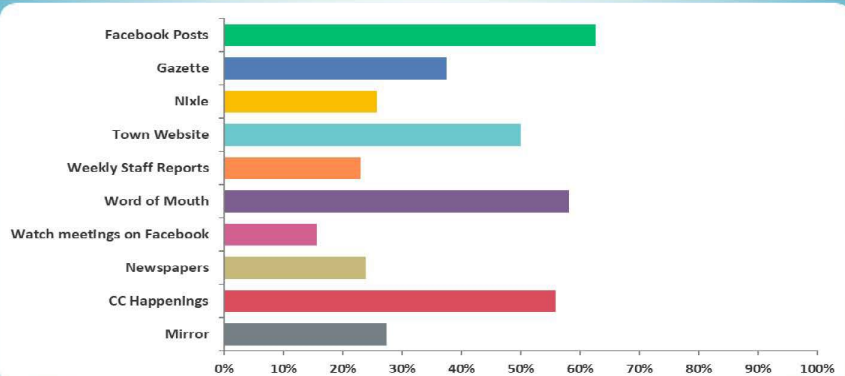
Note: The Town is already working bullets 2, 3 & 4

Q11: Other than the topics listed above, what will be the most pressing issue or need for the Town in 2024?

- Develop/maintain the beach area (58 responses)
- Develop STR regulations (34 responses)
- Develop more public restrooms (29 responses)
- Do not develop STR regulations (27 responses)
- Address affordable/workforce housing (22 responses)
- Improve water quality (21 responses)
- Address golf cart safety/enforcement (18 responses)
- Support small businesses (16 responses)
- Plan for the development of the old railroad property (10 responses)
- Address drainage/flooding where needed (9 responses)
- Conduct more street sweeping (9 responses)
- Better speeding enforcement within the historic district (7 responses)

Note: The Town is already working on the top three suggestions

Q12: What tools do you use to stay in touch with town happenings?



ANSWER CHOICES	RESPONSES	
Facebook Posts	62.65%	364
Gazette	37.52%	218
Nixle	25.82%	150
Town Website	50.09%	291
Weekly Staff Reports	23.06%	134
Word of Mouth	58.18%	338
Watch meetings on Facebook	15.66%	91
Newspapers	23.92%	139
CC Happenings	55.94%	325
Mirror	27.37%	159
TOTAL		2209



Community Strategic Plan Citizen Survey - 2023

Summary of Comment Trends (581 surveys)

The following is offered as an overview of general comment trends only, as such it is not meant to capture every comment. Note: Questions 1 - 5, 12, and 13 were straightforward so there was no need to represent them here.

Question 6: Are Public Services appropriate for a community our size – 80% responded Yes

Comments were broad and generally supportive of the Town. Several comments indicated that service levels are adequate now, but they will need to increase as the Town grows. It was also noted that general satisfaction is greater off-season when there is not as much competition for services. However, the four most common comments toward improvement were:

- Dissatisfaction with the town water/sewer (15 responses)
- More town staff and services are needed during peak tourist season (14 responses)
- Desire to establish a recycling program (11 responses)
- Need for more public restrooms (7 responses)

Question 7: Is the quality of Town Public Services Satisfactory – 82% responded Yes

Comments here were also supportive of the Town, with similar sentiments to those in question 6, especially regarding overall satisfaction with the current quality, but with a concern about the ability to maintain it as the Town grows. The most common comments regarding dissatisfaction were:

- Water quality (30 responses)
- The desire to see more friendly policing (10 responses)
- The need for more public restrooms (9 responses)

Question 8: Has the Town maintained its small-town character – 84% responded Yes

There were a lot of comments complementing the Town's small-town character. Most felt that we have maintained or improved this character, while some felt that we may be about to lose it. Focusing too much on tourism was a general concern.

- The only significant specific comment mentioned regarding the threat to our small-town character was the number of short-term rentals in town (32 responses)
- Both Cape Charles Main Street and CC Citizens for Central Park were both called out as positive influences on our town's character (9 and 5 responses respectively)

Question 9: Last year's survey indicated an interest by residents for the Town to develop short-term rental (STR) regulations. Some initial concepts are now being discussed. One idea is to limit (or cap) the total number of STR's everywhere in Town. Please indicate which of the following statements you agree with the most.

Results from all responses are as follows:

- Do not support a limit or cap on STRs – 48%
- Do support a limit or cap on STRs – 42%
- No opinion or undecided – 10%

Results from only those who's primary residences are within the town's limits (44.9% of respondents):

- Do not support a limit or cap on STRs – 38%
- Do support a limit or cap on STRs – 53%
- No opinion or undecided – 9%

Results from only those who own property within the town but who's primary residences are outside the town's limits (45.4% of respondents):

- Do not support a limit or cap on STRs – 61%
- Do support a limit or cap on STRs – 30%
- No opinion or undecided – 9%

Question 10: Parking seems to be a topic of concern. We realize the back-in parking on Mason Ave is not popular, however that cannot be changed. Other than that, what parking issue most needs to be addressed in Town?

Interestingly, the most common response (by a considerable amount) was that parking was not a concern in town, or they didn't have any parking-related issues to offer (198 responses). Of those who did offer areas to work on, the most common suggestions follow:

- Expand existing municipal parking lot or develop an additional lot (90 responses)
- Regulate STR parking (54 responses)
- Address parking at the beach along Bay Ave (45 responses)
- Allow permanent residents to park in front of their homes (18 responses)
- Develop better signage (18 responses)
- Develop areas for golf cart parking (17 responses)
- Address event parking (5 responses)

Note: The Town is already working on the top three suggestions.

Question 11: Other than the topics above, what will be the most pressing issue or need for the Town in 2024?

Lots of good suggestions here; the most common follow:

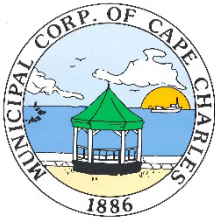
- Develop/maintain the beach area (58 responses)
- Develop STR regulations (34 responses)
- Develop more public restrooms (29 responses)
- Do not develop STR regulations (27 responses)
- Address affordable/workforce housing (22 responses)
- Improve water quality (21 responses)
- Address golf cart safety/enforcement (18 responses)
- Support small businesses (16 responses)
- Plan for the development of the old railroad property (10 responses)
- Address drainage/flooding where needed (9 responses)
- Conduct more street sweeping (9 responses)
- Better speeding enforcement within the historic district (7 responses)

Note: The Town is already working on the top three suggestions.

All comments have been provided verbatim to the Mayor, Town Council, and Town Manager

Page 3 of 3

DK



DRAFT
TOWN COUNCIL
Public Hearing & Regular Meeting
Cape Charles Civic Center
February 15, 2024
6:00 PM

At approximately 6:00 p.m. Mayor Adam Charney, having established a quorum, called to order the Public Hearing & Regular Meeting of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Vice Mayor Bennett, Councilmen Buchholz and Grossman, and Councilwoman Holloway. Councilman Follmer was out of town and participated via teleconference from Minocqua, WI. Councilman Butta was also out of town and participated via teleconference from Richmond, VA. Also, in attendance were Town Manager John Hozey, Police Chief Jim Pruitt, Assistant to the Town Manager Julie Pruitt, and Town Clerk Libby Hume. There were 22 members of the public physically in attendance, and 14 viewers on Facebook.

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

PUBLIC HEARING:

A. Lease of Harbor Property to Maritime Institute:

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

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, to close the public hearing portion of the meeting. The motion was approved by unanimous vote.

The public hearing was closed at 6:02 p.m.

RECOGNITION OF VISITORS / PRESENTATIONS/RECOGNITIONS:

A. Certificate of Appreciation to Michael Strub

Mayor Charney read the certificate of appreciation honoring Mr. Michael Strub for his dedication to the Town of Cape Charles and its citizens for his 13+ years of service as a Planning Commission and 3+ years on the Historic District Review Board. (Please see attached.) Town Manager John Hozey accepted the certificate as Mr. Strub was not in attendance.

B. Cape Charles Main Street Semi-Annual Presentation to Council

Cape Charles Main Street Executive Director Karen Zamorski and President Bill Stramm presented the semi-annual report to the Town Council. (Please see attached.)

C. Cape Charles Memorial Library Board Presentation – 2023 Library Activities Overview

Library Board Chairman Richard Burger presented the 2023 Library Activities Overview to the Town Council. (Please see attached.)

D. Cape Charles Volunteer Fire Company Presentation

Cape Charles Volunteer Fire Company Treasurer Ryan Peake presented an overview of the fire company's background and activities. (Please see attached.)

PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)

Susan Burger, resident

Ms. Burger stated that she and her husband had been out of town for a few days and had come home to learn about the evacuation of the Seabreeze Apartments. She noted that a lot of housing in Cape Charles was unused during this time of year and asked if there was a way for the Town to approach

the owners of short-term rental units to propose that they be offered as housing for the displaced individuals.

Dianne Davis, resident

Ms. Davis stated that her main concerns were the sidewalks and youth in Cape Charles. The Town was losing its youth, which was so sad, especially with the situation at the Seabreeze Apartments. Somebody should know how long this situation would last. The apartments sat on prime property, and as soon as the agreement was up, she knew that Seabreeze would be gone. She asked for assistance in obtaining contact information for the owners and/or company in charge of the complex. The loss of the kids in Town was a serious problem. She realized that the Town had no control over the Seabreeze Apartments but expressed her concern regarding how to help the residents of the complex as well as other year-round residents of the Town. Ms. Davis went on to comment about the citizens who worked for the Town and community through the years, especially those who served on boards for over 10 years. She felt that although a certificate was nice, they at least deserved a plaque.

Town Clerk Libby Hume read letters from Ms. Julie Jones and Mr. Stuart Smith which were submitted in writing. (Please see attached.)

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

CONSENT AGENDA

- A. Approval of Agenda Format
- B. Approval of Minutes:
 - i. January 4, 2024 Town Council Work Session
 - ii. January 18, 2024 Public Hearing & Regular Meeting
 - iii. January 18, 2024 Town Council Executive Session
- C. Approval of December 31, 2023 Financial Report

Motion made by Councilman Grossman, seconded by Vice Mayor Bennett, 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. *Cape Charles Marine Services Contract Amendment:*

Town Manager John Hozey stated that on September 17, 2020, the Town Council approved a three-year contract with Cape Charles Marine Services (formerly Cape Charles Yacht Center) for management of the Town's harbor. The original contract was set to expire on December 31, 2023. To allow the time necessary to conduct an evaluation of harbor operations, the contract and Town agreed to a one-year contract extension to December 31, 2024. The gross revenue of the Harbor increased significantly under Cape Charles Marine Services' management, however, even with this increase in revenue, due to the percentages, the amount of their management fee had decreased annually. Much of the decrease was a result of regional and national economic changes, such as the pandemic, rising fuel prices, decrease in crabbing, and skyrocketing inflation. The higher revenues were maintained throughout these economic changes to the benefit of the Town, but Cape Charles Marine Services suffered rising costs of its operation and the unexpected loss of their boatyard business, which resulted in their operating costs exceeding the amount of the management fees collected from the Town. To ensure Cape Charles Marine Services' ability to maintain the harbor at the highest possible standards the following increases were proposed:

- i) Transient and non-resident rates: Rates had not increased in three years, even as Harbor expenses had risen dramatically. Until further evaluation could be performed, the dockage rates for transients and non-residents would be increased by 12%, and fuel rates would be increased

by \$0.20/gallon. These increases were less than the cost of inflation and was comparable to other marinas in our region and on the East Coast; ii) Contractor's percentage of the revenue share: Cape Charles Marine Services carried all the operational costs and staff responsibilities for the marina but received only 20% to 40% of the revenue. The contractor's fees would be increased from 40% to 50% for Dockage, from 20% to 30% for Utilities, from 40% to 50% for Wharfage, and from \$.06/gallon to \$.08/gallon for Fuel; iii) Contractor to perform repairs and maintenance at a discounted rate: We had been unable to obtain the necessary subcontractors to perform some of the repairs and maintenance on the facilities. Cape Charles Marine Services had outside staff with talents and capabilities able to perform the work. Instead of relying on outside subcontractors, Cape Charles Marine Services would allocate some of the Harbor's repair and maintenance budget to billable time from their other technicians at a reduced rate. Ultimately, the Town would see more improvements for a lesser cost. The net effect of these changes on the Town's budget would be minimal. The resulting budget for Cape Charles Marine Services' Harbor operations should now cover its operating costs.

Motion made by Councilman Grossman, seconded by Councilman Buchholz to approve the rate changes and Cape Charles Marine Services contract amendments as presented. The motion was approved by unanimous vote.

B. *Virginia Port Authority Aid to Local Ports Grant:*

John Hozey stated that over the years, the Town had been very successful with this program from the Virginia Port Authority (VPA). VPA Aid to Local Ports (ALP) grants paid for up to 75% of capital projects. The Town received a grant in the amount of \$228,687 in FY 2024 for the rehabilitation of the inner harbor bulkhead. We had hoped to award a contract for all three phases of the project, but the bids came in higher than expected so only Phases 1 and 2 were awarded. We had the opportunity to apply for a new grant to help fund Phase 3. This work was identified as a high priority in the evaluation of the harbor capital assets and was included in the approved Capital Asset Management Program. Based on the low bid received, the estimated cost for Phase 3 was \$221.5K including price escalation, contingency and construction administration. A maximum grant of 75% would fund \$166.1K of the project. Since only \$1M was available annually for the ALP program, the full amount of our request might not be approved, however there was a good chance of receiving a substantial award due to our performance in executing previous grants. The Town's share would be included in the FY 2025 budget - \$55.4K at 75% grant coverage or \$110.8K at 50% grant coverage. A letter signed by the Mayor needed to be submitted by March 1 for the new grant request. The VPA Board would consider the requests in May with approved funding becoming available July 1.

Motion made by Vice Mayor Steve Bennett, seconded by Councilman Buchholz, to authorize the Mayor to request a Virginia Port Authority Aid to Local Ports grant in the amount of \$166.1K for rehabilitation of the Inner Harbor Bulkhead, Phase 3. The motion was approved by unanimous vote.

C. *Lease of Harbor Property to Maritime Institute:*

John Hozey stated that the Town authorized Mid-Atlantic Maritime Academy (MAMA) to install a lifeboat and davits in the Town Harbor for training mariners many years ago and that an actual lease was never executed, but the space was rented equivalent to a docking space at \$408.50 per month. MAMA was rebranded as Maritime Institute in 2021. The existing lifeboat and davits were antiquated, and the Maritime Institute proposed to replace them with a contemporary system now commonly found on merchant and government ships to better train mariners. In view of the proposed capital investment, Maritime Institute would like to lease the area where the new equipment would be installed. The term of the lease would be three years with three renewal options of one year each. The rent would be \$429 per month for the first year, subsequent years would be adjusted by the previous 12-month change in the Consumer Price Index – Urban published by the Bureau of Labor Statistics. The public hearing, required by Code

of Virginia § 15.2-1800.B, was held earlier this evening with no comments received. Code of Virginia § 15.2-2100.A required the lease of town property be made by an ordinance passed by three-fourths of all members elected to Council.

Motion made by Councilman Grossman, seconded by Council Buchholz, to adopt Ordinance 20240215 Granting Lease of Town Property to Maritime Institute. The motion was approved by unanimous vote. Roll call vote: Bennett, yes; Buchholz, yes; Butta, yes; Follmer, yes; Grossman, yes; Holloway, yes.

D. *USDA Grant/Loan Resolution for Police Vehicle:*

John Hozey stated that this police vehicle was one of four vehicles approved for purchase in FY 2024. Two vehicles would be funded by separate US Department of Agriculture Rural Development (USDA-RD) grant/loans. The Town would be paying for the third vehicle, and the fourth would be funded by a Department of Criminal Justice Services grant. This was the second USDA grant/loan. The approved application authorized the purchase of a new police vehicle and equipment in the amount of \$43K. USDA-RD required a Town Council resolution be adopted to accept the grant of \$15K and loan of \$28K along with the accompanying obligations and requirements. The resolution also authorized the town manager to sign the contractual documents.

Motion made by Councilman Grossman, seconded by Councilman Buchholz, to adopt Resolution 20240215 to accept the USDA Rural Development Grant and Loan for the purchase of a police vehicle and associated equipment. The motion was approved by unanimous vote. Roll call vote: Bennett, yes; Buchholz, yes; Butta, yes; Follmer, yes; Grossman, yes; Holloway, yes.

E. *Legislative Priorities Update:*

John Hozey asked Councilman Grossman to go through the report he provided.

Councilman Grossman provided an update for the six bills had had been following related to short-term rentals (STRs), Transient Occupancy Tax (TOT), Registration at the State level, and Accessory Dwelling Units (ADUs). (Please see attached.) Councilman Grossman added that the Town should go on the record regarding any legislation out there that could be harmful to the Town. He would be contacting Senator DeSteph.

John Hozey expressed his gratitude to Councilman Grossman for staying on top of the bills and also to Mayor Charney for making himself available to provide the Town's input to the various committees in Richmond.

TOWN MANAGER COMMENTS

John Hozey commented as follows:

- i) Cape Charles Day was scheduled for the first Saturday in March. As in previous years, Council members and all participants should plan to meet at the beach pavilion at 10:00 a.m. The Council members would form their teams and choose their areas for clean-up. The public works department would provide all the necessary equipment. Most of the time would be spent pruning, mulching, weeding, etc. with some general litter pickup. He distributed a map breaking down the various areas and work needed to be done. The Tree Advisory Board claimed Washington Avenue for pruning and mulching. Weeding would be done along Peach Street North, general litter pickup along Mason Avenue and Fig Street, and pruning along Monroe Avenue. Nothing was being scheduled on the beach since the Public Works beach week was scheduled beginning March 4, and the Historic District Civic League was organizing a Dune Clean Up Day on March 16. The Cape Charles Rotary Club scheduled their Route 184 clean up on March 2 as well. Afterwards, everyone would gather in Central Park for lunch. Staff and several organizations would have tables set up in the park to provide a variety of information.

This was one of two opportunities for the Council and staff to meet and mingle with the Cape Charles citizens. He hoped for good weather with a good turnout. He asked Council for confirmation of their availability to participate.

Councilmen Buchholz and Grossman would be participating. Vice Mayor Bennett and Councilman Butta would be out of town. Councilman Follmer stated that he was currently participating from car and did not have his schedule. Councilwoman Holloway would be out of town but her team, lead by Ms. L.D. Davis, would be there.

Councilwoman Holloway suggested that the 100 block of Peach Street be added to the list of areas to be cleaned up, and adding a note to the bottom of the flyer informing everyone of the March 16 Dune Clean UP Day so participants would understand why the beach was not included.

- ii) The State Corporation Commission's (SCC) hearing regarding the sale of the public utilities went well this week. All witnesses were excused from testifying. There were no questions about the stipulation agreement and things seemed to be moving along well. Virginia American Water submitted a rate case to the SCC which included a request for Cape Charles to be included in the interim rates effective May 1. He was hopeful that we would be able to close on the sale by the end of April if possible. The Town's current rates would be locked in as the rate case would not be decided until later this year. If approved, the Town's rate payers would see an immediate decrease in rates and would also receive a refund.
- iii) The strategic planning session was scheduled for February 24 in the YMCA gymnasium. In addition to the Mayor, Town Council and Planning Commission, some of the department heads and representatives from the five major non-profit organizations (Cape Charles Main Street, Historic District Civic League, Citizens for Central Park, Vacation Rental Homeowners, and the Bay Creek Association).
- iv) The Beachfront Master Plan Project kicked off last week with a meeting with our consultant. An online meeting room would be activated to gather information. He needed to meet with the Town Council in a work session to get direction. He proposed March 27 or 28 and asked for availability. A consensus was reached to schedule the work session for March 28. Councilman Grossman would check his calendar and provide his availability.
- v) Another work session was needed to discuss the status of major projects such as the visitors and municipal centers. A special meeting was scheduled for March 7 to review the health plan renewal. A work session could be scheduled following the special meeting to review options and obtain Council direction.

MAYOR AND COUNCIL COMMENTS

Councilman Grossman commented as follows: i) He expressed his gratitude to the individuals who made the presentations from the Cape Charles Memorial Library (CCML), Cape Charles Volunteer Fire Company (CCVFC) and Cape Charles Main Street (CCMS). The presentations were impressive; ii) In response to Julie Jones' comment, he stated that Cape Charles had taken action in the area of housing and wanted to make it known.

Councilman Follmer expressed his appreciation for the presentations earlier this evening. He congratulated CCML and CCMS for doing great jobs. He went on to state that he heard the CCVFC regarding some of the issues of inflation, numerous pressures, demands and the Town's contribution. He realized that the Town's contributions were static and hoped the issue could be revisited during the budget discussion.

Mayor Charney thanked all the presenters this evening, adding that it was wonderful seeing everyone in attendance. He also thanked Councilman Grossman for all his efforts staying on top of the status of the various bills, etc.

Mayor Charney read the announcements.

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

The Public Hearing & Regular Meeting adjourned at 7:23 p.m.

Mayor Charney

Town Clerk

February 15, 2024 Town Council Public Hearing & Regular Meeting
Comments and Information Provided in Writing

#4A. Certificate of Appreciation to Michael Strub



#4B – Cape Charles Main Street Semi-Annual Presentation to Council



Meet the Team – Staff



Karen Zamorski
Executive
Director



Emily Martinez
Marketing
Administrator

Our Board of Directors



Bill Stramm
President



Patsy Harris
Vice President



John Hozey
Board Member
at Large



Jay Abella
Co-Chair
Economic Vitality



Ken Butta
Co-Chair
Economic Vitality



Jane McKinley
Co-Chair Design



David Gammino
Co-Chair Design



Tara Ashworth
Co-Chair
Promotions



Julie Crouse
Co-Chair
Promotions



Gerry Taylor
Co-Chair
Organization



Co-Chair
Organization



Business Liaison

What Cape Charles Main Street has delivered In our first 6 months of FY2024 (July 1, 2023 to Dec. 31, 2023)

BUSINESS/TOWN Mkt. SUPPORT - \$ 39,011
Plus \$363,223 in grants = \$402,234

- **\$363,223** (see break-down detail on next page)
- Launched **Giving Tuesday** campaign raising **\$7630** for new Beach Wheelchairs*
- Held Monthly Main Street Connect meetings for businesses **\$205**
- Continued to update and build on the CCVC website with CCMS Microsite and social media pages **\$4645**
- Buy Local Campaign on WESR Radio **\$300**
- Marketed Cape Charles through various print/Digital campaigns **\$14,480** (see attached)
- Cape Charles Gift Card Program **\$11,751***

* More info to follow on program

BEAUTIFICATION/SPONSORED PROJECTS - \$120,116

- Beautification projects (benches, planters, landscaping)- **\$5,386**
- Train: Platform with move, steel work, new end platforms, priming - **\$63,730**
- Permanent Lighting Added to Mason Ave. **\$51,000**

EVENTS - \$42,341 Includes Marketing Costs for Events

- Cape Charles Main Street Annual Meeting – Heart & Soul in a Bowl **\$1,750**
- LOVEFEST in the Park - **\$6155**
- Festive Fridays - **\$34,436** (Does not count \$51,000 in permanent lighting for Mason Ave. shown under beautification)

Grants FY2024 and Carryover of FY2023 Detail

GRANT	AMOUNT	GRANT STATUS	Notes
Northampton Co. Cape Charles Map	\$6,000.00	Closed	
Northampton Co. Cape Charles Business District Enhancement	\$5,000.00	Closed	
Northampton Co. Love Run	\$3,500.00	Closed	
Northampton Co. Walking Tour	\$5,000.00	Open	
Northampton Co. Walking Tour from CC Museum	\$4,618.00	Closed	
Northampton Co. Cape Charles Virginia's Cape (CCVC) Visitors/Welcome Center	\$30,000.00	Closed	
DHCD VMS Grant	\$5,000.00	Closed	
Northampton Co. Commercial District Bathroom with Visitors Center	\$87,969.00	Open	\$100,000 Grant we used \$32,334 for architectural work
Northampton Co. Cape Charles Bathrooms (Beach or Commercial District)	\$25,000.00	Open	
Northampton Co. Golf Cart Path	\$500.00	Closed	Grant was reissued for \$2995 and extended
Northampton Co. Visitor Center/Bathroom and Train Picnic Area	\$10,719.00	Open	
Northampton Co. Rockers Surrounding Visitors Center	\$4,908.00	Open	
Northampton Co. Train/Train Car Restoration	\$42,000.00	Closed	
Northampton Co. Train/Rail Car Storyboards	\$7,565.00	Open	Emily Smith is working on window facades now
Northampton Co. Love Fest	\$4,000.00	Closed	
Northampton Co. Love Run 2024	\$4,000.00	Open	
Northampton Co. Festive Fridays 2023	\$12,000.00	Closed	
Northampton Co. Map	\$6,000.00	Closed	
VTC/MLP: Festive Fridays 2023	\$7,500.00	Open	
VTC/DMO Grant	\$20,000.00	Open	
Northampton Co. Golf Cart Path	\$2,995.00	Open	
Drive Outdoor	\$10,000.00	Open	
Northampton Co./VTC ARPA Funding	\$40,000.00	Closed	\$30k of this grant was re-appropriated to the Mason Lighting project due to delay in Bathroom project originally planned
Northampton County Lighting for Mason Ave	\$39,252.13	Closed	\$30K Applied to the ARPA Grant. Will reappropriate \$30k to another project. \$9252.13 was claimed on this grant
Remainder of Northampton County Infrastructure grant	\$30,000.00	Open	
Total Open	\$195,353.00		
Total Closed	\$167,780.00		

Beach Wheel Chair Campaign



31 Donors with TOTAL \$7630!

Thank You Volunteers!



Our Volunteers ROCK!

Volunteer Hours First Half FY24:

4,266 hrs. = \$120,970

Total Volunteer Hours to Date for CCMS:

11,769 hrs. = \$333,731

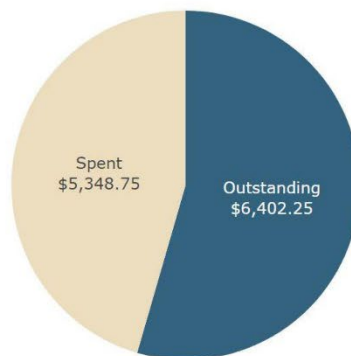


Cape Charles Gift Card Program

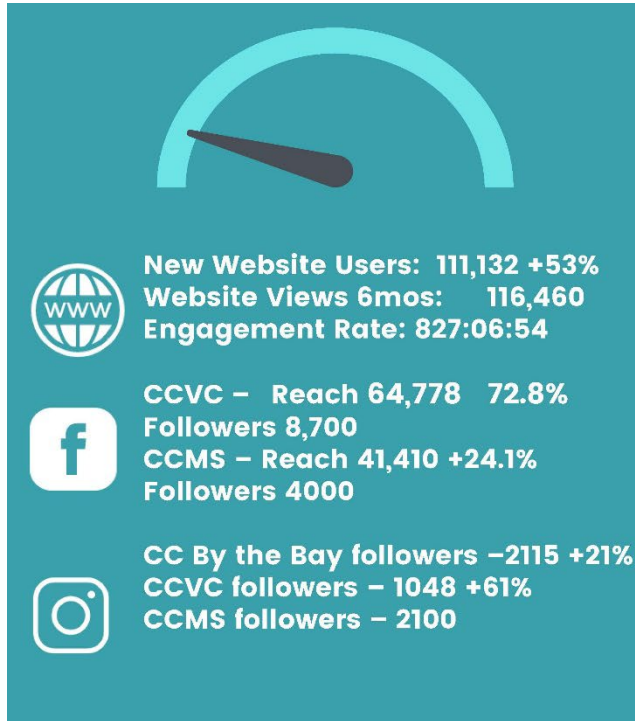
AMOUNT	TRANSACTIONS
--------	--------------

\$11,751.00	Loaded
\$5,348.75	Spent
\$6,402.25	Outstanding

All-Time Amounts
Since June, 2023

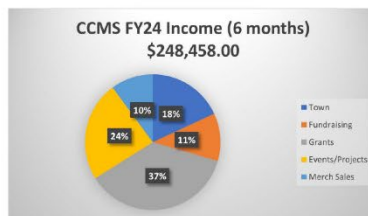


Average \$\$/month =
\$1959

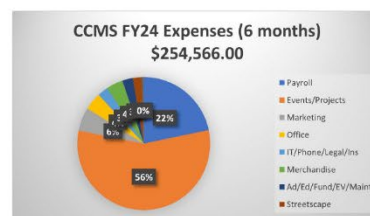


CCMS Financials FY24 – 6 Month Report

CCMS Financials FY24 – (6 months)



- Town - \$45,000.00
- Fundraising - \$28,257.00
- Grants - \$90,921.00
- Events/Projects - \$59,195.00
- Merch Sales - \$25,085.00



- Payroll - \$55,394.00
- Events/Projects - \$143,572.00
- Marketing - \$14,480.00
- Office - \$10,811.00
- IT/Phone/Legal/Ins - \$6,586.00
- Merchandise - \$10,407.00
- Ad/Ed/FGund/EV/Maint - \$6,668.00
- Streetscape - \$5,386.00
- Conf/TVI - \$1,262.00

WHAT'S NEXT?

Three key Infrastructure/Beautification projects

- Continuation of New Visitor Center, Bathrooms, Offices FY24
- Shade for Strawberry Street Plaza FY24
- Entrance to Cape Charles Start in 2024/Phased approach
- 2024/2025 Grant Applications
- New Business Brochure
- Love the Locals Week February 8 – 14th
- Love Run5k/10k , April 20, 2024
- Easter Bunny in the Park 3/30/24 TBD
- Sail Virginia 250



Entrance to Cape Charles Update

Concept: CCMS to head up project for the beautification of the entrance to Cape Charles from Route 13 to Fig Street

- Meeting with County, Canowie, Town took place late in 2023 – Agreement reached on desire to pursue this project.
- New Design team for Main Street started in January and has this project in their workplan
 - Research ownership/responsibility for both North and South sides of Route 184
 - Gather input from stakeholders on desired concepts and outcome
 - Consult with Landscape Architects for processes
 - Develop SOW for project to include: landscape design, installation, costs, maintenance, etc.
 - Get project out to bid for master plan



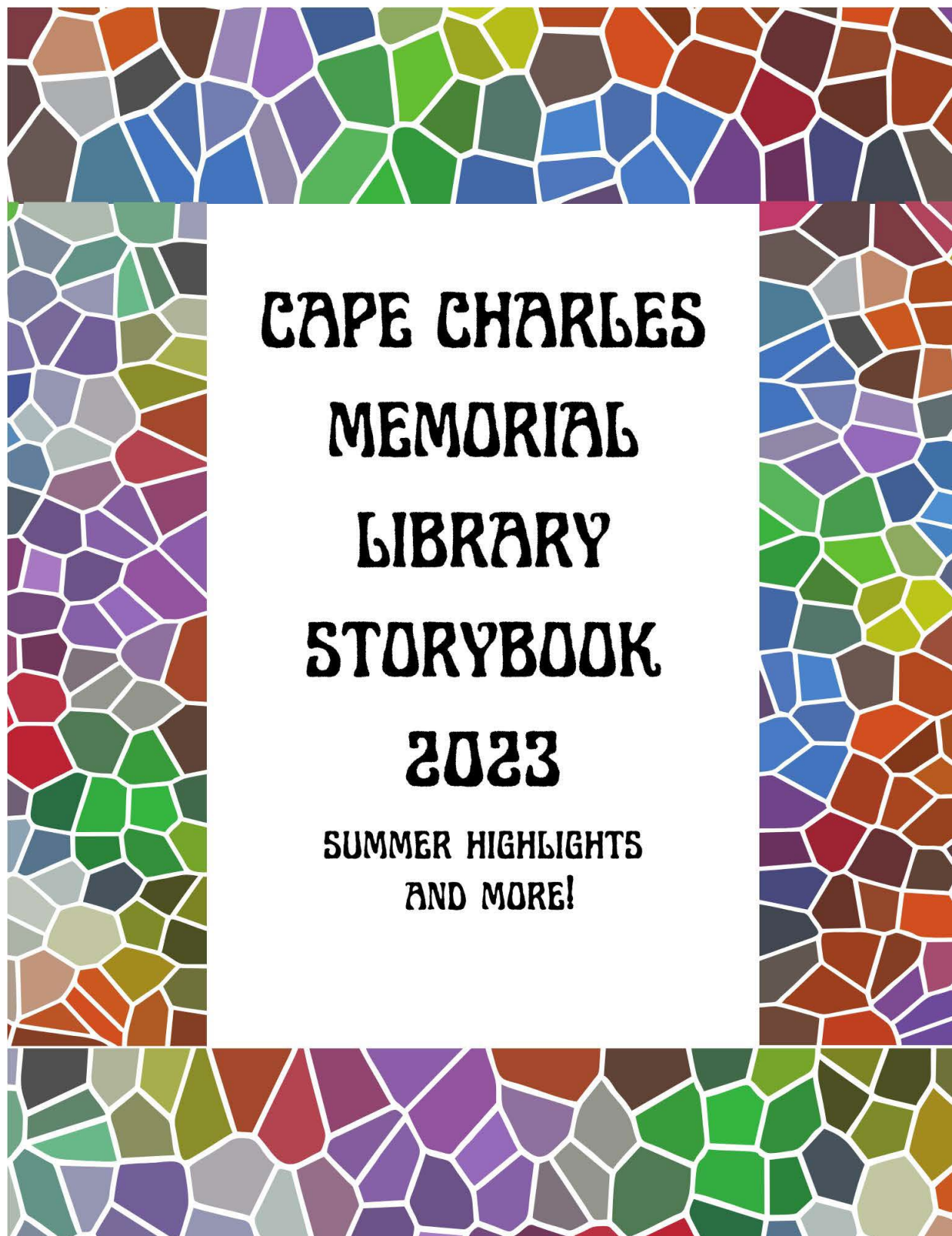
Sail250® Virginia will commemorate the semiquincentennial of the founding of the United States, in partnership with the ports of New Orleans, Baltimore, New York, Boston, and the national organization - Sail250®.

This national event of historical significance will include the visit of government owned tall ships, historic character vessels, and military vessels from around the world to Norfolk, localities in Hampton Roads, and in the Virginia Chesapeake Bay region.

Cape Charles has signed on to be one of the ports that will host the tall ships. Our events will take place June 19 – 22, 2026



Thank You All!



A Moment of Statistics!

July 2023

**Total Number of People
Crossing the Threshold:**

!! 2044 !!

(yes that is the correct number)

**For 21 work days in the
month, this translates**

to

**!! 97 front facing
contacts per day !!**

**Like much of Cape Charles, we are struggling with
explosive growth vs. staffing/infrastructure to
support this growth.**

2023 vs 2022 Statistics

	2023	2022
Attendance	16,346	13,089
Computer Use	1,477	1,311
Library Cards	246	181
Total Circulation	18,907	16,449
Wifi use	1,093 unique users	1,943 unique users
Meeting space	414	n/a
Programs	59	38
Program Attendance	1,681	1,301
New items	1,456	1,336
Total items at CCML	20,006	
Notary service	103 began Feb. 2023	n/a

Staff at Work



Sharon Silvey
Library Manager

Betsy Doherty
Maureen Tamares-Meditz

Cape Charles Memorial Library Board



Chairman
Richard Burger

Sharon Silvey: Library Manager

Dianne Davis: Board Member

**Pat Tinkleman: Friends
representative**

Karen Mahaffy: Board Member

MaryBeth Eye: Board Member

Tara Ashworth: Board Member

Cathy Fox: Board Member

not pictured

**Andrew Follmer: Town Council
representative to CCML**



Friends of Cape Charles Memorial Library-our tireless fundraisers



For Sale!

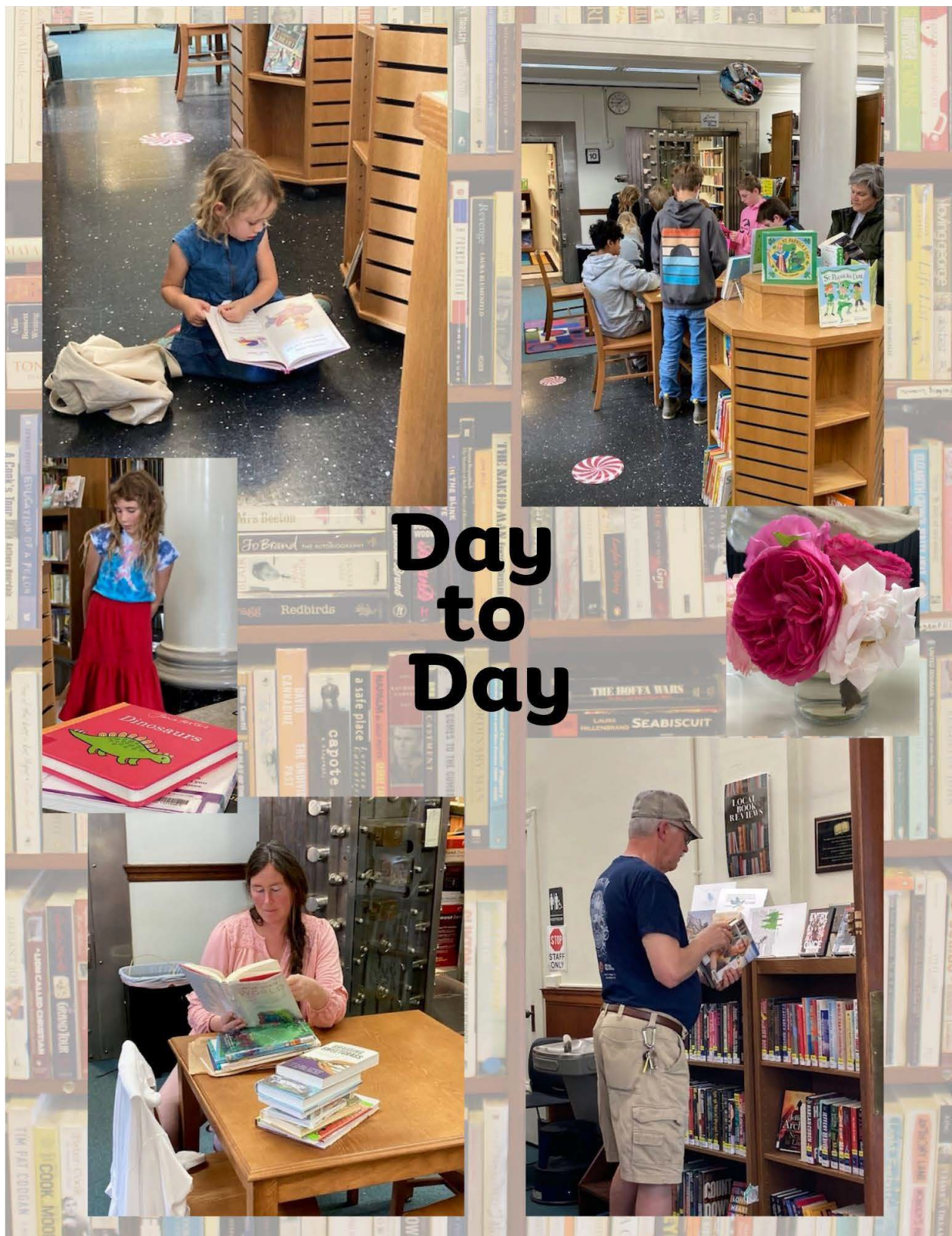


**Elizabeth Forker,
Treasurer**



**Pat Tinkelman
(President) &
husband**

**who provided funds
for computers, seed
cart & supplies, &
other numerous
much needed items**



HOW CAN WE HELP YOU?

above and beyond

- Find a place to eat , find a place to stay
- Explain why.....
- Find a bathroom, not a port a potty
- Give directions to.....
- Answer CC and ES history questions
- Discuss ocean/bay activities and how to do/reserve them
- Discuss coastal weather, pollution, and current issues
- Find state parks, activities & local groups
- Find a tour guide
- Promote all CC and ESVA activities with equal zeal
- Entertain the family
- Locate banking services, locate medical services
- Recognize local flora and fauna

And YES, it was a bank!



- Add library apps to your device and teach how to use them
- Copy obituaries, documents, blueprints, 100 page agendas, photos, your unorganized family recipe book, class projects, thesis
- Help create email account or access email account
- Host groups of all types
- Read aloud for children
- Properly format, annotate, and edit a paper
- Assist with resumes, job applications, and crab reports
- Maintain front lobby with all local and shore related publicity and brochures
- Receive donated items
- Notary Public service



- 
- organize, shelve & pull books
 - check in/check out library items
 - review and locate items on lost and missing list
 - overdue lists & notifications sent out
 - tabulate daily statistics
 - research collection development
 - coordinate services with other ESPL branches
 - daily/weekly reserve books
 - assist with finding the perfect book for patrons (like the one with a blue cover or the one that the guy who used to be a lawyer wrote?)
 - help you to discover your ancestral history through library computer programs, library catalog, or Local History vault

- coordinate with home, private, and public schooling groups
- policy/procedure development
- themed weekly and monthly displays
- drafting STEM/STEAM lesson plans
- grant applications and accompanying statistics and reports
- ongoing collaboration with many ES non-traditional educators
- research and develop weekly story time programs and craft activity
- circulation development - review publication journals/reviews, order new items, discard worn and dated items
- plan and coordinate all summer programs
- create and assemble educational grab & go bags - free to all

Cape Charles Memorial Library

Free Vegetable & Native Flower Seeds

sponsored by
Friends of CCML



+/- 385 seed packets given away



**Total
Attendance: 24**



**Let's explore
the secret life
of water
under the
street!
with
Patrick Christman**

**Community Helpers visit
Cape Charles
Memorial Library
on JUNE 26**



**Cape Charles
Volunteer Fire Company
with Firefighter Jeb Brady**



**CHRIS "HOOPOE" YERLIG
RETURNS TO
CCML JUNE 16TH**

**FRENCH MIME SHOW,
A CLASSICAL STYLE ROUTINE WITH
MAGIC, LOTS OF PARTICIPATION, AND A
BIT OF A FRENCH LESSON!**

Total Attendance: 46



**Join Julie Head at the library for a
reading of Tales of a Dairy
Godmother and to make a small
bag of ice cream!**



total attendance: 10



**Sponsored by Eastern Shore Soil & Water
Conservation and
Cape Charles Memorial Library**

CCML BEACH SEINING SUCCESS



**JULY 27TH
AUG 3RD**

**Total
Attendance:
110**



**CAPE CHARLES MEMORIAL
LIBRARY AND UVA'S
COASTAL RESEARCH
CENTER SHOWED KIDS
HOW TO CATCH, IDENTIFY,
AND RELEASE SEA
CRITTERS.**





June, July,
August, Sept
total
attendance: 36



Notice
the
owls on
the hat!



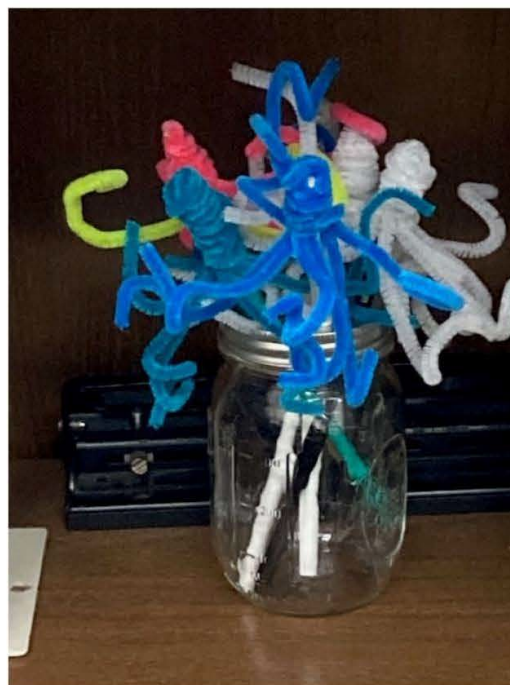
**FRIDAY NIGHT
OWL PROWLs!**
*SPONSORED BY
CAPE CHARLES
MEMORIAL LIBRARY
Led by local Owl Whisperer
Bill Dyas*





Creative Craft Time

June July August attendance: 72



Cape Charles Memorial Library with
Virginia Commission for the Arts

presents

**BAREFOOT
PUPPETS**

Galapagos George July 6th

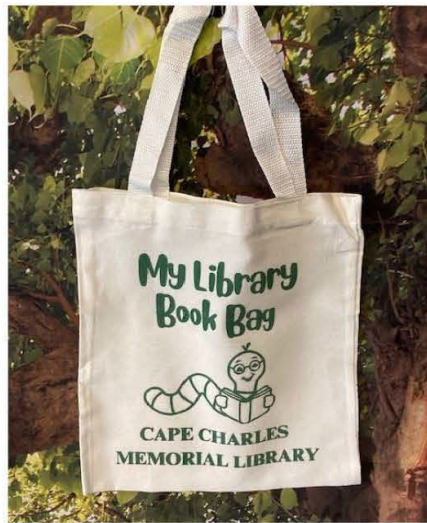


**Total
Attendance:
44**

AUGUST 1ST
CASCADING
CARLOS
THE JUGGLER

Total Attendance: 24





Storytime

June July August attendance: 121



Display by Metal Detectorist Bill Dyas Metal Detector donated by Matt Howell of Gone Diggin'



Bill Dyas instructing
winning
family on detector use

join storyteller
DEBORAH ALSKO as she takes you
"on the road again" with stories of
her family's 60s and 70s summer
trips



**Cape Charles Memorial
Library presents
Storyteller
Deborah Alsko
sharing humor about
JUNE BRIDES:
For Those Soon to be
or Already Married**

**Total
Attendance: 27**



**CCML
presents**

**VIRGINIA
Living
museum**



June 29th

July 7th

Total

Attendance: 41



CCML had 143 uses over
June, July, and August



JOIN US FOR THE STREAMING LIBRARY SERIES KINDLY EVER AFTER



SCAN QR CODE OR CLICK [HERE](#) TO ACCESS THE INTERACTIVE SERIES



USERNAME:

xxxxxxx

PASSWORD:

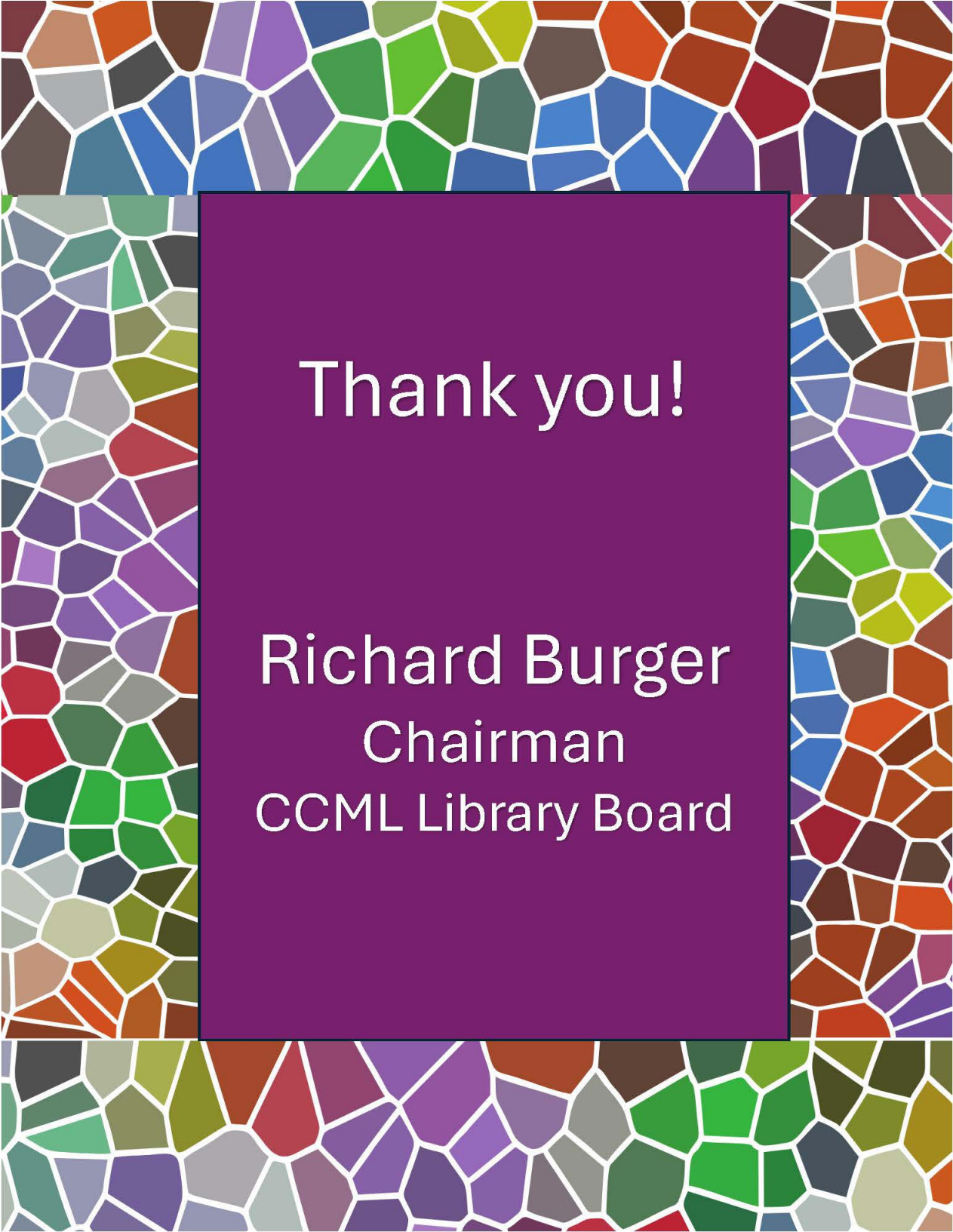
xxxxxxxxx



**CC Memorial Library Fantastic Four Board
Members who graciously gave of their time
to help out for 2023 Festive Friday
Children's Crafts**



Questions?
Comments?



Thank you!

Richard Burger
Chairman
CCML Library Board

PROGRAMS MONTH TO MONTH

Programs

- **January**
 - Grab & Go bags (25)
 - **February**
 - Grab & Go bags (25)
 - **March**
 - Grab & Go bags (25)
 - **April**
 - Storytime for ages 0 to 4 (8)
 - Grab & Go bags (20)
 - Earth Day Grab & Go bags (25)
 - Seed Cart kick-off (61)
 - 400 +/- seed packs assembled
 - 114 total participants
 - 4 total programs
-

- **May**
 - Storytime for ages 0 to 4 (8)
 - Owl Prowl (8)
 - Grab & Go bags (25)
 - Friends of CCML book sale
 - 41 total participants
 - 3 total programs

- **June/July**

- Storytime for ages 0 to 4 (41)
 - Storytime for ages 5 to 12 (32)
 - Grab & Go bags (25)
 - “Galapagos George” (42)
 - Virginia Living Museum (20)
 - Storyteller Deborah Alsko (14)
 - “Dairy Godmother” (9)
 - Beach Seining (35)
 - Grab & Go bags (100)
 - Friends of CCML book sale
 - 317 total participants
 - 14 total programs
-

- **August**

- Cascading Carlos, the Juggler (54)
 - Beach Seining (75 +)
 - Storytime for ages 0 to 4 (60)
 - Storytime for ages 5 to 12 (6)
 - Owl Prowl (20)
 - Grab & Go bags (25)
 - Friends of CCML book sale
 - 240 total participants
 - 8 total programs
-

- **September**

- Storytime for ages 0 to 4 (22)
- Owl Prowl (10)
- Grab & Go bags (25)
 - 57 total participants
 - 4 total programs

- **October**

- Yoga storytime (5)
 - Storytime for ages 0 to 4 (16)
 - Read Aloud with CCCS pre-k (20)
 - Owl Prowl (24)
 - Halloween storytime (12)
 - Grab & Go Halloween bags (30)
 - Grab & Go bags (30)
 - Halloween seed packets (30)
 - Pumpkin Jack outreach (109)
 - 276 total participants
 - 9 total programs/2 total outreach
-

- **November**

- Storytime for ages 0 to 4 (27)
 - Storytime with Nan Carlton (18)
 - Grab & Go bags (30)
 - STEAM Night outreach (116)
 - 191 total participants
 - 5 total programs/1 outreach
-

- **December**

- Storytime for ages 0 to 4 (16)
- Festive Fridays (293)
- Pajama storytime (23)
- Grab & Go bags (30)
- Table craft passive program (8)
 - 370 total participants
 - 7 total programs

EDUCATION & TRAINING

Education/Training

- “Communicating with Elected Officials About Your Library” (Sharon)
- “Inclusivity” webinar – February 2023
- Summer Reading Program symposium – February 2023 (Betsy)
- CPR recertification – March 2023 (Sharon and Betsy)
- ESPL in-service (all in March)
- “Strategies for Outreach to Marginalized Populations” – March 2023 (Sharon)
- “Walking Classroom: Inspiration for Summer” – March 2023 (Maureen)
- Virginia Library Association Professional Associates Forum held in Newport News, VA – April 2023 (Betsy)
- Storytelling workshop via Page Turner Adventures – March 2023 (Maureen)
- “Building Resilient Communities: Storytelling and Cultural Reclamation” – May 2023 (Sharon)
- ESPL in-service (all in July)
- VRSA Civility Training (all in October)
- Virginia Library Association Conference in Chantilly, VA – October 2023 (Sharon)
 - Keynote speaker Jason Reynolds
- “Living Our Values Out Loud” – November 2023 (Betsy)
- “Understanding and Programming for Homeschool Students and their Parents” – November 2023 (Sharon)
- ESPL in-service (all in December)
- “Climate Action: Stronger Together” – December 2023 (Betsy)
- All staff completed VisitAble’s Disability Etiquette and Inclusion Training – December 2023
- VRSA supervisor training – December 2023 (Sharon)

Collaborations/Outreach

- Dolly Parton's Imagination Library – promote and assist applicants with online application
- ES Soil & Water Conservation District – programming and grant
- UVA Coastal Reserve
- Cape Charles Day with Town – March 2023
- YMCA ribbon cutting and Community Event – June 2023
 - Table with free books and summer program information
- Friends of CCML book sales
- Community Helpers (Jeb with CC Fire Station and Patrick with Town of CC public works) – June 2023
- Delivered items to homebound patrons.
- Teen volunteers
- KES pre-k camp – July 2023
- ESPL ribbon cutting ceremony – September 2023
- STEM Community of Practice began monthly meetings September 2023
- Hootenanny with Town – October 2023
- Pumpkin Jack story and STEM program with CCCS and KES
- CCCS weekly student class visits
- STEAM Night in Cheriton w/Ebenezer Baptist Church – November 2023
- Festive Fridays – December 2023

Special

- Seed Cart
 - Project led by B. Doherty; sponsored by Friends of CCML; completed cart delivered to CCML 2/13/23; kick-off April 2023
- Book Reconsideration Challenge
- Child's metal detector giveaway (Matt Howell of "Gone Diggin")

Grants

- Booklist Reader ALA/Mellon Foundation – January 2023 - \$375.00 approximate value
 - CCML received monthly copies of “Booklist Reader” magazine from American Library Association
- Virginia Commission for the Arts Touring Grant - \$400.00 towards performance cost – April 2023
 - Summer program “Galapagos George” with Barefoot Puppet Theatre
- STAR Library Network – 500 pair solar glasses - \$500.00 approximate value
- Billie Fitzgerald Memorial Conservation Grant for Environmental Education – April 2023 - \$400.00
- Department of Environmental Quality (DEQ) Litter Prevention and Recycling Program FY23 - \$1,595.00
- Coastal Virginia Libraries Informal Science, Technology, Engineering, and Math (STEM) Learning Community of Practice (CoP)
 - Purpose is to expand STEM awareness, literacy, and skill development in library setting
 - Total grant (for two participants)
 - \$3,000.00 towards creation of STEM kits for Library
 - \$100.00/month towards STEM programs (8 months)
 - \$1,000 stipend to be used towards STEM programming
 - James Webb Space Telescope kits via Center of Science and Industry (COSI) - \$400.00 approximate value
- American Library Association and FINRA Investor Education Foundation – November 2023 - Thinking Money for Kids Kit - \$2,000.00

TOTAL FUNDS FOR 2023 PROGRAM SPECIFIC GRANTS
\$10,070.00

Cape Charles Volunteer Fire Co.



Chief
Jay Bell

Deputy Chief
Jeb Brady

Assistant Chief
Matt Pruitt

President
Bill Powell

Treasurer
Ryan Peake

A Brief History of the Cape Charles Volunteer Fire Co.

- 1890-1900
 - First records of fire fighting activities paid for by the Railroad.
- 1921
 - Cape Charles Volunteer Fire Co. incorporated.
- 1924
 - First motorized fire engine purchased after a large fire on March 6th, 1924.
- 1931
 - Moved into what is currently the town municipal building.
- 1958
 - Moved into current Fire Station(Owned by CCVFC)

CCVFC Coverage area:

CCVFC is a mutual aid Fire Department.

In emergency services, mutual aid is an agreement among emergency responders to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources, such as a disaster or a multiple-alarm fire. Mutual aid may be ad hoc, requested only when such an emergency occurs. It may also be a formal standing agreement for cooperative emergency management on a continuing basis, such as ensuring that resources are dispatched from the nearest fire station, regardless of which side of the jurisdictional boundary the incident is on. Agreements that send closest resources are regularly referred to as "automatic aid agreements".

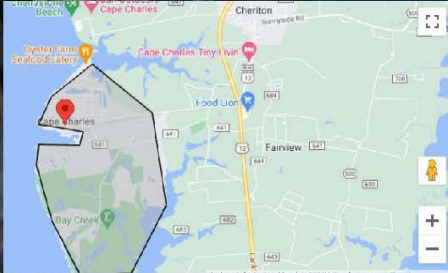
The Cape Charles Volunteer Fire Company engages in mutual aid with the specified stations, which reciprocally provide mutual aid in return :

- Cheriton VFC
- Eastville VFC

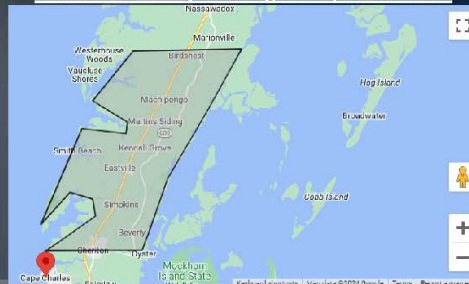
CCVFC Coverage area:

CCVFC Primary Coverage area:

- The Cape Charles Volunteer Fire Company serves two main areas, encompassing the entire Town of Cape Charles within its boundaries, as well as a specific region designated by the county beyond the town's borders. The service area within the town spans approximately 3.5 square miles, while the service sector in the surrounding county measures about 34.5 square miles. In total, the primary area of responsibility for the fire company covers roughly 38 square miles.



CCVFC Secondary Coverage area/Mutual Aid:



CCVFC Primary Coverage area:

Off Season

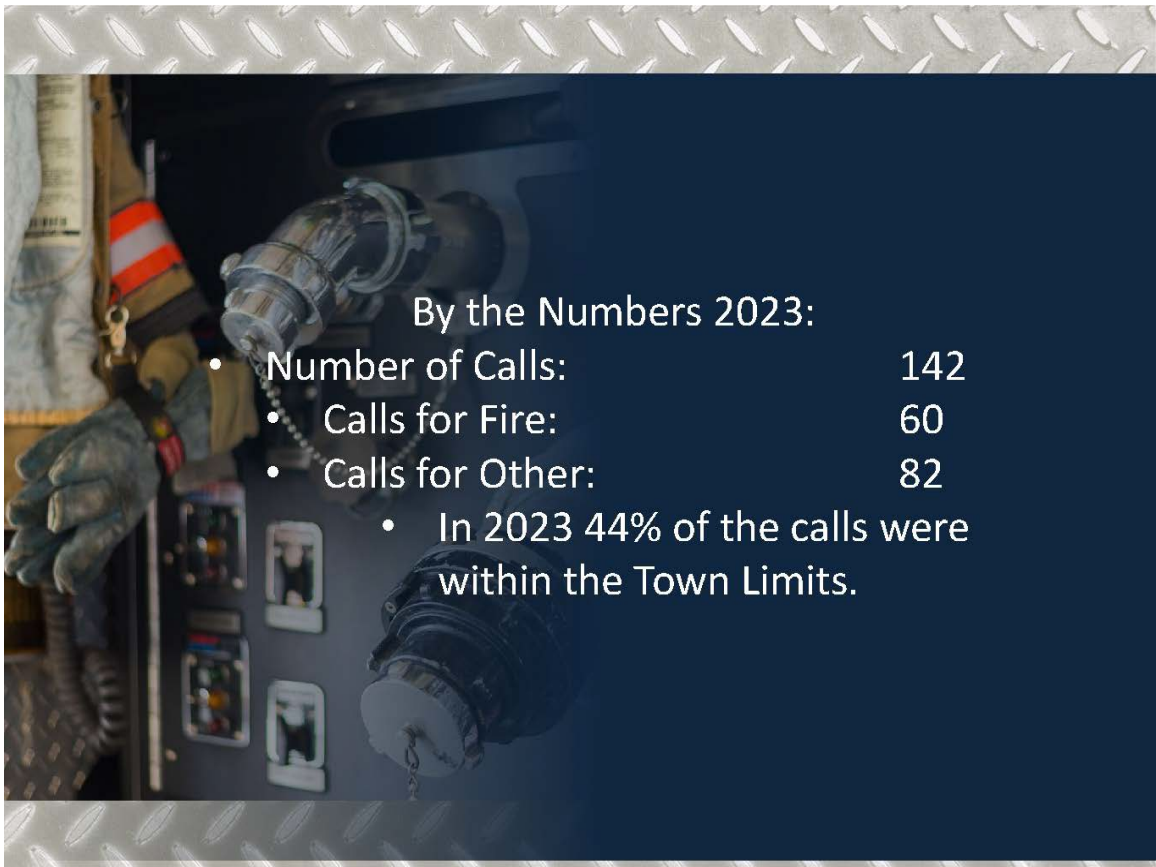
5500 people in 38 square miles.

High Season

12,000+ people in 38 square miles.

New Homes

From 2018-2023 the town of Cape Charles added 221 new homes and 5 commercial buildings with an additional 29 housing unit's
(**FOIA Request 01-31-2023**)



By the Numbers 2023:

- Number of Calls: 142
- Calls for Fire: 60
- Calls for Other: 82
 - In 2023 44% of the calls were within the Town Limits.



By the Numbers 2023:

- Volunteer hours worked: **2,369.3**
- Responding to calls: 533.3
- Monthly meetings, training, and administrative duties: 934
- Fundraising: 902
 - 5 total fundraisers in 2023
 - Tool Mania, 2 BBQ, 4th of July, Fishing Tournament

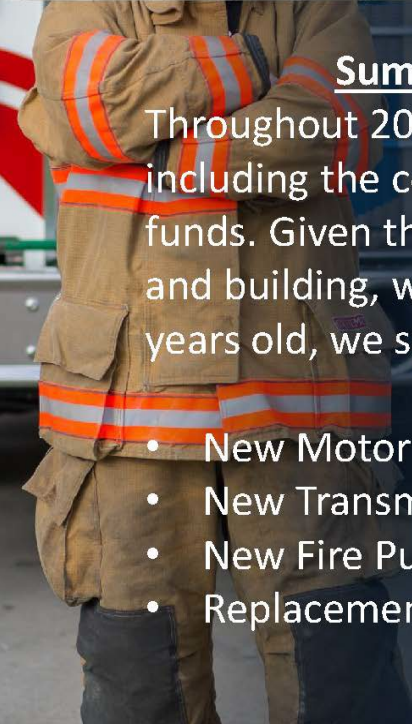
By the Numbers 2023 Funding Sources:

ACTUAL RECEIPTS	2023	
	Northampton County	42%
	Fundraisers/donations	37%
	Town Of Cape Charles	10%
Earmarked for new personal Air Tanks	Town allocation of ARPA Grant	8%
	Community foundation	2%
	Northampton County Fire rescue commission	1%

- The average yearly total income from 2019 to 2023 was \$176,273.
- In 2023, Northampton County introduced a cigarette tax, the proceeds of which are distributed among the five volunteer fire departments within the county. The annual contribution from the county increased from \$35,000 to \$75,000. Additionally, one-time funds were received in 2023.
- Before 2023, 65% of our revenue came from fundraisers and donations. The extra funding from Northampton County has enabled us to complete deferred maintenance work on several fire engines. By the end of 2024, we anticipate having completed all deferred maintenance tasks.

By the Numbers 2023: 2023 Operating Expense:

total 2023	
utilites	\$ 3,205.07
Loans(Tanker 15-7)	\$ 15,050.44
Insurance (This will increase by (\$7,000 for 2024)	\$ 16,627.45
Monthly Dues	\$ 960.00
Supplies/gas	\$ 54,377.38
Capital Expense/Repairs	\$ 70,737.38
Total Expense for 2023	\$ <u>160,957.72</u>



Summary of Reserve Schedule

Throughout 2023, we reached several milestones, including the continued growth of our reserve funds. Given the significant age of our apparatus and building, with all apparatus being more than 24 years old, we set aside \$200,000 for reserves

Reserve Schedule

- | | |
|--------------------------------|--------------------|
| • New Motor | \$75,000-\$100,000 |
| • New Transmission | \$30,000-\$45,000 |
| • New Fire Pump | \$40,000-\$65,000 |
| • Replacement of Building Roof | \$35,000-\$40,000 |

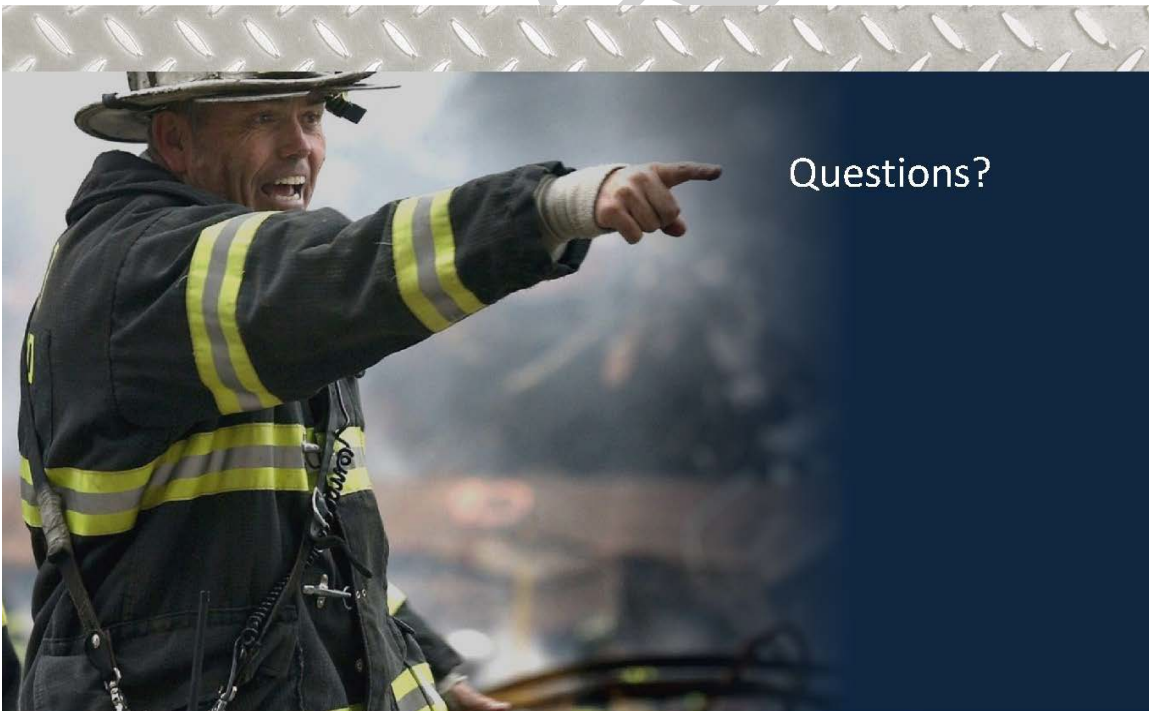
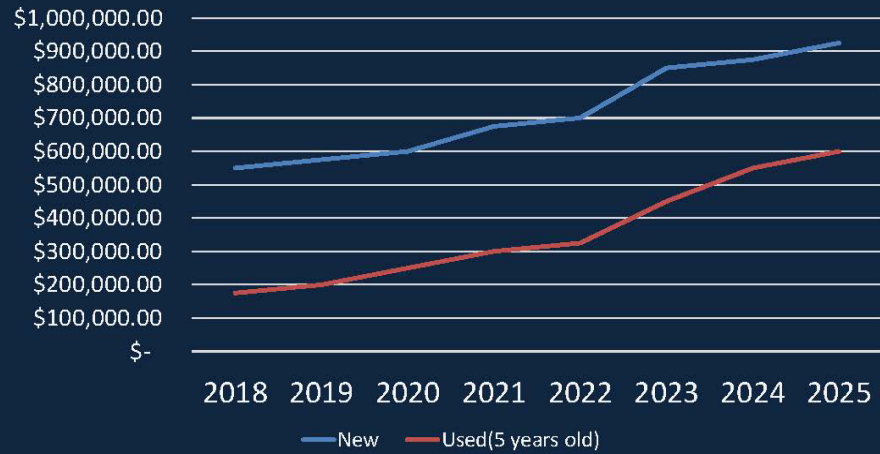


Looking forward:

1. The CCFVC qualifies for municipal financing rates. Eligibility for these rates requires the CCFVC to enter into a formal written contract with a municipality, agreeing to deliver fire services throughout the duration of the loan. This agreement does not have a financial value assigned to it.
2. The CCFVC would also like to initiate talks with the town of Cape Charles to review the current funding allocation. This review aims to address inflationary pressures and support the sustained growth witnessed over the past 5-6 years. Currently, the annual allocation stands at \$25,000, supplemented by a portion of fees generated from new home construction permits. This allocation level was established in 2018.

Looking Forward: Cost to purchase a new Fire Engine

Cost increase over 7 years



Julie Jones, resident

From: Julie Jones <julierjones.2354@gmail.com>
Sent: Tuesday, February 13, 2024 8:58 AM
To: Mayor Adam Charney; Vice Mayor Steve Bennett; Councilman Andrew Follmer; Councilman Andy Buchholz; Councilman Paul Grossman; Councilwoman Tammy Holloway; Councilman Ken Butta; John Hozey; John Hozey; Libby Hume
Subject: ...more information...
Attachments: We Are Not Temporary CC Mirror 1-7-24

Good evening, Mr. Mayor, Town Council, and Mr. Hozey:

My name is Julie Jones.
My husband, Sam, and I live full time at 538 Monroe Avenue.

Back in November, when you were presented with options for managing the Short Term Rental problem here in Cape Charles, several of you indicated you needed "more information."

On January 7, 2024, the Cape Charles Mirror published an article, written by Rachel Creed, a graduate student at George Mason University, with a lot of documented information about the housing crisis here on the Eastern Shore.

With the crisis last week for 11 families at the Seabreeze Apartments, I decided perhaps sharing this information with you now might give you what you need to address the lack of affordable housing in the town of Cape Charles.

Can you please be part of the solution for giving working families the option of living affordably in the Town of Cape Charles, and not part of the problem?

The entire article is attached to this email.
I would ask Libby to please read as much of it as possible in the remaining time allotted to me.

Thank you for your service to the citizens of Cape Charles.

"The Eastern Shore of Virginia is in the midst of a housing scarcity crisis.
With a total population of 45,446, there are 10,083 vacant residential units, yet only 5% are available for sale or rent.

This starkly contrasts with the Virginia state average of 25%.

Although many of these homes are abandoned, dilapidated, and condemned, a staggering 56% of unoccupied units have been designated as vacation rentals.

No existing regulations prohibit the number and density of these temporary rentals, and efforts to establish such regulations are actively opposed by both local and state representatives.

The burden of securing housing is placed on the low-income residents of the Eastern Shore.

According to the ANPDC regional housing study, the average rental cost for a rental unit as of 2021 was \$733.00 in Northampton County.

However, as of December 13th, 2023, the combined total of 18 available rental units in both counties indicates an average monthly rental cost of \$1,947.

In Northampton County, 20% of renters earn less than \$10,000 annually.

Almost half of the residents in the region are over the age of 55, and 25% are over the age of 65.

As many retire or age out of their professions, it is no surprise that 1,522 Eastern Shore residents rely upon social security income, also referred to as disability benefits, to meet their needs.

Although the Eastern Shore offers enticing opportunities for budding professionals in their chosen field, the lack of housing makes accepting employment an impossibility.

In a 2021 survey, 76% of local employers reported that the absence of affordable housing has directly resulted in an uphill battle to hire and retain employees.

Of the 17 business entity representatives who responded, 243 employment positions could not be filled, and 92 to 102 potential new hires declined employment offers because they could not find any housing on the Eastern Shore.

As the search for affordable housing becomes futile, especially for elderly, disabled, and economically disadvantaged families, the typical recourse is to seek a Housing Choice Voucher (HCV), commonly referred to as Section 8 housing.

When the HCV waiting list is opened to the public, hopeful families flock to apply for this lifeline, desperate to escape their fate as one of the 36% of renters burdened by housing costs.

Unfortunately, HCVs are bordering on the same level of scant availability as traditional housing in the region.

In 2021, all 504 HCV units were occupied, leaving 91 individuals on the waiting list.

Substitutes for traditional housing and HCVs are, similarly, extremely limited. Zoning laws in both counties place arbitrary restrictions on the construction of multi-family housing complexes, maximum occupation density, and the placement of mobile homes and accessory dwelling units (ADUs). An ADU is essentially when part of an existing property is converted into additional housing apart from the primary residential structure. For example, if one were to rent out their basement or place a tiny home for rent in their backyard, these would be considered ADUs.

Accomack County zoning laws prohibit the establishment of ADUs in any residential district. In both residential and agricultural districts, individuals seeking to install a mobile home are required to secure a \$400.00 special use permit (SUP). The prospective homeowner must then interview all residents within 500 feet of the proposed structure to obtain their opinions on the placement of the mobile home. The existing residents' opinions must then be submitted to supplement the SUP. While Northampton County's zoning laws are less defined, they share a comparable arbitrariness with Accomack County as they stand united in direct contrast to the zoning codes observed in the remainder of the state.

So, what's left?

While Virginia's population has grown by 247% in the last century, the population of the Eastern Shore has decreased by 31%.

In the next 50 years, the sun will have set on the aging population of the Eastern Shore, leaving the minuscule and ever-dwindling population of working-aged adults behind.

It has almost become a rite of passage for the Eastern Shore's youths to permanently relocate following their graduation from high school.

They attend colleges, establish careers, and raise families in cities and towns that offer affordable housing options.

This problem will persist and escalate until the Eastern Shore is transformed into a deserted remnant of the vibrant community it once embodied, leaving generations of history and familial connections in its wake. Its replacement will be the wealthy vacationers from cities and suburbs, temporarily occupying empty homes before they return to their bustling lives.

The need for reformative action is imperative.

These may be our final chances to advocate for the reformation of zoning laws, restrictions upon vacation rentals, and the prioritization of the permanent residents of the Eastern Shore.

Our basic human right to housing is not temporary, our communities are not temporary, and we are not temporary."

Julie Jones
Cape Charles, VA

Stuart Smith, resident

From:
Stuart Smith, 27 Kings CT, Cape Charles

Thank you for the opportunity to provide some feedback on the proposed changes for CCMS compensation and transient dockage rates.

Please read subject to time limits (Executive Summary Only) and enter into the record:

Executive Summary:

It is irrelevant that CCMS lost its Yacht Center Business. If they had a dependency on the Yacht Center to achieve profitability on the contract the risks of contract execution still falls squarely on CCMS not the boating public nor citizens of Cape Charles. **It's not the town's obligation to guarantee CCMS a profit.**

The newly established \$3/ft charge was on top of 30% increases in the 3 years prior to the contract initiation. Given the inflation pressures on all boaters, optional activities become less important priorities in constrained budgets. Raising rates on average working class boaters bears a significant risk of losing revenues for the town and merchants. A two night weekend stay would be ~\$250 for a 35' boat.

The town may be happy with the contract since negotiation produced results the town desired (more revenue to the town, less cost through shedding town staff and their expense) . But my experience as a boater is maintenance was very poor, infrequent, and often done under pressure from town staff after long delays, even with generous town support of materials and labor payments that were readily available. Indeed it is the very reason for a maintenance budget surplus.

The key reasons for revenue increases were pandemic related as boating underwent massive expansion (starting in March 2020) in the number of boats purchased driving transient volumes beyond historic norms as families looked for a form of escape from Covid restrictions. This expansion has absolutely nothing to do with any management capabilities of CCMS. Combined boating expansion and a massive price increase are responsible for all of the revenue increases.

I urge Council to do due diligence on the notes presented in the **Background** section below,.

Recommendations:

Due to an extremely skewed/very biased rate comparison I recommend Council reject a transient rate increase which will mostly impact boaters that are already facing extreme budget issues and deny their families reasonably priced access to Cape Charles harbor when compared to local alternatives.

I recommend that the proposed rate sharing formula be adopted if Council finds it in the best interests of the town

Regards,

Item #8E-Legislative Priorities Update:

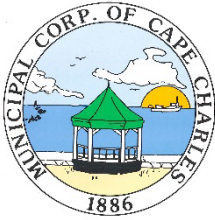
Proposed Bill	HB 1461	HB 695	HB 1328	HB 900	SB 304	SB 544
	Lessee or sublessee offering property as STR Amended (impact ADU?)	State-wide STR registry eff. July 1, 2026. Requires funding to create database and staff. Violators penalty goes to VA Housing Trust Fund. Amended Amendment added: The provisions of this section shall not limit authority of localities to regulate or prohibit STRs as otherwise provided by law.	TOT collected at State level	ADUs by-right with zoning permit criteria at state level, with some flex. Amended	ADUs by-right with zoning permit criteria at state level, with some flex. Amended (This does not apply to locality that adopted ADU ordinance prior to Jan 1, 2024 if such ordinance does not deem ADU to be a special use. Cape Charles does not require CUP.)	No ordinance after 12/31/23 to require CUP for use of residential dwelling as STR where dwelling unit is also legally occupied by property owner as his primary residence. Amended (No CUP for 'homestay')

Proposed Bill	HB 1461	HB 695	HB 1328	HB 900	SB 304	SB 544
Submitted to House Committee	Committee on GL: Subcom: Housing/Cons Prot 2/8 Voted 7-1	Comm. on Finance 2/7 referred to Comm. on Appropriation TBD	Comm. on Finance 2/6 Voted 8-0-0 to 'Laying on the Table'	Comm. On Co, Cities, Twns: Subcomm #2; 2/2/ Voted to move to 2025 and involve VHC However see SB304		
	Comm on GL 2/8 Voted 18-2 Bloxom Y	Comm on Finance 2/7 Voted 19-0 Comm on Appropriations 2/13 Left in Appropriations	2/13 Left in Finance			
House Vote	House passed 75-20 Bloxom ?	VML has indicated that this bill has been 'passed over'				
Submitted to Senate Committee					Comm. on Local Govt 2/6 Voted 8-6-1 abs.	Comm. On Local Govt 2/6 Voted 11-4.
Senate Vote					Senate Passed 2/9 Voted 22-18 DeSteph N	Senate Passed 2/9 Voted 22-15 DeSteph N

HB 695 tied to HB 1328

HB 900 is very similar to SB 304

DK



DRAFT
TOWN COUNCIL & PLANNING COMMISSION
Joint Work Session – Strategic Planning
Northampton County YMCA Gymnasium
22257 Parsons Circle, Cape Charles
February 24, 2024
10:00 AM – 3:00 PM

At 10:05 a.m., Mayor Adam Charney, having established a quorum, called to order the Work Session of the Town Council. In addition to Mayor Charney, present were Councilmen Buchholz, Butta and Grossman, and Councilwoman Holloway. Vice Mayor Bennett and Councilman Follmer were not in attendance.

Planning Commission Chairman Bill Stramm called to order the Work Session of the Planning Commission. In addition to Chairman Stramm, present were Commissioners Grossman, Holloway, Smith and Wright. Commissioner Ashworth was not in attendance and there was one vacancy on the Commission.

Organization representatives in attendance were Ami Butta from the Vacation Homeowners of Cape Charles, Rob Harris from the Bay Creek Community Association, Hank Mayer from the Citizens of Central Park, Ed Wells from the Historic District Civic League, and Karen Zamorski from Cape Charles Main Street.

Staff members in attendance were Town Manager John Hozey, Town Clerk Libby Hume, Treasurer Jerry Murphy, Planner/Zoning Administrator Katie Nunez, Assistant Treasurer Adrian Oei, Human Resources Manager Jodi Outland, Project Manager Bob Panek, and Assistant to the Town Manager Julie Pruitt.

There were six members of the public in attendance.

John Hozey welcomed everyone, and each participant introduced themselves by name and title or group represented.

John Hozey stated that he would be facilitating the session but would also be voicing his opinions. He continued by providing an overview of the day as follows: i) We had a lot to go through today, so there would be no regular breaks. Get up as needed as there were plenty of refreshments on the tables. We would be breaking for lunch; ii) Please respect each other and do not interrupt when someone else was speaking. If you had something to offer, please wait to be recognized; iii) We were all equals here today. All thoughts would be compiled, and the Town Council would make the final decisions at a future meeting; iv) The Town was required by law to update the comprehensive plan every five years, but most people don't look at it due to its size. A strategic plan was more nimble. The 155-page comprehensive plan was narrowed down to 12 pages which most people would review. We would be reviewing the goals and strategies from the comprehensive plan later today.

The following documents were reviewed throughout the day: i) Citizen's Survey results; ii) Visioning Questionnaire that would be completed by the participants. The responses would be compiled and compared to the 2021 responses; iii) The Strategic Plan Vision would be discussed and revised as necessary. The Long-Range Tourism Management Plan from The Outer Banks Visitors Bureau was provided for review as their Values & Vision were very similar to ours; iv) Comprehensive Plan Summary of Objectives and Strategies would be reviewed and prioritized; v) The Strategic Plan Goals from the current plan would be reviewed and updated as necessary. (Please see attached for Summary Notes.)

Once all the changes discussed during today's meeting were incorporated, the plan would be provided to all participants for review. The public hearing for the draft 2024 Community Strategic Plan would be scheduled for March 21, 2024 at the beginning of the Town Council Regular Meeting, and Council would vote on the proposed plan and annual project priority list during that meeting.

Motion made by Commissioner Stramm, seconded by Commissioner/Councilman Grossman, to adjourn the Planning Commission Work Session. The motion was approved by unanimous vote.

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

The work session was adjourned at 3:19 p.m.

Mayor Adam Charney

Town Clerk

February 24, 2024 Strategic Planning Work Session



Strategic Planning Work Session Summary Notes February 24, 2024

What Makes Cape Charles, Cape Charles

- Small town historic haven
- Sense of community for residents and visitors alike
- Recreation infrastructure
- Commercial/recreational harbor
- Walking and golf cart accessible
- Cultural attractions
- Family friendly beach and other facilities
- Unique events/experiences
- Blend of nature, history, and leisure
- Our people
- Diversity
- Geographic region and climate
- Civic engagement
- Vibrant business community
- Sunsets
- Housing diversity

Biggest challenges over the next 10 years

- Maintaining our character
- Managing smart/balanced growth and development
 - Balancing small town character w/ increasing needs for services/infrastructure
- Attracting a younger population
- Developing public infrastructure
- Affordability
- Economic sustainability
- Workforce housing
- An aging volunteer base
- Diversifying housing stock at all price points

Community Values

When asked to prioritize our 2023 community values, the group ranked them as:

1. Sense of Community
2. Friendliness
3. Heritage – Traditional
4. Diversity – Tolerance – Respect
5. Adaptability
6. Environmental Stewardship
7. Caring
8. Hope – Optimism

Upon further discussion it was determined that Friendliness and Caring were included in Sense of Community, and therefore could be omitted. It was also decided that to prevent dilution of the meaning of our Values, we would limit the list to only the top five. The following is therefore recommended as our Community Values for 2024:

1. Sense of Community
2. Heritage – Traditional
3. Diversity – Tolerance – Respect
4. Adaptability
5. Environmental Stewardship

Future Population

When asked, what do you think the town's population will look like in ten years, both what was thought would happen and what was wanted to happen (by percentage):

<u>Think</u>	<u>Want</u>	
40.8	29.4	Retirees
13.4	22.8	Working professionals/tradespeople (families post kids)
8.8	19.2	Younger families with kids
16.9	13.8	Second home residents (mostly personal use)
26.9	17.5	Investment property owners (mostly rentals)

Conclusion: There was a desire to see a reduction in the overall percentage of retirees by approximately 10% from what would otherwise happen naturally; to increase the percentage of mid-aged working people by 10% over what would otherwise happen naturally; to increase the percentage of younger families by 10% from what would otherwise happen naturally; to decrease the percentage of second home residents by 5% from what might otherwise happen naturally; and to decrease the percentage of investment property owners by 10% from what could otherwise happen naturally.

Future Economy

When asked, to describe the town's economy in ten years, both what they thought would happen and what they wanted to happen (by percentage):

<u>Think</u>	<u>Want</u>	
49.1	41.6	Tourism: Lodging/Restaurants/Guest Retail/etc. (seasonal)
28.7	37.1	Mixed Commercial: Core Retail/Services (year-round)
12.5	13.2	Industrial/Manufacturing (year-round)
7.2	10.3	Agriculture/Aquaculture (seasonal)

Conclusion: There was a desire to see a reduction in the overall percentage of tourism impacts by approximately 7.5% from what would otherwise happen naturally; to increase the percentage of year-round mixed commercial by 10% over what would otherwise happen naturally; to keep industrial/manufacturing roughly the same percentage as what would otherwise happen naturally; and to increase the percentage of agriculture/aquaculture by 3% over what might otherwise happen naturally.

Comprehensive Plan Prioritization

Of all the Objectives and Strategies published in the current Comprehensive Plan, the following were prioritized for consideration in the 2024 Strategic Plan update:

Housing

Encourage workforce housing
Address STR impacts on housing

Economy

Seek healthy balance - residents & tourists
Promote and expand business
Promote diverse economic benefits for the harbor

Transportation

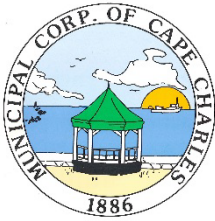
Enhance walkability
Increase parking
Complete multi-use path between historic district, harbor, and Bay Creek

Environment

Maintain long-term viability of beach and harbor
Promote coastal resiliency

Facilities & Services

Create modernized municipal facilities
Develop proffer policy to pay for impacts of future developments



DRAFT
TOWN COUNCIL
Special Meeting
Cape Charles Civic Center
March 7, 2024
6:00 PM

At approximately 6:00 p.m. Mayor Adam Charney, having established a quorum, called to order the Special Meeting of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Councilmen Buchholz, Butta, Follmer and Grossman. Councilwoman Holloway arrived at 6:25 p.m. Vice Mayor Bennett was not in attendance. Also, in attendance were Town Manager John Hozey, Human Resources Manager Jodi Outland, Assistant to the Town Manager Julie Pruitt, and Town Clerk Libby Hume. There were no members of the public in attendance.

Mayor Charney noted for the record that due to an area-wide Spectrum internet outage, this evening's meeting could not be videotaped or streamed to Facebook.

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

PUBLIC COMMENTS ON AGENDA ITEM ONLY: (3 MINUTES PER SPEAKER)

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

ORDER OF BUSINESS:

A. 2024-2025 Employee Health Insurance Presentation & Renewal:

Human Resources Manager Jodi Outland presented a summary of the current health-care offerings and the proposed plans/offerings for the upcoming plan year which would begin on April 1, 2024. (Please see attached.)

Motion made by Councilman Grossman, seconded by Councilman Buchholz, to approve the 2024-2025 benefit package beginning April 1, 2024 as presented. The motion was approved by unanimous vote.

TOWN MANAGER COMMENTS

John Hozey commented as follows:

- i) The issues regarding Seabreeze Apartments were in a holding pattern. Funding was secured to keep the residents in a motel until March 11th. Staff was still monitoring the situation. He and Katie Nunez had a good Zoom meeting with our federal delegation, and everyone was brought up to speed. He had a meeting scheduled with Senator DeSteph on March 21st. The USDA vouchers were now available for the residents, and the HUD vouchers would be available on March 11th.
- ii) The Beachfront Master Plan was moving along. An on-site meeting was held with the consultant earlier today and data was gathered. A work session would be held on March 21st after the regular meeting for Council to meet with the committee and consultant. He hoped to have the draft plan available to get Council's blessing. The online meeting room would go live the next day.
- iii) The Strategic Plan public hearing was scheduled for March 21st. Citizens were encouraged to submit their comments in writing at least 48 hours in advance to allow time for him and Council to review prior to the meeting. The information was placed on the website and on Facebook.
- iv) Councilman Grossman usually took the lead in the preparations for his annual evaluation. If Council was interested in doing his annual performance evaluation this year, Councilman Grossman had requested reimbursement for the cost of Survey Monkey which was used to obtain feedback from Council. He had paid out of his pocket in previous years, but this year's renewal was about \$200. If Council concurred, his evaluation would be done at an executive session following the March 21st work session.

A majority of the Council members in attendance stated their preference to give the town manager his annual evaluation.

MAYOR AND COUNCIL COMMENTS

Councilman Grossman updated Council regarding the General Assembly bills that he has been following, mostly related to our ability to regulate short-term rentals, and accessory dwelling units. HB1461 was amended and watered down some to our benefit. Overall, all the bills that would affect the town negatively had either been passed over or amended to our benefit. Two bills made it through for the Governor's signature but would not be much of a hurdle for the town.

John Hozey and Council thanked Councilman Grossman for his time and effort tracking the bills.

Councilman Butta commented as follows: i) He stated that citizens had contacted him regarding the Kellogg Building. The roof had been removed and nothing else had been done to the building. Everyone was concerned about the degradation of the building and asking why the Town wasn't doing anything about it. He asked for a report on the status of the building be provided to Council; ii) John Hozey responded that every time the Town was ready to do something, the owner promised to continue the work. At some point, the Town would have to pursue demolition by neglect which was time-consuming and expensive. He would ask Katie Nunez to prepare a detailed report for Council; iii) Should the Town be looking at performance bonds for future projects? The Kellogg Building was a historic structure and an integral part of the Town.

Councilwoman Holloway asked about the status of the new bank. John Hozey stated that the house would be moved later this month since the VDOT permit would expire at the end of the month. The move would be planned for early morning. He had not received notification that the name of the bank could be released officially. Councilwoman Holloway asked that notice of any power outages be provided to the businesses with as much advance notice as possible.

Mayor Charney stated that he would be relaxing the rules for the March 21st public hearing, and public discussion would be permitted. Councilwoman Holloway suggested that after each speaker those in attendance give a show of hands as to their agreement or disagreement to avoid duplication.

Councilmen Buchholz and Follmer did not have any additional comments.

Motion made by Councilman Grossman, seconded by Councilman Buchholz, to allow the Mayor to speak on our behalf on the bills that would impact Cape Charles in a negative way. The motion was approved by unanimous vote.

John Hozey noted that by approving this motion, Council approved the town manager and Mayor to use their discretion and did not have to go back to the Town Council for approval each time. Mayor Charney and Councilman Grossman agreed that these bills took rights away from the Town and needed immediate action.

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

The Special Meeting adjourned at 6:35 p.m.

Mayor Charney

Town Clerk

2024-2025 HEALTH INSURANCE PRESENTATION

TOWN OF CAPE CHARLES



SUMMARY

Optima (SENTARA HEALTH) came back to us this year with a **3% decrease** in premiums!

- Our new broker, Landmark Insurance, also quoted Anthem and United Health Care.
- Both Anthem & UHC's rates were comparable with some slight plan differences. For example, with UHC, an employee would need a referral to access appointments other than their PCP. Anthem would not allow us to offer more than 2 plans and the out-of-pocket max was slightly higher.
- It is not worth the disruption to move to another carrier. Employees just made the transition last year and there have been few complaints about Sentara.

Last year the Town made a lot of changes:

- Moved the group to Optima/Sentara which is a local HMO 
- Only offered plans with high deductibles 
- In order to assist with out-of-pocket expenses, introduced an employer funded Health Reimbursement Plan 
- Introduced a Wellness & Health Incentive Program in which full participation equaled additional employer funding to employees' 2024-2025 HRA 

The goal for 2024-2025 was to be able to offer an option that had a lower deductible. Some employees indicated that they would be willing to pay more towards their premium deduction for a plan that was richer in benefits and had lower out-of-pocket expenses.

With the decrease in the Town's '24-'25 renewal in overall premium cost, the Town felt that this was do-able:

- Replace the unpopular \$3000 deductible plan, with a \$1,500 deductible plan
- Decrease the employer share from 90% to 85% for the employee-only share, and decrease the employer share for dependents from 40% to 35%
- And because the HRA was introduced last year to help towards deductible and co-pay costs, reduce the HRA funding for employees who enroll in the \$1,500 plan and increase HRA funding for employees enrolled in the \$4000 deductible plans.



Health Insurance: Employee-Employer Contributions

2023-2024 OPTIMA HEALTH VANTAGE SILVER DIRECT

***TOWN PAYS 90% of the SINGLE- EMPLOYEE ONLY RATE. In addition, TOWN PAYS 40% of the EMPLOYEE'S DEPENDENT COSTS**

	PREMIUM	EMPLOYEE PAYS	ER PAYS	EMPLOYER-MONTHLY per employee	EMPLOYER-FOR DEPENDENTS	EMPLOYEE- MONTHLY	BIWEEKLY DEDUCTION	PLAN DESIGN
PLAN 1								
Single	\$563.29	10%	90%	\$524.96	\$0.00	\$58.33	\$26.92	4K deductible
* Plus Spouse	\$1,166.57	60%	40%	\$524.96	156.64	384.97	\$177.68	8650 OOP
* Plus child(ren)	\$1,137.39	60%	40%	\$524.96	244.97	367.46	\$169.60	40/80 co-pays
* Family	\$1,720.69	60%	40%	\$524.96	478.29	717.44	\$331.12	20% co-ins.
PLAN 2								
Single	\$591.67	10%	90%	\$532.50	\$0.00	\$59.17	\$27.31	3K deductible 8,800 OOP
* Plus Spouse	\$1,183.33	60%	40%	\$532.50	\$260.33	\$390.50	\$180.23	35 (& 70 after Ded)
* Plus child(ren)	\$1,153.73	60%	40%	\$532.50	\$248.49	\$372.74	\$172.03	25% co-insur
* Family	\$1,745.41	60%	40%	\$532.50	\$485.16	\$727.74	\$335.88	
PLAN 3								
Single	\$617.72	10%	90%	\$555.95	\$0.00	\$61.77	\$28.51	4K deductible HDHP
* Plus Spouse	\$1,235.44	60%	40%	\$555.95	\$271.80	\$407.70	\$188.17	6900 OOP
* Plus child(ren)	\$1,204.55	60%	40%	\$555.95	\$259.44	\$389.16	\$179.61	0% co-insur after DED
* Family	\$1,822.27	60%	40%	\$555.95	\$506.53	\$759.79	\$350.67	H.S.A. comp.

Health Insurance: Employee-Employer Contributions

2024-2025 OPTIMA HEALTH VANTAGE SILVER DIRECT

***TOWN PAYS 90% of the SINGLE- EMPLOYEE ONLY RATE. In addition, TOWN PAYS 40% of the EMPLOYEE'S DEPENDENT COSTS For Silver plans**

***TOWN PAYS 85% of the SINGLE-EMPLOYEE ONLY RATE. In addition, TOWN PAYS 35% of the EMPLOYEE'S DEPENDENT COST for Gold plan**

	PREMIUM	EMPLOYEE PAYS	EMPLOYER PAYS	EMPLOYER-MONTHLY per employee	EMPLOYER-FOR DEPENDENTS	EMPLOYEE- MONTHLY	BIWEEKLY DEDUCTION	PLAN DESIGN
PLAN 1								
Single	\$568.65	10%	90%	\$511.79	\$0.00	\$56.87	\$26.25	4K deductible
* Plus Spouse	\$1,137.31	60%	40%	\$511.79	\$250.21	\$375.32	\$173.22	8650 OOP
* Plus child(ren)	\$1,108.88	60%	40%	\$511.79	\$238.84	\$358.26	\$165.35	40/80 co-pays
* Family	\$1,677.50	60%	40%	\$511.79	\$466.29	\$699.43	\$322.81	20% co-ins.
PLAN 2- REPLACES! NEW!								
Single	\$628.63	15%	85%	\$559.84	\$0.00	\$98.79	\$45.60	\$1500 deductible
* Plus Spouse	\$1,317.27	65%	35%	\$559.84	\$265.10	\$492.33	\$227.23	6500 OOP
* Plus child(ren)	\$1,284.34	65%	35%	\$559.84	\$253.58	\$470.93	\$217.35	25/50 co-pays
* Family	\$1,942.97	65%	35%	\$559.84	\$484.10	\$899.04	\$414.94	20% co-insur
PLAN 3								
Single	\$584.64	10%	90%	\$526.18	\$0.00	\$58.46	\$26.98	4K deductible HDHP
* Plus Spouse	\$1,169.28	60%	40%	\$526.18	\$257.24	\$385.86	\$178.09	6900 OOP
* Plus child(ren)	\$1,140.05	60%	40%	\$526.18	\$245.55	\$368.32	\$170.00	0% co-insur after DED
* Family	\$1,724.69	60%	40%	\$526.18	\$479.41	\$719.11	\$331.90	H.S.A. comp.

ENCORE! Starring: "What Was New Last Year!"

- The Health Reimbursement Account was very successful and easy to administer. This has been a well received benefit and the Town asks to continue offering it to employees. However, we will be funding the amounts slightly lower than last year for the employees on the Gold plan (\$1,500 deductible) and funding slightly higher amounts for those on the Silver plans (\$4,000 deductible). Adjusting the funding amounts will not be an additional expense to the Town.
- We ask to continue the Wellness & Health Incentive Program. We have not had a huge response, less than 10 employees, however, the Town feels with time this will increase. Many employees were more on top of health and wellness, they just did not track it in order to participate (although we really tried to make it easy!)

NEW THIS YEAR: TELEHEALTH

A top priority for '24-'25 is a stand alone, easy to use, and reliable Telehealth plan for all employees. Landmark introduced us to SwiftMD, which not only covers telehealth, but also has a Rx plan that offers up to 40 most prescribed Rx's at no cost. At \$7.50 a month per household, the Town could cover all full-time employees and offer this as a voluntary benefit to part-time employees as well.

Sadly, getting in to see a provider when you are sick is VERY difficult. Employees are having to rely on urgent care centers for sick visits which is costly and time consuming.



Annual Cost to Town-Health Insurance 2023-2024

MEDICAL-OPTIMA	\$224,427.00
DENTAL-DELTA	\$11,829.00
MEDICARE	\$12,780.00
HRA	\$28,950.00*
TOTAL	\$277,986.00
Plan year 2022-2023	\$230,055.00
Increase 2022 to 2023	\$47,931.00

% increase 20.80%

Wellness & Health Incentive Plan **\$7,520**

TOTAL including WHIP \$285,506.00

*\$750/SINGLE & &1,200/w/DEPENDENTS

Annual Cost to Town-Health Insurance 2024-2025

MEDICAL-OPTIMA	\$203,606.00
DENTAL-DELTA	\$10,702.00
MEDICARE	\$13,845.00
HRA	\$25,651.00*
NEW: TELEHEALTH	\$3,015.00
TOTAL	\$256,819.00**
Current Plan Year 2023-2024	\$277,986.00
Savings 2023 to 2024	\$21,167.00

% decrease 7.60%***

Wellness & Health Incentive Plan **\$6,500**

TOTAL including WHIP \$263,319.00

* GOLD 500/825 SILVER 825/1325

** 3 additional full-time employees included in these numbers to account for growth or replacements

*** A 7.6% decrease from last last year is attributed to a reduction in work force in utilities fund due to sale to VAW. Numbers include utilities employees for 3 months of coverage

CONCLUSION

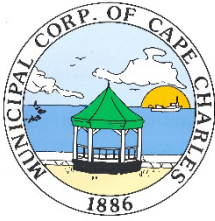
- The Town's premiums with Sentara decreased by 3%.
- It is not worth the disruption, nor is there any significant added cost benefit, to switch carriers

The Town Proposes to:

- Introduce one plan with a lower deductible and more affordable out-of-pocket costs
- Continue to fund employee's Health Reimbursement Accounts
- Continue with Delta Dental and pay 100% of the employee-only share
- Keep the vision plan with VSP as a voluntary benefit
- Keep the FSA as a voluntary benefit (as has been done in past years)
- Introduce a robust Telehealth plan
- Keep the Wellness & Health Incentive Plan



"I'm sorry, but medical science still knows very little about high-deductible insurance."



DRAFT
TOWN COUNCIL
Executive Session
Cape Charles Civic Center
March 7, 2024

Immediately following the Special Meeting

1`

At 6:39 p.m. Mayor Adam Charney, having established a quorum, called to order the Executive Session of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Councilmen Buchholz, Butta, Follmer and Grossman, and Councilwoman Holloway. Vice Mayor Bennett was not in attendance. Also, in attendance were Town Manager John Hozey and Project Manager Bob Panek.

Motion made by Councilman Grossman, seconded by Councilman Follmer, and unanimously approved to go into Executive Session in accordance with Section 2.2-3711.A of the Code of Virginia for the purpose of:

Paragraph 29: Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

Specifically: Discussion of Capital Improvement Project Strategies including Visitor Center & Municipal Center

The motion was approved by unanimous vote.

There were no members of the public in attendance at this time.

Council went into executive session at 6:40 p.m.

Motion made by Councilman Grossman, seconded by Councilman Buchholz, to return to open session. The motion was approved by unanimous vote.

The open portion of the meeting resumed at 7:55 p.m. There were no members of the public waiting to return to the meeting.

Certification, to the best of each member's knowledge, that (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: Buchholz, yes; Butta, yes; Follmer, yes; Grossman, yes; Holloway, yes.

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

The Executive Session adjourned at 7:57 p.m.

Mayor Charney

Town Clerk

January 2024 Treasurer's Report

Page 1 – Cash Position

- The decrease in our total cash position over December can be attributed to debt service payments totaling \$139,000 as well as payments made to contractors on breakwater/bulkhead repairs at the harbor.
- Facility fee reserve cash balance at 1-31-24 is \$3,478,996.

Page 3 – Capital Projects

- Our second progress payment in the amount of \$69,059 was paid to Conrad Brothers for the Multi-use Trail project phase III, i.e., South Peach Street. Total payments made to date: \$210,220. Total contract amount: \$759,567.
- A progress payment of \$146,925 was made to Marine Contracting for harbor breakwater and bulkhead repairs. Total payments to date: \$309,829. Total contract amount: \$601,200.

Page 4 – Tax Collection Rate

- As of January 31, total property tax collections year-to-date were \$1,646,828, representing 95% of billings. For the same date, our collection rate on personal property taxes is 77%.

Page 5 – Tax Revenue Trends

- Compared to this time last fiscal year (July 1 through January 31), total business license (BPOL) revenue has more than doubled.

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
January 31, 2024

<u>Cash on Hand</u>	<u>12/31/2023</u>	<u>1/31/2024</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account	\$381,684	\$406,089	\$24,406
Atlantic Union Bank Money Market Account	\$2,237,749	\$1,835,498	-\$402,251
LGIP Account 1 - Unrestricted	\$111,680	\$112,203	\$523
LGIP Account 2 - Unrestricted	\$324,411	\$326,074	\$1,663
Virginia Investment Pool Liquidity Unassigned	\$2,333,319	\$2,344,281	\$10,963
Virginia Investment Pool 1-3 Year Unassigned	\$1,041,054	\$1,044,741	\$3,688
Total Cash On Hand	\$6,429,896	\$6,068,887	-\$361,009

<u>Restricted and Reserved Cash Balances</u>	<u>12/31/2023</u>	<u>1/31/2024</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$30,562	\$30,562	\$0
Atlantic Union Checking Account Library CD converted to cash	\$11,131	\$11,131	\$0
Atlantic Union Bank Checking Account - E-Summons Revenue Rsrvd	\$14,004	\$14,081	\$77
US Bank - Reserved per VRA Interest Free Loan Requirements	\$264,943	\$266,035	\$1,091
ComputerShare 2010 Debt Service pass through account #300	\$3,182	\$3,196	\$14
ComputerShare 2010 Debt Service pass through account #308	\$1,123	\$1,128	\$5
Atlantic Union Money Market # ARPA CRF #5847	\$43,443	\$75,115	\$31,672
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsrvd (Utilities)	\$3,409,911	\$3,478,996	\$69,085
Total Cash Held in Reserve	\$3,778,731	\$3,880,675	\$101,944
Total Cash - All Accounts	\$10,208,628	\$9,949,563	-\$259,065

DEBT SERVICE

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

\$4,867,974

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

January 31, 2024

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 FY24</u>
GENERAL Fund						
REVENUE	\$225,382	\$3,298,798	\$4,018,722	\$719,924	\$5,719,837	70.26%
EXPENDITURES	\$282,879	\$2,425,978	\$2,228,475	-\$197,503	\$5,719,837	38.96%
NET	(\$57,497)	\$872,820	\$1,790,247	\$917,427	\$0	
GENERAL Capital Fund						
REVENUE	\$113,035	\$428,515	\$166,582	-\$261,933	\$2,446,213	6.81%
EXPENDITURES	\$72,184	\$217,010	\$340,856	\$123,846	\$2,446,213	13.93%
NET	\$40,851	\$211,505	(\$174,274)	(\$385,779)	\$0	
GENERAL Debt Service Fund						
REVENUE	\$16,363	\$222,440	\$120,924	-\$101,516	\$255,223	47.38%
EXPENDITURES	\$16,363	\$222,440	\$120,924	-\$101,516	\$255,223	47.38%
NET	\$0	\$0	\$0	\$0	\$0	
GENERAL Special Activities Fund						
REVENUE	\$0	\$576,253	\$63,991	-\$512,262	\$296,350	21.59%
EXPENDITURES	\$0	\$61,460	\$66,098	\$4,638	\$296,350	22.30%
NET	\$0	\$514,793	(\$2,107)	(\$516,900)	\$0	

MUNICIPAL CORPORATION OF CAPE CHARLES

TREASURER'S REPORT

January 31, 2024

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	PRIOR YEAR-TO-DATE	CURRENT YEAR-TO-DATE	INCREASE/ (DECREASE) YTD	ANNUAL BUDGET	% REALIZED/ EXPENDED FY24
PUBLIC UTILITIES Fund						
REVENUE - Operating	\$188,187	\$1,212,710	\$1,307,023	\$94,313	\$2,051,988	63.70%
EXPENDITURES - Operating	\$22,950	\$830,749	\$722,681	-\$108,068	\$1,982,118	36.46%
NET	\$165,237	\$381,961	\$584,343	\$202,382	\$69,869	
REVENUE - CAPITAL GRANTS, LOANS, FUND BALANCE	\$0	\$0	\$0	\$0	\$2,036,728	
REVENUE - FACILITY FEES	\$74,200	\$379,014	\$286,200	-\$92,814	\$466,400	61.36%
EXPENDED - FACIL FEES, CAPITAL PROJECTS,DEBT SVC	\$211,480	\$728,025	\$949,586	\$221,561	\$2,572,997	36.91%
TOWN CONTRIB. & PENDING GRANTS	(\$137,280)	(\$349,011)	(\$663,386)	(\$314,375)	(\$69,869)	
HARBOR Fund						
REVENUE - Operating	\$14,715	\$585,003	\$548,954	-\$36,049	\$1,008,625	54.43%
EXPENDITURES - Operating	\$20,017	\$504,489	\$495,163	-\$9,326	\$1,082,312	45.75%
NET	(\$5,302)	\$80,514	\$53,790	(\$26,724)	(\$73,687)	
REVENUE - GRANTS & LOANS	\$110,957	\$0	\$110,957	\$110,957	\$228,687	48.52%
TRANSFERRED FM GEN FUND FOR DEBT SERVICE OR HARBOR FUND BALANCE	\$728	\$103,499	\$32,948	-\$70,551	\$450,115	7.32%
EXPENDED - Capital Projects, Debt Svc	\$155,880	\$103,499	\$373,014	\$269,515	\$605,115	61.64%
TOWN CONTRIB. & PENDING GRANTS	(\$44,195)	\$0	(\$229,109)	(\$229,109)	\$73,687	
SANITATION Fund						
REVENUE	\$27,828	\$164,058	\$194,231	\$30,173	\$314,265	61.80%
EXPENDITURES	\$50,722	\$312,215	\$167,332	-\$144,883	\$314,265	53.25%
NET	(\$22,894)	(\$148,157)	\$26,899	\$175,056	\$0	

FY 24 Capital Improvement Project Tracking Report

As of:
1/31/2024

	<u>FY24 Status or Start Date</u>	<u>Percent of Completion</u>	<u>FY24 Budgeted</u>	<u>QTR 1 Expended</u>	<u>QTR 2 Expended</u>	<u>QTR 3 Expended</u>	<u>QTR 4 Expended</u>	<u>FY24 YTD Expended</u>	<u>(Over)/Under Budget</u>
General Capital Fund									
Multi-Use Trails, Phase 3 Construction	<u>In Process</u>	24.2%	\$ 929,922	\$ 4,150	\$ 148,788	\$ 72,184		\$ 225,122	\$ 704,800
Municipal Space Replacement Planning (ARPA)	<u>In Process</u>	35%	\$ 210,000	\$ 62,755	\$ 11,623			\$ 74,378	\$ 135,622
Welcome Center Design & Construction - HBA	<u>In Process</u>	1.0%	\$ 455,000	\$ 4,070	\$ 541			\$ 4,611	\$ 450,389
3 Police Vehicles; 1 ARPA/2 USDA	<u>Pending</u>	0%	\$ 126,000					\$ -	\$ 126,000
Library Upgrade & Condo-ization - HBA	<u>In Process</u>	10%	\$ 310,000	\$ 4,323	\$ 27,203			\$ 31,525	\$ 278,475
Storage Facility Roofing	<u>Pending</u>	0%	\$ 20,000					\$ -	\$ 20,000
Capital Project Contingency	<u>Pending</u>	0%	\$ 41,141					\$ -	\$ 41,141
subtotal	\$ -		\$ 2,092,063	\$ 75,297	\$ 188,155	\$ 72,184	\$ -	\$ 335,636	\$ 1,756,427
Utility Fund - Water									
Keck Well Connection	<u>In Process</u>	2%	\$ 1,150,000	\$ 15,243	\$ 3,811			\$ 19,054	\$ 1,130,946
Utility Fund - Wastewater									
WWTP Membrane Replacement	<u>In Process</u>	100%	\$ 465,000		\$ 451,986	\$ 14,820		\$ 466,806	\$ (1,806)
Sewer Pod Controller Upgrades	<u>Pending</u>	101%	\$ 14,500		\$ 14,635			\$ 14,635	\$ (135)
subtotal	\$ -		\$ 1,629,500	\$ 15,243	\$ 470,432	\$ 14,820	\$ -	\$ 500,495	\$ 1,129,005
Harbor Fund									
Inner Harbor Fixed Dock Repair	<u>Pending</u>	0%	\$ 13,000					\$ -	\$ 13,000
Inner Harbor King Pile & Waler Replacement Design	<u>In Process</u>	7%	\$ 306,000	\$ 18,050	\$ 4,688			\$ 22,738	\$ 283,263
Inshore Breakwater Repair/Upgrade	<u>Pending</u>	176%	\$ 180,000		\$ 162,904	\$ 154,425		\$ 317,329	\$ (137,329)
subtotal	\$ -		\$ 499,000	\$ 18,050	\$ 167,592	\$ 154,425	\$ -	\$ 340,066	\$ 158,934
TOTAL	\$ -		\$ 4,220,563	\$ 108,590	\$ 826,179	\$ 241,429	\$ -	\$ 1,176,197	\$ 3,044,366

*ITEMS WITH CURRENT MONTH ACTIVITY ARE IN BOLD PRINT

MUNICIPAL CORPORATION OF CAPE CHARLES
January 31, 2024

YTD 2023 Real Estate Tax Collections

Total Taxable Land Value	318,538,900	
Total Improvement Value	486,197,800	
Exemptions	(9,908,530)	
Additional Assessments (SCC Utility)	3,384,443	
Total Real Estate Value (taxable)	798,212,613	
 Total Budgeted Real Tax Revenue	 1,605,700	
Total Tax Billed	1,724,622	
Total Adjustments	(1,674)	
Total Collected YTD (percent of billed)	<u>1,646,828</u>	95%
Amount Due per Accounts Receivable	76,119	

**YTD 2023 Personal Property Tax, Machinery and Tools Tax
& 2023 License Tax Collections**

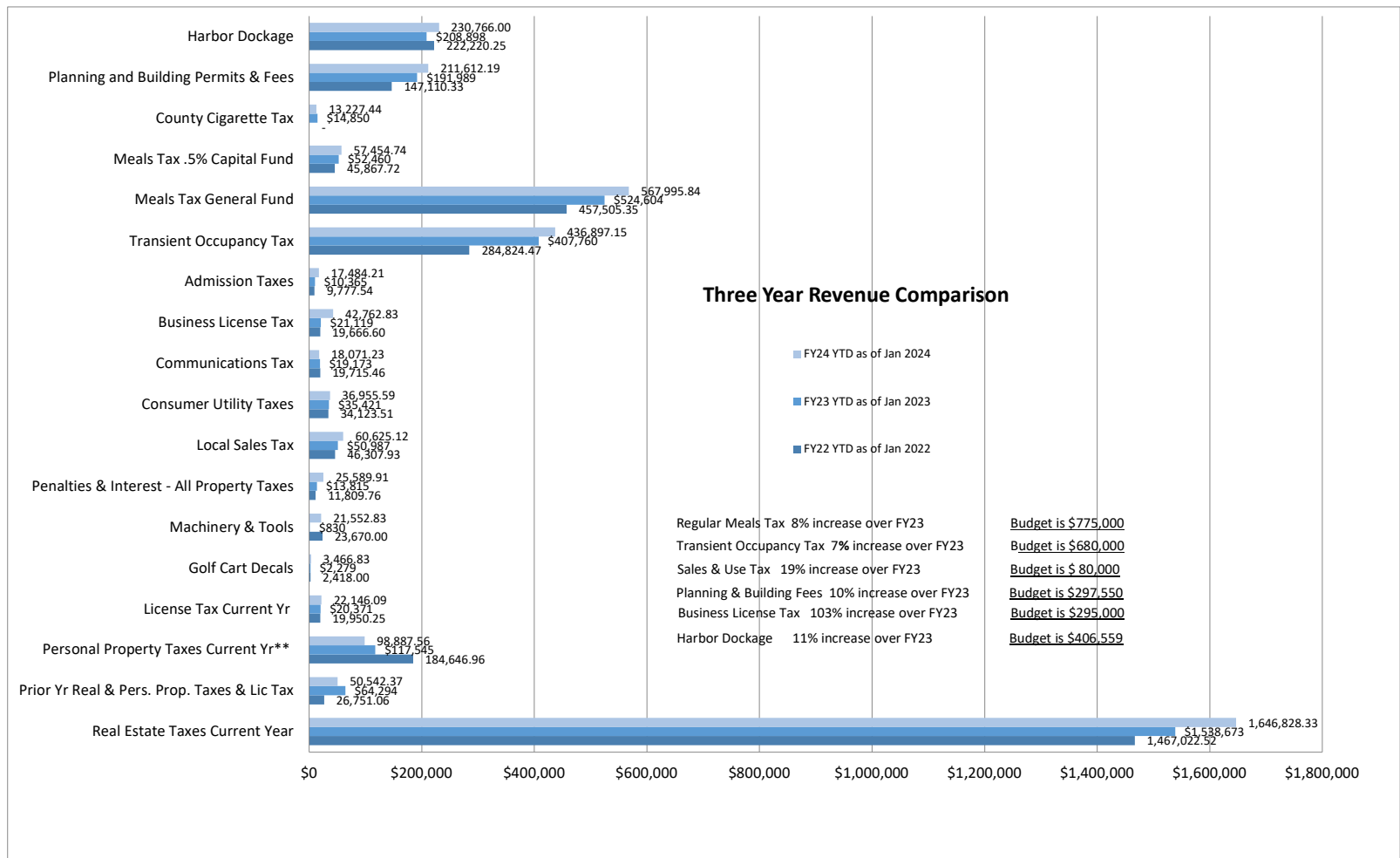
Total Personal Property Value	21,720,600	
2023 Reduction Due to Proration	(362,825)	
Personal Property Billable Valuation	21,357,775	
2023 PPTRA Valuation Amount	(9,687,117)	
 2022 Supplemental Assessments billed in July 23	 4,930,700	
2022 Supplemental PPTRA & Exonerations	(2,078,492)	
Personal Property Value Billed	2,852,208	
 2023 Supplemental Assessments	 -	Will bill in Spring '24
2023 Supplemental PPTRA & Exonerations	-	
Personal Property Value, billed	-	

Total Taxable Assessment Value 2023 & 2022	24,209,983
---	-------------------

Total Personal Property & License Tax Budgeted	117,800	
Total 2023 Tax Billed less PPTRA	178,532	
2023 Supplemental Tax Billing	-	
Total Adjustments & Additional Exonerations	6,771	
Total Collected YTD (percent of billed)	<u>142,586</u>	77%
Amount Due per Accounts Receivable	29,175	

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

Total Budgeted	93,050	
Total Collected (percent of budget)	<u>76,132</u>	82%
Amount Due Per Budget	16,918	



 TOWN OF CAPE CHARLES	AGENDA TITLE: Annual Reports		AGENDA DATE March 21, 2024
	SUBJECT/PROPOSAL/REQUEST: Presentation of Annual Reports for the following: Planning Commission, Board of Zoning Appeals, Historic District Review Board, Harbor Area Review Board, & Wetlands Board		ITEM NUMBER: 8A
	ATTACHMENTS: Annual Reports for each of the five Boards listed above.		FOR COUNCIL: Action () Information (X)
	STAFF CONTACT (s): Katie H. Nunez, Planning & Zoning Administrator	REVIEWED BY: John Hozey, Town Manager	

BACKGROUND:

As required by the Code of Virginia Section 15.2 – 2221, the Planning Commission is required to provide an annual report to the local governing body concerning the operation of the commission and the status of planning in its jurisdiction.

As required by the Code of Virginia Section 15.2-2309-8. C, the Board of Zoning Appeals shall keep a full public record of its proceedings and shall submit a report of its activities to the governing body or bodies at least once each year.

As required by the Code of Virginia Section 28.2-1304, the Wetlands and Coastal Sand Dune Board shall keep a full public record of its proceedings and shall submit report of its activities to the governing body or bodies at least once each year and shall forward a copy of each report to the Virginia Marine Resources Commission.

While the other two boards (Historic District Review Board and the Harbor Area Review Board) do not have a specific mandate in the Code relative to an Annual Report to its governing body, we find this is a useful and valuable tool to ensure the Town Council is apprised of the annual activities of each Board that they appoint and are carrying out the policies and goals and objectives of the Town and Town Council.

Most of these reports are for two or more consecutive years, instead of a true Annual Report for one calendar year. The Planning & Zoning Department was unable to meet this legal requirement due to staff turnover over many years that led to a backlog in the work commitments of the department. With staffing now stabilized, the priority was placed in addressing the backlog of application review and approval which covers:

- Zoning review on all building permit applications
- Zoning review on all Historic District properties seeking renovations, repairs, additions, and/or new construction as well as staff review and analysis of these applications for compliance under the Historic District Overlay and Design Guidelines
- Zoning review on all uses and structures, even if exempt from a building permit
- Site plan review for all commercial and/or industrial projects, expansions and/or alterations
- Subdivision review
- Review, staff reports and public hearing scheduling and notification for zoning ordinance amendment, zoning map amendments, conditional use permits, wetlands permits, and variance applications.

Since the office is now at least keeping up with the applications submitted to the department in all areas, bringing the Annual Reports up to date was a priority for this year. Our goal is to have a document this is a resource tool for staff, Board members and the public at large. All of the annual reports will be made available on the Town website for easy reference.

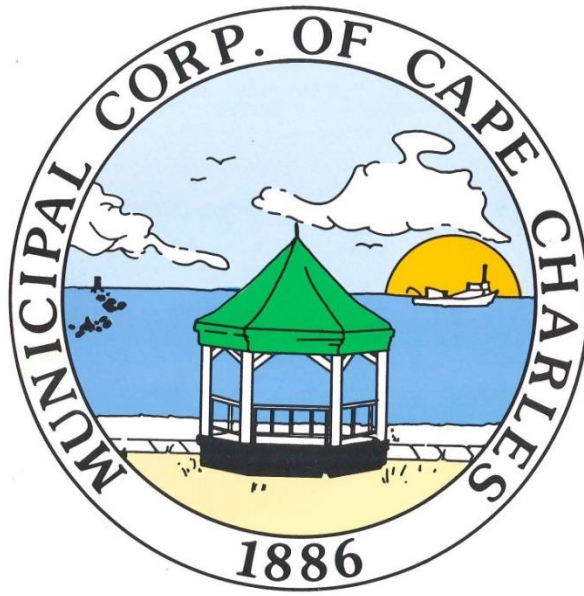
ITEM SPECIFICS:

Each Board chairman was extended an invite to present their Annual Report to the Town Council; however, aligning schedules has been challenging so they all may not be in attendance.

The leadership for the Boards are:

Planning Commission – Bill Stramm, Chairman
Board of Zoning Appeals – Bill Murphy, Chairman
Wetlands and Coastal Sand Dune Board – John Schoeneck, Chairman
Historic District Review Board – Kathy Glaser, Chairman
Harbor Area Review Board – Stuart Smith, Chairman

I will be attendance and will present the Annual Report for each Board if the chairman is not present and am prepared to answer any questions.



Town of Cape Charles Planning Commission

2022 & 2023 Annual Report
(January 2022-December 2022)
&
(January 2023-December 2023)

Bill Stramm
Chairman

Katie Nunez
Director of Planning/Zoning Administrator
& Subdivision Agent

January 31, 2024

Mayor Charney & the Cape Charles Town Council:

On behalf of the Cape Charles Planning Commission, I am pleased to provide you the combined 2022 and 2023 Annual Reports of the Planning Commission.

At the Town Council meeting on December 16, 2021, a contract was awarded to Summit Design and Engineering Services for the Comprehensive Plan & Zoning Updates. This enabled the Planning Commission to fully tackle and advance the Comprehensive Plan Update, a project which was begun as an in-house project in 2019 and forward progression was interrupted due to COVID-19 and staff changes.

All of 2022 was primarily focused on working with our consultant on updating the Comprehensive Plan. The consultant was provided all of the prior work undertaken by the Commission:

- community workshop in July 2019;
- survey issued in 2019 with 211 responses;
- Regional Housing Workshop in January 2020 with over 50 attendees;
- draft chapter revisions prepared by the various members of the Planning Commission

A draft Comprehensive Plan was provided to the Town for review and public input through several public forums. Over 280 comments were received on this draft and all comments were received and discussed with a determination on each how to address in the Comprehensive Plan document through 2 joint work sessions of the Planning Commission and Town Council. This work also included updating the Town Zoning Map to accurately reflect all zoning map amendments approved by the Town Council since the map was last updated and a Future Use Map was also created as part of the Comprehensive Plan.

Following a public hearing on December 6, 2022, the Town Council voted to adopt the Comprehensive Plan at their meeting on December 15, 2022.

The Planning Commission and the staff of the Planning & Zoning Department were instrumental in also working with a consultant in the update and revision of the Town's Historic District Guidelines and accompanying amendments to the Historic District Overlay zoning ordinance, a process which initially began in 2021. After extensive feedback from the internal stakeholders, staff, and a public opinion survey, the Consultant, Commonwealth Preservation Group, released draft guidelines to the Town and community outreach was conducted. Over 110 comments were submitted to the Town and all comments were considered through a joint meeting of the Town Council, Planning Commission and Historic District Review Board. Town Council adopted the new guidelines and accompanying zoning ordinance changes on December 15, 2022 which

also included reaffirming the bounds of the Historic District and creating a map to reflect the exact location of the district.

In calendar year 2023, the Commission has been working diligently on the follow-up work relative to the adoption of the Comprehensive Plan: a review and possible amendments to the zoning ordinance to be consistent with the Comprehensive Plan. The Town also engaged the consultant, Summit Design and Engineering Services, to assist in this process. A thorough review of the entire document has been conducted and changes are being considered throughout the document, including provisions that have been revised at the state or federal level. This work has taken longer than anticipated and we believe this work will be forthcoming in the spring 2024 for public hearing and possible consideration of adoption of the zoning text amendments and accompanying zoning map amendments by the Town Council.

There are funds budgeted in the department's FY2024 budget for consulting services specific for developing guidelines and master plan for the harbor area, including the former railroad property. We look forward to turning our attention to this project once the Town zoning ordinance revisions and updates are concluded. The other large remaining project that is on our horizon is updates to the Accawmacke Plantation (Bay Creek) Planned Unit Development ordinance.

As always, we continue to take up applications as they are filed for conditional use permits and will continue to work towards meeting the goals and objectives contained in the Comprehensive Plan and further elaborated by Town Council into a Strategic Plan for the Town.

Please find a detailed reporting on the last two years, including membership & attendance, staffing of the department, and all public hearing matters relative to zoning text amendments, zoning map amendments and conditional use permits.

We thank the staff for their vigorous work and efforts in moving all of the various applications and development efforts forward and ensuring that the Town is meeting all public hearing notice requirements. It is important to note that the Planning & Zoning staff also support the work, agenda creation, meeting packets with staff reports on each application for the Historic District Review Board, the Wetlands Board, the Harbor Area Review Board, and the Board of Zoning Appeals as well as the Planning Commission. Additionally, their continued work and expansion of the web pages and website for the Planning & Zoning Department and these five boards is greatly appreciated.

2022 Planning Commission Members

NAME	REPRESENTATION	Term of Appointment	NOTES
Bill Stramm, Chair	At Large Member	11/1/2022 – 10/31/2026	
Dennis McCoy, Vice Chair	At Large Member	11/1/2020 - 10/31/2024	
Paul Grossman	Town Counsel Rep.	1/1/2023 – 12/31/2027	
Diane D’Amico	At Large Member	11/1/2020 - 10/31/2024	Resigned in May 2022
Jim Holloway	At Large Member & BZA Representative	11/1/2022 - 10/31/2027	
Michael Strub	At Large Member & HDRB Representative	11/1/2019 - 10/31/2023	
Ken Butta	At Large Member	11/18/2021 – 10/31/2025	Elected to Town Council, effective 1/1/2023
Bill Ashworth	At Large Member	12/2022 – 10/31/2024	To fill Diane D’Amico’s term
Shannon Smith	At Large Member	1/2023 – 10/31/2025	To fill Ken Butta’s term

NOTE: The Planning Commission appoints its members to serve as their designee on the following Town Boards:

Harbor Area Review Board – 2 Appointments

- Diane D’Amico - term of appointment is: 9/4/2019 – 10/31/2024 - she resigned in May 2022. Town Council appointed Bill Ashworth to fill out the remainder of Diane’s term on Planning Commission. The Planning Commission then elected Bill Ashworth to also sit on the Harbor Area Review Board as their representative.
- Ken Butta, term of appointment is: 10/5/2021 – 10/31/2022 – he resigned when he was elected to Town Council. At end of December 2022/January 2023, Shannon Smith was appointed to fill out the remaining time of Ken’s term on Planning Commission. The Planning Commission then elected Shannon Smith to also sit on the Harbor Area Review Board as their representative.
- Bill Ashworth, term of appointment is: 12/2022 – 10/31/2024
- Shannon Smith, term of appointment is: 1/2023 – 10/31/2025

Historic District Review Board – 1 Appointment

- Michael Strub, term of appointment is: 11/1/2019 - 10/31/2023

Additionally, the Northampton County Circuit Court Judge has appointed one member of the Planning Commission to serve on the Board of Zoning Appeals, pursuant to Code of Virginia §15.2-2308 (A) and the current designee is:

Board of Zoning Appeals – 1 Appointment

- Jim Holloway – term of appointment is: 11/1/2022 – 10/31/2027

2023 Planning Commission Members

NAME	REPRESENTATION	Term of Appointment	NOTES
Bill Stramm, Chair	At Large Member	11/1/2022 – 10/31/2026	Re-elected in December 2023 as Chair
Dennis McCoy, Vice Chair	At Large Member	11/1/2020 - 10/31/2024	Served as Vice Chair for all of 2023
Paul Grossman	Town Counsel Rep. Vice Chair	1/1/2023 – 12/31/2027	Elected in December 2023 as Vice-Chair
Michael Strub	At Large Member HRDB Representative	11/1/2019 - 10/31/2023 <i>*term is extended until a new Commissioner is appointed</i>	
Bill Ashworth	At Large Member HARB Representative	12/2022 – 10/31/2024	
Shannon Smith	At Large Member HARB Representative	1/2023 – 10/31/2025	
Jim Holloway	At Large Member BZA Representative	11/1/2022 - 10/31/2027	

NOTE: The Planning Commission appoints its members to serve as their designee on the following Town Boards:

Harbor Area Review Board – 2 Appointments

- Bill Ashworth - term of appointment is: 12/2022 – 10/31/2024
- Shannon Smith - term of appointment is: 1/2023 – 10/31/2025

Historic District Review Board – 1 Appointment

- Michael Strub, term of appointment is: 11/1/2019 - 10/31/2023 - **term is extended until a new Commissioner is appointed.*

2022 Planning and Zoning Staff

Katie Nunez, Interim Planning/Zoning Administrator (hired February 2021 thru June 2022); moved to full-time Planning & Zoning Administrator in July 2022.

Tracy Outten, Planning Technician

2023 Planning and Zoning Staff

Katie Nunez, Director of Planning/Zoning Administrator & Subdivision Agent

Tracy Outten, Planning/Zoning Assistant, Preservation & Zoning Administrator

Robert James, Zoning Compliance Officer, hired January 2023; resigned in November 2023

Alyce Crockett, Planning & Zoning Administrative Assistant (part-time), hired January 2023; resigned in May 2023

Maureen Tamares-Meditz, Planning & Zoning Administrative Assistant (part-time), hired July 2023

Introduction

Section 15.2-2221, of the Code of Virginia, as amended, prescribes the duties of the local planning commission. The duties include a requirement to provide an annual report to the local governing body concerning the operation of the commission and the status of planning in its jurisdiction.

PLANNING COMMISSION MEETINGS 2022

For 2022, Bill Stramm and Dennis McCoy agreed to remain as Chair and Vice-Chair, respectively. Diane D'Amico resigned in February 2022 and the position remained open until the end of December 2022. Ken Butta ran for and was elected to the Town Council so his last meeting was in December 2022 and his replacement was selected in December 2022, to be effective 1/1/2023.

	<u>2022 Attendance Record</u> - Blue Highlighted Dates are Work Session Green Highlighted Dates are Joint Public Hearings with Town Council P = Present A = Absent V= Vacant																
	1/4/2022	1/24/2022	2/01/2022	2/1/2022	3/1/2022	4/5/2022	5/3/2022	6/7/2022	7/5/2022	7/12/2022	8/02/2022	9/06/2022	10/04/2022	10/6/2022	10/27/2022	11/9/2022	12/6/2022
Stramm, Bill	P	P	P	P	P	P	P	A	CANCELLED	P	P	P	P	P	P	P	P
D’Amico, Diane	P	P	P	P	P	P	P	V		V	V	V	V	V	V	V	V
Grossman, Paul	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P
Holloway, Jim	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P
McCoy, Dennis	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P
Strub, Michael	P	P	P	P	P	P	P	P		P	P	P	P	P	P	A	P
Butta, Ken	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P

In 2022, 11 Regular Session Meetings were held with three of those meetings as a Joint Meeting with Town Council. 4 Work Session meeting were held. A substantial amount of meeting time was devoted to working on revisions to several primary guiding documents for the Town: the Comprehensive Plan and the Historic District Guidelines & the associated zoning ordinance authorizing a Historic District (Article VIII)

- The Town engaged Summit Engineering as its consultant to oversee the updates and revisions to the Town's Comprehensive Plan
- The Town engaged Commonwealth Preservation Group as its consultant to oversee a comprehensive rewrite of its Historic District Guidelines and associated zoning ordinance text amendments to the Historic District Overlay Ordinance (Article VIII).

GENERAL DISCUSSIONS 2022

In late summer 2022, Northampton County released a study they commissioned by the Berkeley Group called: “Overcoming Land Use Ordinance Barriers to Housing Development” dated May 27, 2022 which can be found on the Town website at: <https://www.capecharles.org/docview.aspx?docid=30688>. This report reviewed the County as well as all of the incorporated towns’ zoning ordinances relative to housing and provided analysis and recommendations to zoning regulations to expand housing opportunities, especially higher density housing options, such as apartments, multi-family units, workforce housing, etc.

The Planning Commission formed a subcommittee to review this report and determine if we should pursue any zoning text amendments to our ordinance that would help remove barriers to housing development. This sub committee met almost weekly through fall/early winter 2022 and has developed a series of recommendations which have been forwarded to the Town’s consultant, Summit Design, to review as part of their work in doing a full review of the zoning ordinance and compliance with the updated Comprehensive Plan. The Planning Commission will be taking up the subcommittee’s recommendations in 2023 to determine if they agree or disagree and start to assemble the zoning text amendments for public hearing in 2023.

1/24/2022 thru April 2022: Discussion on Accessory Dwelling Units (ADUs) Revisions and whether a conditional use permit should continue to be required or amend the zoning ordinance to include all relevant criteria that must be met in order to obtain a zoning permit approval by right.

7/12/2022: Comp Plan – Existing Conditions Report and Draft Goals, Objectives & Strategies

2/1/2022 MTG:

- Conditional Use Permit (CUP) Public Hearing for an Accessory Dwelling Unit (ADU) at 520 Randolph Avenue. Planning Commission recommended to Town Council approval for a Conditional Use Permit for an Accessory Dwelling Unit at 520 Randolph Avenue on an application filed by Kathleen and Todd Glaser pursuant to Cape Charles Zoning Ordinance Section 4.2 (J) with the following conditions: 1) the applicant applies and obtain Historic District Review Board approval for all exterior improvements, in accordance with the Historic District Overlay and Guidance Documents; 2) the 2 applicant obtains all required permits and approvals from the Building and Planning Departments; and further finds that the Conditional Use Permit (CUP) standards in Section 4.3 are satisfied and that the issuance of the CUP is in general accord with the current Comprehensive Plan; and 3) upon the occupancy of the Accessory Structure as a dwelling by the applicant at 520 Randolph Avenue, then the CUP issued by the Town on July 18, 2016 for a Bed and Breakfast, owned and operated by the applicant at 530 Randolph Avenue, will be relinquished by the applicant since the requirements of the CUP will not be met, particularly the residency requirement for Bed and Breakfast establishments. On February

17, 2022, the Town Council voted to approve the Conditional Use Permit application for an accessory dwelling unit at 520 Randolph Avenue as recommended and conditioned by the Planning Commission.

5/3/2022 MTG:

- Conditional Use Permit (CUP) Public Hearing for an Accessory Dwelling Unit (ADU) at 420 Randolph Avenue. Planning Commission recommended to Town Council approve the Conditional Use Permit (CUP 2022-002) for an Accessory Dwelling Unit After-the-Fact at 420 Randolph Avenue on an application filed by Cynthia Emrich and Charles van Dyck, pursuant to Cape Charles Zoning Ordinance Section 4.2 (J). **On May 19, 2022, Town Council approved the Conditional Use Permit for an Accessory Dwelling Unit After-the-Fact at 420 Randolph Avenue on an application filed by Cynthia Emrich and Charles van Dyck pursuant to Zoning Ordinance Section 4.2(J).**

6/3/2022 MTG:

- Conditional Use Permit (CUP) Public Hearing for an Accessory Dwelling Unit (ADU) and Inground Pool at 211 Madison Avenue. *Planning Commission to recommend Town Council approve the Conditional Use Permit (CUP 2022-003) for an Accessory Dwelling Unit and an In-ground Pool at 211 Madison Avenue on an application filed by Michelle and Nathan Davidson pursuant to Cape Charles Zoning Ordinance Section 4.2 (J), and a Conditional Use Permit for an in-ground pool pursuant to Cape Charles Zoning Ordinance Section 3.2 (C) (5).* **On July 21, 2022, Town Council voted to approve the Conditional Use Permit for 211 Madison Avenue for an accessory dwelling unit and an inground pool as recommended by the Planning Commission.**

8/02/2022 MTG:

- Conditional Use Permit (CUP) Public Hearing for an Accessory Dwelling Unit (ADU) at 11 Randolph Avenue. Planning Commission recommended to Town Council approve the Conditional Use Permit (CUP 2022-004) for an Accessory Dwelling Unit at 11 Randolph Avenue on an application filed by Barbara and Bill O'Hare pursuant to Cape Charles Zoning Ordinance Section 4.2 (J). **On August 18, 2022, Town Council voted to approve CUP2022-004 for an accessory dwelling unit at 11 Randolph Avenue on the application filed by Barbara and Bill O'Hare as recommended by the Planning Commission.**

10/4/2022 MTG:

- ZTA 2022-01 - application from the Town of Cape Charles to amend Section 4.2 (J) – Accessory Dwelling Units and Section 2.9 Definitions associated with Accessory Dwelling Units. Planning Commission recommended an amended application. **On October 20,**

2022, Town Council voted to approve the recommendation from the Planning Commission to adopt Zoning Text Amendment 2022-01, as amended.

- ZTA 2022-02 – application from the Town of Cape Charles to remove proffers that were accepted and approved on November 13, 2008 as part of the “Keck Property Rezoning” and recorded in Northampton County Clerk of Courts as Instrument #090002549 and affecting the following parcels:

Tax Map #:	OWNER:	LOCATION
90-19-B	Town of Cape Charles	2443 Old Cape Charles Road
90-19-A	General Builders LLC	Old Cape Charles Road
90-29-3	General Builders LLC	2401 Old Cape Charles Road
90-29-4	General Builders LLC	2403 Old Cape Charles Road
90-29-2	CEM Investments, LLC	2405 Old Cape Charles Road
90-29-1	General Builders LLC	2407 Old Cape Charles Road

Planning Commission recommended approval of ZTA application 2022-03. On October 20, 2022, Town Council voted to approve the recommendation from the Planning Commission to adopt Zoning Text Amendment 2022-03.

12/6/2022 MTG:

- Joint Public Hearing on Comprehensive Plan Revisions and Update which was recommended by the Planning Commission. On December 15, 2022, Town Council voted to approve the recommendation from the Planning Commission to adopt the Comprehensive Plan revisions and update.
- ZMA 2022-02 – application from the Town of Cape Charles to re-affirm the Historic District Overlay Map and to amend the Zoning Ordinance Section 8.3 including a description of the bounds of the Historic District Overlay Map. A joint public hearing was held on this matter and was recommended by the Planning Commission to approve with amendment clarifying that the western most line of the district stops at Bay Avenue up to the beach but does not include the Town beach property. On December 15, 2022, Town Council voted to approve the recommendation from the Planning Commission to re-affirm the Historic District Overlay Map and also to amend Cape Charles Zoning Ordinance Section 8.3 to include a written description of the bounds of the Historic District Overlay Map.
- ZTA 2022-02: application from the town of Cape Charles to Amend Section 3.2 (District Regulations - Single Family Residential District R-1) (I – Development Standards) (6) – Delete the following: ~~Vinyl siding will be permitted as long as each individual clapboard is~~

~~no wider than five inches.~~ Section 3.6 (District Regulations – Commercial District C-1) (F – Development/Redevelopment Standards: (1.e) – Delete the following: aluminum ~~or vinyl siding.~~ . A joint public hearing was held on this matter and was recommended by the Planning Commission to approve Zoning Text Amendment 2022-02 re: vinyl siding materials no longer being allowed in the Residential-1 Zoning District & Commercial-1 Zoning District that are also in the Historic Overlay District. **On December 15, 2022, Town Council voted to approve the recommendation from the Planning Commission to eliminate vinyl siding as a materials choice for the Residential-1 and Commercial-1 Zoning District.**

- ZTA 2022-03: application from the Town of Cape Charles to amend Section 8.3 (Inventory of Landmarks and Contributing Properties Established) as follows: The Town of Cape Charles has established as part of this ordinance a map covering the area included in the Historic District, based on the criteria set forth in this ordinance and fully described under within Section 8.3 as described in ZMA 2022-02 and further contained in Chapter 1 of the Newly Revised Historic District Guidelines as adopted by the Town Council on (Date to be inserted) and this map shall be as much a part of this ordinance as if fully described herein. Pending further amendment of this ordinance, the period of significance for the Town will be from 1883 to 1964 as delineated in the Cape Charles Historic District National Register of Historic Places (amended 2019). Said listing as prepared in 2019 of all contributing and non-contributing properties will be attached as an Exhibit to the newly revised Historic District Guidelines as identified in the National Register, structures or sites designated as properties which contribute to the historic character of the Town shall be known as contributing properties for the purpose of this Ordinance. Structures or sites not designated as landmark or contributing properties shall be known as noncontributing properties. Should a building or structure within the boundaries of the historic district not be listed in the national register, the building or structure will be classified as noncontributing. The map may be amended from time to time in the same manner as the zoning district map. A joint public hearing was held on this matter and was recommended by the Planning Commission to approve as presented. **On December 15, 2022, Town Council voted to approve the recommendation from the Planning Commission to accept the 2019 Historic District Inventory of Landmarks and Contributing Properties.**
- ZTA 2022-04: application from the Town of Cape Charles to Amend Section 8.4 – Application of the District; Relation to Other Zoning Districts to add to the end of the paragraph the following: Where the overlay district and its Design Guidelines present stricter standard, the stricter standard prevails pursuant to Code of Virginia Section 15.2-2306. A joint public hearing was held on this matter and was recommended by the

Planning Commission to approve as presented. On December 15, 2022, Town Council voted to approve the recommendation from the Planning Commission establishing that the Overlay District and Design Guidelines are the stricter standard and prevail if in conflict with any other provision of the Cape Charles Zoning Ordinance.

- ZTA 2022-05: to amend Section 8.8 (Historic Board: Terms) by adding the following: The members of the Historic District Review Board shall be appointed by the Town Council. The Membership shall consist of five citizens, at least three of whom shall be residents of the local historic district; said appointments are at the will of Town Council. A joint public hearing was held on this matter and was recommended by the Planning Commission to approve as presented. On December 15, 2022, Town Council voted to approve the recommendation from the Planning Commission that the appointments to the Historic District Review Board are at will appointments by Town Council.
- ZTA 2022-06: application from the Town of Cape Charles to Amend Section 8.14 (E) Historic District Review Board; Powers and Duties to insert the month and year (December 15, 2022) of the newly revised Historic District Guidelines, once adopted by Town Council. A joint public hearing was held on this matter and was recommended by the Planning Commission to approve as presented. On December 15, 2022, Town Council voted to approve the recommendation from the Planning Commission and will reflect in the Cape Charles Zoning Ordinance that the date of adoption for the new Historic District Guidelines is December 15, 2022.
- ZTA 2022-07: application from the Town of Cape Charles to delete Section 8.20 – Design Guidelines: Recommendations for Review Items since guidelines have been included in the newly proposed guideline: (D) ~~Separate guidelines shall be developed for all new infill buildings in Cape Charles’ historic district. New infill construction will not diminish, detract, or distract from the character of surrounding historic buildings or the overall historic district.~~ (E) ~~Alterations and additions to non-contributing structures that affect the exterior appearance of the structure or additions should be compatible with the district following the guidelines for new (infill) construction. Criteria for non-contributing structures may be less restrictive than that applied to contributing structures.~~ A joint public hearing was held on this matter and was recommended by the Planning Commission to approve as presented. On December 15, 2022, Town Council voted to approve the recommendation from the Planning Commission that the language indicating that guidelines for infill buildings will be developed is to be deleted since the newly adopted guidelines includes this information.
- ZTA 2022-08: application from the Town of Cape Charles to amend Section 8.20 (A) as follows: The Historic District Review Board shall be guided in its decisions by the design

guidelines but must also use independent judgement and discretion to consider the unique characteristics of each request. The board is expected to work with each applicant to assist them in achieving their goal while preserving the character of the district. The board and staff shall ~~may~~ utilize the pre-application review process as defined in Section 8.25.A. A joint public hearing was held on this matter and was recommended by the Planning Commission to approve as presented. **On December 15, 2022, Town Council voted to approve the recommendation from the Planning Commission and are authorizing the HDRB and staff to utilize a pre-application process but are not mandated to do so and shall be guided in its decisions by the Design Guidelines but must also use discretion and independent judgment to consider the unique characteristics of each request.**

- **ZTA 2022-09:** application from the Town of Cape Charles to amend Section 8.25 (A) as follows: Pre-application review: Persons considering action that requires a certificate of appropriateness, as set forth in this ordinance, are ~~to request and/or to review~~ **the fully proposed application and scope of work with Planning & Zoning staff** ~~an informal informational meeting with the Zoning Administrator and at least one member of the Historic District Review Board~~ prior to submitting a ~~formal~~ **completed** application for a certificate of appropriateness. ~~Requests for such informational meetings can be made to the zoning administrator, who will contact a member of the board. The informational meeting will occur within thirty (30) days of receipt of such a request. The purpose of said review with staff of an informational meeting is to review the design guidelines and standards and the procedures for obtaining a certificate of appropriateness. Neither the applicant nor the zoning administrator/or staff member board member(s) shall be bound by any informational meeting or conceptual review. Zoning administrator can use discretion on the need for a preapplication meeting or the inclusion of a board representative depending on the nature of project proposed;~~ A joint public hearing was held on this matter and was recommended by the Planning Commission to approve as presented. **On December 15, 2022, Town Council voted to approve the recommendation from the Planning Commission to clean up the language in the ordinance concerning application process for Certificates of Appropriateness.**
- **ZTA 2022-10:** application from the Town of Cape Charles to amend Section 8.29 – Certificates of Appropriateness as follows: Any certificate issued pursuant to this article shall expire of its own limitation ~~twelve (12)~~ **six (6)** months from the date of issuance if the work authorized thereby is not commenced by the end of such ~~twelve (12)~~ **six (6)** month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of ~~twelve (12)~~ **six (6)** months after being commenced. Any period or periods of time during which the right to use any such certificate is stayed pursuant to this article

shall be excluded from the computation of the ~~twelve (12)~~ six (6) months. A joint public hearing was held on this matter and was recommended by the Planning Commission to approve as presented. On December 15, 2022, Town Council voted to approve the recommendation from the Planning Commission and have amended the ordinance to provide a permit expiration date of six months for Certificates of Appropriateness.

PLANNING COMMISSION MEETINGS 2023

For 2023, Bill Stramm and Dennis McCoy agreed to remain as Chair and Vice-Chair, respectively. Dennis McCoy was absent due to a prolonged illness; resigned in December 2023. Bill Stramm was re-elected Chair and Paul Grossman was elected as Vice-Chair in December 2023.

	<u>2023 Attendance Record</u> Blue Highlighted Dates are Work Session Green Highlighted Dates are Joint Public Hearings with Town Council Orange Highlighted Dates are Joint Work Session with Town Council P = Present A = Absent V= Vacant														
	1/3/2023	1/30/2023	2/7/2023	3/27/2023	4/4/2023	5/2/2023	7/11/2023	8/21/2023	9/7/2023	9/28/2023	10/3/2023	10/24/2023	11/2/2023	11/20/2023	12/5/2023
Stramm, Bill	P	P	P	P	A	P	P	P	CANCELLED	P	P	A	P	P	P
McCoy, Dennis	P	P	P	P	P	P	P	P		A	A	A	A	A	A
Grossman, Paul	P	P	P	P	P	P	P	P		P	P	P	P	A	p
Strub, Michael	A	P	P	P	P	P	P	P		P	P	P	A	P	P
Ashworth, Bill	P	P	P	P	A	P	P	P		P	P	P	P	P	p
Smith, Shannon	P	P	P	P	P	P	P	P		P	A	P	P	A	P
Holloway, Jim	P	A	P	A	A	P	P	P		P	P	P	P	P	p

In 2023, 8 Regular Session Meetings were held; 2 Work sessions; and 4 Joint Work Session with Town Council – 3 of the joint meetings were to review all proposed Zoning Ordinance Amendments and 1 of the joint meetings was to discuss Short-Term Rental Committee Recommendations.

GENERAL DISCUSSIONS 2023

In July 2023, the Planning Commission formed a sign sub-committee to work on developing a draft Sign Ordinance that complied with federal case law on this matter.. This sub-committee met almost weekly through fall/early winter 2023 and has developed a series of recommendations which have been brought to the Planning Commission with the intent of finalizing a draft Sign Ordinance that will be incorporated as part of the zoning text amendments overall for review by Town Council..

1/3/2023 :

- ZTA 2023-01 - amend Article III to create a new zoning district called Bay Crossing Planned Unit Development and to amend any other sections of the Zoning Ordinances deemed appropriate to achieve the purposes described herein. Application from the Town of Cape Charles to amend Section 4.2 (J) – Accessory Dwelling Units and Section 2.9 Definitions associated with Accessory Dwelling Units.
- ZMA 2023-01 to rezone Tax Map #90-19-A from Residential-R3 to the new zoning district called Bay Crossing Planned Unit Development District if so created.

A public hearing was held by the Planning Commission on 1/3/2023 and the Planning Commission recommended approval with 2 amendments to the ZTA relative to striking the income threshold requirements for workforce housing and to add the requirement of 5 acres minimum for creation of a PUD District. **On January 19, 2023, Town Council voted to approve both the Zoning Map Amendment Application and the Zoning Text Amendment Application as amended by Town Council who accepted the Planning Commission 5 acre minimum amendment but did not accept the Planning Commission recommendation re: deleting the income threshold requirement but substituted the following language: “The targeted workforce housing segment income range is up to 150% of the Area Median Income” and to also amend the following: To amend paragraph 3, Conditional Uses, to read: “Subject to the Conditional Use Permit application process, the following conditional uses may be allowed: all uses in the C-1, C-2 and C-3 Districts, conditional uses within the R-3 District, short term rentals including subletting of units (said unit’s square footage will be less than 1,000 square feet and the short term rental is defined as 30 days or less for rent), and any other commercial or professional use which is compatible in nature with the allowed uses and which the Zoning Administrator determines to be compatible with the intent of the district and is concurred with by the Planning Commission.”**

5/2/2023 Meeting:

- Conditional Use Permit (CUP) Public Hearing from Liquor Distillation Society LLC at 1 Fig Street (Tax Map #83A3-1-534) in the Commercial-2 (C-2) Zoning District for 3 single-family units located on the floor above commercial space pursuant to CCZO Section 3.7 (C). Planning Commission recommended to Town Council approval of the CUP2023-001: Conditional Use Permit Application from Liquor Distillation Society LLC at 1 Fig Street (Tax Map #83A3-1-534) for 3 single-family dwelling units above 1st floor Commercial Space based upon the site plan and application submitted and with the condition that the minimum lease term of no less than 30 days be assigned to the 3 residential units at 1 Fig

Street. On May 18, 2023 Town Council voted to approve Conditional Use Permit 2023-001 for three single-family dwelling units above first floor Commercial Space based upon the site plan and application submitted and with the condition that the minimum lease term of no less than 30 days be assigned to the three residential units at 1 Fig Street.

- Conditional Use Permit (CUP) from Cape Marine Services LLC at 6 Mason Avenue (Tax Map #83A3-A-5) in the Harbor Zoning District to operate a paid parking lot on 72,000 square feet (approximately 22.3% of the total lot size of 322,498 square feet), pursuant to CCZO Section 3-9 (E) (7) (f); said request is seeking a one-time seasonal approval until September 5, 2023 with relief from the landscaping requirements contained in CCZO Section 4.5 (J). A public hearing was held by the Planning Commission and recommended to Town Council with conditions on a limited time basis. On May 18, 2023 Town Council voted to approve Conditional Use Permit 2023-002 at 6 Mason Avenue on a one-time seasonal basis until September 5, 2023 as recommended by the Planning Commission to include the following conditions: i) A waiver from the landscape requirements in CCZO Section 4.5 (J) and other paved surface requirements during this seasonal one-time permit timeframe; ii) Sufficient trash receptacles be provided by the property owner and emptied on a regular basis at the expense of the property owner; iii) The entrance and exit to/from the parking lot would be from the center entrance on Mason Avenue directly across from Harbor Avenue only; iv) Approved and permitted signage indicating the hours of operation of 8:00 a.m. to Dusk and Daily Parking Only, No Overnight Parking, and Towing of Cars would be at the Owner's Expense; and v) Allowing for the extended hours on July 4th.

7/11/2023 Meeting:

- Zoning Map Amendment (ZMA) 2023-02 from Nancy T. Rooney to rezone 107 Mason Avenue (Tax Map #83A3-2-1-74 & #83A3-2-1-75A) from Commercial-1 (C-1) Zoning District to Commercial Residential (CR) Zoning. *Planning Commission recommended to Town Council rezone Tax Map Parcels #83A3-2-1-74, 75A, 75B, and 77 from Commercial-1 to Commercial Residential.* On July 20, 2023, Town Council voted to adopt Ordinance 20230720A Amending Cape Charles Zoning for Tax Map Parcels #83A3-2-1-74, 83A3-2-1-75A, 83A3-2-1-75B and 83A3-2-1-77 for Commercial-1 to Commercial-Residential which was supported by the Comprehensive Plan and Future Land Use Map.
- Zoning Map Amendment (ZMA) 2023-02 from RL & B Seaside Investments, LLC to rezone Tax Map #83A3-2-1-75B and #83A3-2-1-77 from Commercial-1 (C-1) Zoning District to Commercial Residential (CR) Zoning. *Planning Commission recommended to Town Council rezone Tax Map Parcels #83A3-2-1-74, 75A, 75B, and 77 from Commercial-1 to Commercial Residential.* On July 20, 2023, Town Council voted to adopt Ordinance 20230720A Amending Cape Charles Zoning for Tax Map Parcels #83A3-2-1-74, 83A3-2-1-75A, 83A3-2-

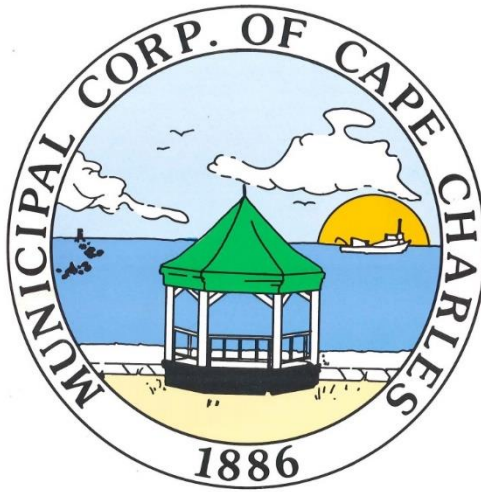
1-75B and 83A3-2-1-77 for Commercial-1 to Commercial-Residential which was supported by the Comprehensive Plan and Future Land Use Map.

10/3/2023 Meeting:

- Zoning Map Amendment (ZMA) 2023-03 application from Cherrystone Investments, LLC to rezone and remove the dual zoning on Tax Map #90-A-1A6 from General Business/Light Industrial (GBI H-1) and Harbor District to only Harbor Zoning District. Following a public hearing, the Planning Commission recommended to Town Council to approve rezoning of this parcel from GBI H-1 & Harbor to only Harbor Zoning with the conditions that plans of development for this parcel to be delivered within six (6) months to the Planning Commission. On November 16, 2023, Town Council voted to approve the zoning map amendment application as requested and rezone Tax Map #90-A-1A6 from General Business/Light Industrial and Harbor zoning to Harbor on the full parcel.

11/20/2023 Meeting:

- Zoning Map Amendment (ZMA) 2023-04 from Municipal Corporation of Cape Charles to rezone Tax Map #83A3-1-644 & 83A3-1-641 (11,301.22 square feet) from Commercial -1 (C-1) to Residential-1 (R-1). The Planning Commission held the public hearing on this matter and moved to recommend to Town Council to approve the application as presented. On January 18, 2024, Town Council voted to approve Zoning Map Amendment 2023-04, as recommended by the Planning Commission.



Town of Cape Charles Board of Zoning Appeals

2023 Annual Report
(January 1, 2023-December 31, 2023)

Bill Murphy
Chairman

Dolores Blackburn
Vice Chairman

2023 Board of Zoning Appeals Members

Bill Murphy, Chairman
Dolores Blackburn, Vice Chairman
Pete Baumann
Jim Holloway
Laura Weigand

2023 Staff

Katie Nunez, Director of Planning & Zoning Administrator & Subdivision Agent
(July 2022 to present)
Tracy Outten, Planning Technician (October 2020 to present)
Robert James, Zoning Compliance Officer (January 2023 – December 2023)

I. Introduction

Section 15.2-2308.C of the Code of Virginia states the following, “The board shall keep a full public record of its proceedings and shall submit a report of its activities to the governing body or bodies at least once each year.”

II. Board and Staff Updates

A. BOARD MEMBERSHIP 2023:

The membership has stayed consistent throughout 2023.

B. STAFF CHANGES 2023:

Staffing for the Department has stabilized since 2022. Katie Nunez was hired in February 2021 as Interim Planning/Zoning Administrator and continued in that role until the death of her husband in April 2022. At that time, Ms. Nunez reached agreement with the Town Manager in July 2022 to come on in a full-time capacity as the Director of Planning & Zoning Administrator & Subdivision Agent.

Tracy Outten has been a continued source of continuity for the department since she served as clerk to the Board for the last four years and her continued role as the full-time Planning Technician, which she has held since October 2020, has ensured that the departmental administrative functions are being addressed timely and professionally.

In spring 2022, the department expanded to include a Part-Time Zoning Compliance Officer to handle the investigation and enforcement of zoning violations. Additionally, this position. With the departure of Ken Butta from this position due to his election to the Town Council, the position was slightly reconfigured to expand the duties to serve as Clerk to the Board of Zoning Appeals. Robert James was hired in January 2023 and resigned in December 2023. At this time, this position is still vacant.

The department staff has been reviewing all department application forms and have been making updates. For the Board of Zoning Appeals, the following forms were updated:

1. Zoning Variance Application – updated December 2022 & further revised May 2023.
2. BZA Appeals of Administrative Zoning Decisions Form – updated July 2022 & further revised March 2023.

C. EDUCATION

Katie Nunez completed the Virginia Commonwealth University Certified Board of Zoning Appeals Program in October 2023. She has also maintained her annual certification as a Virginia Association of Zoning Officials (VAZO).

III. VARIANCES, EXCEPTIONS AND APPEALS

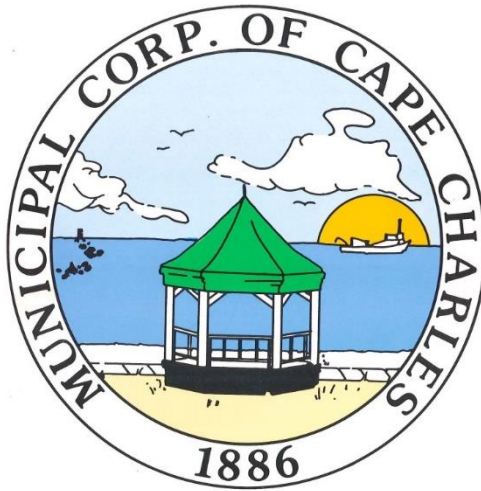
A. 2023

The Board of Zoning Appeals held 4 meetings.

	1/10/2023	4/11/2023	4/11/2023	6/11/2023
Murphy, Bill (Chair)	X	X	X	X
Baumann, Pete	X	X	X	X
Blackburn, Dolores	X			
Holloway, Jim		X	X	
Weigand, Laura		X	X	X

PUBLIC HEARINGS AND DECISIONS OF THE BOARD OF ZONING APPEALS IN 2023				
TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	ZONING ORDINANCE SECTION	BZA DECISION
<u>VARIANCE TO REAR YARD SETBACK</u>	January 10, 2023	112 Churchill Downs Tax Map #90-6-7	Cape Charles Zoning Ordinance Appendix – Accawmacke Plantation Planned Unit Development Ordinance (PUD), Article 4.2 (E) (2) which requires for a Single Family Dwelling for a rear yard setback of 20 feet and the applicant is seeking a variance of 4 ft 4 inches from this setback. Reason for request is to add a 14.6 ft x 12 ft. open porch over an existing terrace at the south end rear of an existing house.	Approved.

PUBLIC HEARINGS AND DECISIONS OF THE BOARD OF ZONING APPEALS IN 2023				
TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	ZONING ORDINANCE SECTION	BZA DECISION
<u>VARIANCE TO ACCESSORY STRUCTURE PARKING REQUIREMENTS</u>	May 9, 2023	413 Jefferson Avenue Tax Map #83A1-1-063	Cape Charles Zoning Ordinance Section 4.5 (B) (3)(a)(5) - Accessory Dwelling requirement of 1 parking space per bedroom, for an accessory dwelling unit - seeking a variance from this requirement.	Approved.
<u>APPEAL OF ZONING ADMINISTRATOR DECISION</u>	April 11, 2023 & June 13, 2023	214 Washington Avenue Tax Map #83A1-1-97	Zoning Administrator denied zoning clearance for a fence to be located one inch from the rear property line because of the existence of an alley, pursuant to CCZO Section 4.2 (G). Appeal filed by property owner.	Approved to overturn decision of Zoning Administrator due to conflict between CCZO and Town Code Section 62.3 which defines public alleys as the acceptance of the platted and dedicated public alleyways as public alleyways and there is no evidence that the alley from Pine Street to Strawberry Street between Washington and Jefferson Avenue has been platted and dedicated as a public alley – this alley is a private alley and not subject to the CCZO.



Town of Cape Charles Historic District Review Board

2022 & 2023 Annual Report

(January 1, 2022 - December 31, 2022)

(January 1, 2023 - December 31, 2023)

Kathy Glasser
Chairwoman

Herbert Thom
Vice Chairman

2022 Historic District Review Board Members

NAME	REPRESENTATION	Term Expiration	NOTES
Herbert Thom	Chairman	1/8/2023	
Edward Wells	Chairman	1/8/2022	He did not want to be re-appointed
Martin Mayer	Vice-Chairman	1/8/2025	
Michael Strub	PC Rep	10/31/2023	
David Howgill	Member	1/8/2027	Filled the vacancy left by Ed Wells
Kathy Glaser	Member	1/8/2026	

2023 Historic Review Board Members

NAME	REPRESENTATION	Term Expiration	NOTES
Herbert Thom	Chairman Vice-Chairman	1/8/2028	Elected As Vice-Chairman 6/20/2023
Martin Mayer	Vice-Chairman Member	1/8/2025	
Michael Strub	PC Rep	10/31/2023	
David Howgill	Member	1/8/2027	Resigned 4/28/2023
Patricia James	Member	1/8/2027	Filled vacancy of David Howgill
Kathy Glaser	Member Chairwoman	1/8/2026	Elected as Chairwoman on 6/20/2023

2022 Staff

Katie Nunez, Interim Zoning Administrator/Town Planner (hired February 2021 thru June 2022);
moved to full-time Planning & Zoning Administrator in July 2022

Tracy Outten, Planning Technician

2023 Staff

Katie Nunez, Director of Planning & Zoning Administrator & Subdivision Agent

Tracy Outten, Planning/Zoning Assistant, Preservation & Zoning Administrator

Robert James, Zoning Compliance Officer (January 2023 – December 2023)

Alyce Crockett, Planning & Zoning Administrative Assistant (part-time), hired January 2023;
resigned in May 2023

Maureen Tamares-Meditz, Planning & Zoning Administrative Assistant (part-time),
hired July 2023

I. Introduction

Section 2.2-3700 of the Code of Virginia states that all public body or bodies shall keep a full public record of its proceedings and the Historic Area Review Board qualifies. As part of that requirement, the Historic Area Review Board will also prepare and submit a report of its activities to the governing body (Town Council) at least once a year.

The “Town Council-prepared” Annual Report is meant to provide a detailed report on the departmental staffing, ongoing education of both staff and Board members, and breakdown of the types of applications and activities occurring in the Historic District.

Additionally, the Town was designated as a Certified Local Government (CLG) Community on March 12, 2007, pursuant to the National Historic Preservation Act of 1960 and further amended in 1980. This designation establishes a partnership between the Town, the National Parks Service and the Virginia Department of Historic Resources (DHR). A requirement of this designation is for the Town to complete an annual survey or report on forms provided by DHR. The intent of this survey is to verify activity level within the Historic District, compliance of Board appointments with the minimum criteria of background/education of said Board members, continuing education compliance for Board members and staff, update on any zoning ordinance revisions or historic district guidance documents and an audit of Historic District Review Board minutes.

The CLG Annual Report was done for the time period of October 1, 2021 thru September 30, 2022 (EXHIBIT A) and October 1, 2022 thru September 30, 2023 (EXHIBIT B).

II. Board and Staff Updates

A. BOARD MEMBERSHIP 2022:

Member Ed Wells chose not to seek re-appointment to the Board when his term expired on January 8, 2022. He was a member since May 16, 2019 and served as Chairman for the 2021 calendar year. His experience and background as a contractor enabled him to assist applicants and board members in the review and final determination of applications for a portion or total house renovation as well as for new “infill” house construction that was consistent with the historic district guidelines. This vacancy was filled by David Howgill, a resident within the Historic District who had personal experience through the historic renovations of his own residence(s) within Cape Charles Historic District and in other historic districts in the United States and in Great Britain.

BOARD MEMBERSHIP 2023:

In late spring 2023, David Howgill resigned due to health issues. Patricia James was appointed to fill out the remaining term of Mr. Howgill’s appointment. She is a resident of the Historic District and is completing renovations to her personal residence at this time.

A. STAFF CHANGES 2021 - 2023:

In July 2020, Allyson Finchum was hired as Town Planner and served until February 2021.

Staffing for the Department has stabilized since 2022. Katie Nunez was hired in February 2021 as Interim Planning/Zoning Administrator and continued in that role until the death of her husband in April 2022. At that time, Ms. Nunez reached agreement with the Town Manager in July 2022 to come on in a full-time capacity as the Director of Planning & Zoning Administrator & Subdivision Agent.

Tracy Outten has been a continued source of continuity for the department since she served as clerk to the Board for the last four years and her continued role as the full-time Planning Technician, which she has held since October 2020, has ensured that the departmental administrative functions are being addressed timely and professionally. Her position was re-tooled to allow her to focus on fully staffing primarily the Historic District Review Board and the numerous applications before this board. At present, Tracy Outten is the Planning & Zoning Assistant, Preservation and Zoning Administrator.

In spring 2022, the department expanded to include a Part-Time Zoning Compliance Officer to handle the investigation and enforcement of zoning violations. With the departure of Ken Butta from this position due to his election to the Town Council, the position was slightly reconfigured to expand the duties to serve as Clerk to the Board of Zoning Appeals. Robert James was hired in January 2023 and resigned in December 2023. At this time, this position is still vacant.

In January 2023, the department expanded to include a Part-Time Planning & Zoning Administrative Assistant to help with the administrative function of the department. Alyce Crockett was hired in January 2023 and resigned in May 2023. Maureen Tamares-Meditz was hired in July 2023. This position was assigned to serve as staff to the Planning Commission, Wetlands Board and Harbor Area Review Board.

The department staff has been reviewing all department application forms and have been making updates. For the Historic District Review Board the following forms were updated:

1. Application for Certificate of Appropriateness – Accessory Structure - revised May 2023.
2. Application for Certificate of Appropriateness - Fence - revised May 2023.
3. Application for Certificate of Appropriateness – Accessory Structure - revised March 2023.
4. Application for Certificate of Appropriateness – New Construction - revised May 2023.
5. Application for Certificate of Appropriateness – Renovation - revised March 2023.
6. Application for Certificate of Appropriateness – Roof Renovation Only - revised July 2023.
7. Application for Certificate of Appropriateness – Relocation - revised October 2023.
8. Tree Removal permit Application – revised – July 2023
9. Application for Zoning Clearance – revised February 2024
10. Historic District review Board Fees – Effective July 1, 2023
11. Owner Affidavit Permission to Represent Form – revised March 2023

B. EDUCATION

A requirement of the CLG designation is that continuing education must occur annually for both the staff and Board members that is relevant to the Historic District Overlay. To that end, the following training, education and seminars were attended as noted:

<u>Name of Class/ Training/ Seminar</u>	<u>Duration of Training</u>	<u>Provider of Training</u>	<u>DATE</u>	<u>Participants</u>
Standards and Guidelines for Design Review: Reviewing the Federal Standards & Guidelines & learn how to apply them to the Real-World Cases. Webinar	1 hour	NAPC – CAMP Training	4/27/2022	Katie Nunez Tracy Outten Kathy Glaser David Howgill Michael Strub Herb Thom
Preservation Planning: Planning for the resource, the board, and the community. Webinar	1 hour	NAPC – CAMP Training	4/27/2022	Katie Nunez Tracy Outten Kathy Glaser David Howgill Herb Thom Michael Strub
Design Review Exercise: Practice design review with a simplified application and set of design guidelines. Webinar	1 hour	NAPC – CAMP Training	4/27/2022	Katie Nunez Tracy Outten Kathy Glaser David Howgill Herb Thom Michael Strub
Alternative Materials: Review of new materials as fewer original materials become unavailable to replace. Webinar	1 hour	NAPC – CAMP Training	4/27/2022	Katie Nunez Tracy Outten Kathy Glaser David Howgill Herb Thom Michael Strub
Mid-Century Resources: An overview of why the Mid-Century/Post-War Architecture & social history is significant from urban centers to small towns. Webinar	1 hour	NAPC – CAMP Training	4/27/2022	Katie Nunez Tracy Outten Kathy Glaser David Howgill Herb Thom Michael Strub
Envisioning Infill Design: Exploring how to envision new construction between the goals of compatible yet differentiated. Webinar	1 hour	NAPC – CAMP Training	4/27/2022	Katie Nunez Tracy Outten Kathy Glaser David Howgill Herb Thom Michael Strub
Public Education and Outreach: Ways to reach the public. Webinar	1 hour	NAPC – CAMP Training	4/27/2022	Katie Nunez Tracy Outten Kathy Glaser David Howgill

				Herb Thom Michael Strub
How to Get Involved in Historic Preservation, and Tools to Help Save Historic Sites in your Community	1.5 hours	DHR Preservation Academy	3/15/2023	Katie Nunez Tracy Outten
Dispelling Common Historic Preservation. Webinar	1.5 hours	DHR Preservation Academy	3/29/23	Katie Nunez Tracy Outten Herb Thom Michael Strub Kathy Glaser
Planning, Preservation & Change: Preservation – An Effective Tool. Webinar	1.5 hours	NAPC & APA	5/19/2023	Tracy Outten
Historic Rehabilitation Tax Credits for Regular Homeowners, Webinar	1.5 hours	APA – DHR Preservation Academy	5/31/2023	Katie Nunez Tracy Outten David Howgill Herb Thom Kathy Glaser
Best Practices for an Effective Local Preservation Commission. Webinar	1.5 hours	NAPC	6/29/2023	Tracy Outten
NAPC Virtual Summer Short Course – Range of topics	11 hours	NAPC – Virtual Summer Course	8/23/2023 thru 8/24/2023	Tracy Outten
Resilience and Disaster Planning for Historic Districts	8 hours	NAPC – CAMP Training	9/15/2023	Tracy Outten

III. MEETINGS

HISTORIC DISTRICT REVIEW BOARD MEETING 2022

	<u>2022 Attendance Record</u>									
	P = Present			A = Absent			V = Vacant			
	1/18/2022	2/15/2022	3/15/2022	4/19/2022	5/17/2022	6/21/2022	8/16/2022	9/20/2022	10/18/2022	11/15/2022
Herb Thom	P	P	P	P	P	P	P	P	A	A
Martin Mayer	A	P	P	P	P	P	P	P	P	P
Michael Strub	P	P	P	A	P	P	P	P	P	P
David Howgill	A	P	P	P	A	A	P	P	A	P
Kathy Glaser	P	P	P	A	P	P	P	P	P	P

The Planning Commission and the staff of the Planning & Zoning Department as well as the members of the Historic District Review Board were instrumental in working with a consultant in the update and revision of the Town's Historic District Guidelines and accompanying amendments to the Historic District Overlay zoning ordinance, a process which initially began in 2021. After extensive feedback from the internal stakeholders, staff, and a public opinion survey, the Consultant, Commonwealth Preservation Group, released draft guidelines to the Town and community outreach was conducted. Over 110 comments were submitted to the Town and all comments were considered through a joint meeting of the Town Council, Planning Commission and Historic District Review Board. Town Council adopted the new guidelines and accompanying zoning ordinance changes on December 15, 2022 which also included reaffirming the bounds of the Historic District and creating a map to reflect the exact location of the district.

Throughout the year, the HDRB was still reviewing and reaching decisions on individual property applications for some level of renovation or rehabilitation or other improvements to their property as well as application for new single-family residences on the infill lots. The types of applications received and acted upon by the HDRB are broken out below and finally followed by a summary table for the calendar year.

The last table for the calendar year is the listing of applications that could and were reviewed administratively by the Zoning Administrator.

PUBLIC HEARINGS AND DECISIONS HISTORIC DISTRICT AREA REVIEW BOARD 2022			
TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
FENCE INSTALLATION	4/19/2022	221 Tazewell Ave. 509 Monroe Ave.	Approved Approved
	6/21/2022	614 Randolph Ave 10 Randolph Ave.	Approved Approved
	9/20/2022	213 Madison Ave.	Approved
	11/15/2022	535 Monroe Avenue	Approved

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
RENOVATION, MINOR	1/18/2022	211 Mason Ave.	Approved
	2/15/2022	213 Madison Avenue	Approved
	3/15/2022	333 Madison Ave. 520 Randolph Ave. 535A 7 535B Randolph Ave. 227 Mason Ave. 601 & 603 Peach St.	Approved Approved Approved Approved Approved
	4/19/2022	509 Mason Ave. 541 Randolph Ave. 305 Mason Ave. 13 & 15 Nectarine St.	Approved Approved Approved Approved w/conditions
	5/17/2022	303 & 305 Strawberry St. 539 Jefferson Ave.	Approved Approved
	6/21/2022	238 Monroe Ave. 409 Harbor Ave. 233 Mason Ave.	Approved Approved Approved after the fact
	8/16/2022	217 Jefferson Ave. 325-B Mason Ave.	Approved Approved
	9/20/2022	133 Mason Ave.	Approved
	10/18/2022	551 Tazewell Ave.	Approved
	11/15/2022	107 Mason Ave.	Approved

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
MODIFICATION OF APPROVED CERTIFICATE OF APPROPRIATENESS (COA)	1/18/2022	211 Mason Ave.	Approved
	6/21/2022	214 Jefferson Ave. 618 Randolph Ave. 501 Jefferson Ave.	Approved Approved Approved
	11/15/2022	520 Randolph Ave.	Approved

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
RENOVATIONS, ADDITIONS & NEW CONSTRUCTIONS	1/18/2022	520 Strawberry St.	Approved
	2/15/2022	219 Mason Ave.	Approved
	5/17/2022	1 Fig St. 510 Monroe Ave. Lot 125 on Jefferson Ave.	Approved Approved Approved
	6/21/2022	607 Pine St. 220 Washington Ave. 212 Randolph Ave. 210 & 212 Strawberry St.	Approved Approved Approved Approved
	8/16/2022	504 Bay Ave. 633 Randolph Ave. 211 Madison Ave. 1 Fig St.	Approved Approved Approved Approved
	9/20/2022	305 Mason Ave. 203 & 205 Mason Ave.	Approved Rescheduled for 11/2022 meeting
	10/18/2022	204 Washington Ave. 606 Washington Ave. 542 Monroe Ave. 221 Tazewell Ave. 607 Jefferson Ave.	Approved Approved Approved Approved Approved
	11/15/2022	632 Madison Ave. 506 Nectarine St. 615 Tazewell Ave. 424 Randolph Ave. 538 Monroe Ave. 203 & 205 Madison Ave. 627 Jefferson Ave.	Approved Approved Approved Approved Approved Approved Approved

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
<u>OTHER</u>	6/21/2022	425 Mason Ave. (projecting sign)	Approved
		10A Peach St. (projecting sign)	Approved

SUMMARY of HDRB MEETINGS FOR 2022					
MEETING DATE	Fence Installation	Renovation, Minor	Modification to Approved COA	Renovations, Additions & New Construction	Other (projecting signs)
1/18/2022	-	1	1	1	-
2/15/2022	-	1	-	1	-
3/15/2022	-	5	-	-	-
4/19/2022	2	4	-	-	-
5/17/2022	-	2	-	3	-
6/21/2022	2	2	3	4	2
	-	1	-	-	-
8/16/2022	-	2	-	4	-
9/20/2022	1	1	-	1	-
10/18/2022	-	1	-	5	-
11/15/2022	1	1	1	7	-
TOTAL APPROVED	6	20	5	26	2
APPROVED AFTER THE FACT	-	1	-	-	-
DENIED	0	0	0	0	0
HDRB TOTAL APPLICATION	6	21	5	26	4
HDRB OVERALL TOTAL APPLICATION 2022	62 Applications				

ADMINISTRATIVE APPROVAL 2022		
MEETING DATE	PROPERTY ADDRESS	TYPE OF APPLICATION
1/18/2022	610 Randolph 211 Mason Ave.	Roof replacement Shed installed in back of Commercial building
2/15/2022	711 Tazewell	Roof replacement
3/15/2022	309 Tazewell Ave. 509 Randolph Ave. 531 Randolph Ave.	Roof replacement Replace wood in same pattern and style Deck replacement and small extension of said rear deck
4/19/2022	11 Park Row 303 Madison Ave. 704 Monroe Ave. 530 Randolph Ave. 403 Tazewell Ave. 506 Tazewell Ave.	Repair/repour concrete at base of three porch columns and repoint brick in 2 areas of the house Replace roof with same material Replace roof with same material Relocate existing fence Address sign for business Repoint and repoint brick and add gutters
5/17/2022	522 Tazewell Ave.	Substitution of side porch flooring from wood to Azek
6/21/2022	645 Mason Ave. 10 Randolph Ave.	Repair frame and replace door Outdoor bar structure in the backyard
8/16/2022	211 Monroe Ave.	Replace front porch roof and back roof with same material
9/20/2022	419 & 421 Tazewell Ave. 515 Jefferson Ave. 535 Jefferson Ave	Replace back porch roof with same material Roof replacement with same material replace architectural shingle roof same material shed after the fact approval
10/18/2022	238 Tazewell Ave. 216 Washington Ave.	replace roof with same material move 4 existing shed from on the lot
11/15/2022	630 Tazewell Ave.	six-month extension for approved Certificate of Appropriateness
TOTAL APPROVED = 22		

HISTORIC DISTRICT REVIEW BOARD MEETING 2023

	<u>2023 Attendance Record</u> P = Present A = Absent Green = Joint Work Session												
	1/17/202	2/21/202	2/22/202	3/21/202	3/31/202	4/18/202	5/16/202	6/20/202	7/18/202	9/19/202	10/5/202	10/17/20	11/21/2023
Herb Thom	P	P	P	P	P	P	P	P	P	A	P	P	P
Martin Mayer	A	P	P	A	P	A	A	A	P	P	A	P	P
Michael Strub	P	A	A	P	P	P	P	A	P	P	P	P	P
David Howgill	P	P	P	P	P	A	A	P	A	-	-	-	-
Kathy Glaser	A	P	P	A	P	P	P	P	P	P	P	P	P
Patricia James	-	-	-	-	-	-	-	-	-	P	P	P	P

PUBLIC HEARINGS AND DECISIONS HISTORIC DISTRICT AREA REVIEW BOARD 2023			
TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
<u>FENCE INSTALLATI ON</u>	3/21/2023	524 & 526 Peach St 113 Tazewell Ave.	Approved Approved – repair only
	5/16/2023	616 Strawberry St. 501 Randolph Ave.	Approved Approved
	11/21/2023	114 Pine St. (extension to expired COA)	Denied

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
<u>RENOVATION, MINOR</u>	3/21/2023	600 Monroe Ave. 425 Randolph Ave.	Approved Deferred until research on why wood cannot be used as door replacement
	4/18/2023	425 Randolph Ave.	Approved
	6/20/2023	214 Randolph Ave.	Approved
	7/18/2023	10A Peach St. 2 Monroe Ave.	Deferred until representative is able to answer Approved after the fact
	9/19/2023	10A Peach St.	Deferred until a revised design that better fits is submitted
	10/17/2023	551 Tazewell Ave.	Approved
	11/21/2023	10A Peach St.	Approved

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
MODIFICATION OF APPROVED CERTIFICATE OF APPROPRIATENESS (COA)	3/21/2023	624 Jefferson Ave.	Approved
	7/18/2023	542 Jefferson Ave. 646 Tazewell 301 Mason Ave.	Approved Approved Approved after the fact from 6/8/2021
	9/19/2023	301 Mason Ave.	Approved
	10/17/2023	538 Monroe Ave.	Approved

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
RENOVATIONS, ADDITIONS & NEW CONSTRUCTIONS	1/17/2023	214 Randolph Ave. 506 Jefferson Ave. 610 Madison Ave. 624 Jefferson Ave. 215 Tazewell Ave.	Approved Approved Approved Approved Approved
	2/21/2023	615 Strawberry St. Tax Map#83A1-1-171(Madison Ave.) Tax Map#83A1-1-101 (Washington Ave.) 413 Jefferson Ave. Tax Map#83A1-1-25 (600 Washington Ave.)	Approved Approved Approved Application Tabled *property owner changed project. Application no longer valid.
	2/22/2023	Downtown Restroom & Visitor Center Train Car Restoration	Approved Approved
	3/21/2023	223 Jefferson Ave. 212 Randolph Ave.	Approved Approved
	3/31/2023	225 Mason Ave.	Approved
	4/18/2023	5 Mason Ave. 5 Mason Ave. 609 Monroe Ave. 102 Madison Ave. 1 Fig St. 408 Randolph Ave.	Approved after the fact Approved Approved Approved Approved Approved
	5/16/2023	Tax Map #83A1-1-134 Madison Avenue	Approved
	6/20/2023	610 & 612 Peach St. 224 Monroe Ave.	Approved Approved

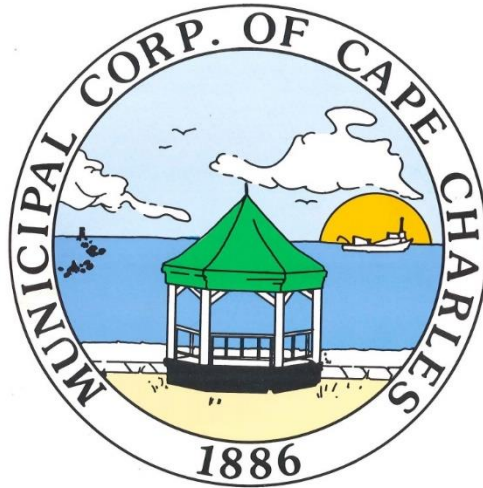
TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
	10/17/2023	500 Monroe Ave. Lots 169D and 172D Plum St. 327 Madison Ave.	Approved Approved Approved
	11/21/2023	607 Randolph Ave. 520 Monroe Ave. 517 & 519 Randolph Ave.	Approved Approved Approved

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
REHIRE	3/21/2023	426 & 428 Randolph Ave. (expired COA)	Approved

SUMMARY of HDRB MEETINGS FOR 2023					
MEETING DATE	Fence Installation	Renovation Minor	Modification to Approved COA	Renovations, Additions & New Construction	Other (expired COA)
1/17/2023				5	
2/21/2023				4	
2/21/2023				1	
2/22/2023				2	
3/21/2023	2	1	1	2	1
3/31/2023				1	
4/18/2023		1		5	
4/18/2023				1	
5/16/2023	2			1	
6/20/2023		1		2	
7/18/2023		1	2		
7/18/2023			1		
9/19/2023			1		
10/17/2023		1	1	3	
11/21/2023	1	1		3	
APPROVED	4	5	5	28	1
APPROVED AFTER THE FACT		1	1	1	
DENIED	1				
APPLICATION TABLED				1	
HDRB TOTAL APPLICATION	5	6	6	30	1
HDRB OVERALL TOTAL APPLICATION 2023	48 Applications				

ADMINISTRATIVE APPROVAL 2023		
MEETING DATE	PROPERTY ADDRESS	TYPE OF APPLICATION
1/17/2023	537 Madison Ave. 218 Randolph Ave. 231 Tazewell Ave. 9 Park Row	reroofing reroofing reroofing repair
2/21/2023	None	
2/22/2023	None	
3/21/2023	407 Harbor Ave. 227 Randolph Ave. 114 Fig St. 549 & 551 Monroe Ave. 723 Tazewell Ave.	Porch Repair Installation/Addition Installation/Addition Installation/Addition
3/31/2023	None	
4/18/2023	211 Madison Ave. 501 Randolph Ave. 633 Randolph Ave. 629 Tazewell Ave. 512 Monroe Ave. 535 Monroe Ave. 314 Tazewell Ave.	reroofing reroofing reroofing repair other other other
5/16/2023	223 Jefferson Ave. 7 & 9 Plum S. 629 Tazewell Ave 606 Monroe Ave. 541 Tazewell Ave. 622 Jefferson Ave.	reroofing reroofing repair other other extension
6/20/2023	327 Mason Ave. 541 Monroe Ave. 221 Tazewell Ave. 218 Washington Ave.	reroofing other other other
7/18/2023	535 Monroe Ave. 512 Tazewell Ave. 405 Madison Ave. 400 Pine St. 520 Randolph Ave. 214 Washington Ave.	reroofing reroofing other other other other
9/19/2023	615 Randolph Ave. 522A-C, 524A-C, 526A-C, and 528A-C Washington Ave. 512 Tazewell Ave. 409 Harbor Ave. 505 Monroe Ave. 408 Nectarine St. 610 Pine St.	reroofing reroofing reroofing other other other other

ADMINISTRATIVE APPROVAL 2023		
MEETING DATE	PROPERTY ADDRESS	TYPE OF APPLICATION
10/17/2023	222 Monroe Ave. 133 mason Ave.	reroofing other
11/21/2023	332 Randolph Ave. 541 Randolph Ave. 304 Tazewell Ave. 114 Fig St. 206 Monroe Ave. 213 Monroe Ave.	reroofing reroofing reroofing other other other
TOTAL APPROVED = 47		



Town of Cape Charles Harbor Area Review Board

2021, 2022 & 2023 Annual Report

(January 1, 2021 - December 31, 2021)

(January 1, 2022 - December 31, 2022)

(January 1, 2023 - December 31, 2023)

Stuart Smith
Chairman

Steve Bennett
Vice Chairman

2021 Harbor Area Review Board Members

NAME	REPRESENTATION	Term Expiration	NOTES
Ralph Orzo	Chairman	12/20/2021	Resigned
Steve Bennett	TC rep	6/30/2024	
Diane D' Amico	appointed by Planning Commission	10/31/2024	
Vacant	appointed by Planning Commission		
Vacant	Appointed by Historic District Review Board		
Edward Eichman	member at large	12/20/2021	Resigned 8/2/2021
Stuart Smith	member at large	12/20/2021	

2022 Harbor Area Review Board Members

NAME	REPRESENTATION	Term Expiration	NOTES
Stuart Smith	Chairman	12/20/2026	Elected March 2, 2022
Steve Bennett	TC Rep	12/31/2024	
Diane D' Amico	Vice-Chairwoman elected 3/2/2022; appointed by Planning Commission	10/31/2024	Resigned 05/2022
Bill Ashworth	appointed by Planning Commission	10/31/2024	To fill Diane D'Amico's term
Ken Butta	appointed by Planning Commission	10/31/2025	Elected to Town Council, effective 1/1/2023
Herb Thom	Appointed by Historic District Review Board	1/8/2023	
Rob Harris	member at large	12/20/2026	
Benjamin Lewis	member at large	12/20/2026	

2023 Harbor Area Review Board Members

NAME	REPRESENTATION	Term Expiration	NOTES
Stuart Smith	Chairman	12/20/2026	
Steve Bennett	Vice Chairman/TC Rep	12/31/2024	
Bill Ashworth	appointed by Planning Commission	10/31/2024	
Shannon Smith	appointed by Planning Commission	10/31/2025	To fill Ken Butta's term
Herb Thom	Appointed by Historic District Review Board	1/8/2023	
Rob Harris	member at large	12/20/2026	
Benjamin Lewis	member at large	12/20/2026	

2021 Staff

Allyson Finchum, Town Planner, resigned February 2021
Katie Nunez, Interim Zoning Administrator/Town Planner
Tracy Outten, Planning Technician

2022 Staff

Katie Nunez, Interim Zoning Administrator/Town Planner (hired February 2021 thru June 2022);
moved to full-time Planning & Zoning Administrator in July 2022
Tracy Outten, Planning Technician

2023 Staff

Katie Nunez, Director of Planning & Zoning Administrator & Subdivision Agent
Tracy Outten, Planning/Zoning Assistant, Preservation & Zoning Administrator
Alyce Crockett, Planning & Zoning Administrative Assistant (part-time), hired January 2023;
resigned in May 2023
Maureen Tamares-Meditz, Planning & Zoning Administrative Assistant (part-time),
hired July 2023

I. Introduction

Section 2.2-3700 of the Code of Virginia states that all public body or bodies shall keep a full public record of its proceedings and the Harbor Area Review Board qualifies. As part of that requirement, the Harbor Area Review Board will also prepare and submit a report of its activities to the governing body (Town Council) at least once a year.

This board has met infrequently over the last 5 years. When Ms. Nunez came on board, completing the Annual Reports for each board was the lowest priority item, which is why this report is overdue and a compilation of the years 2021 thru 2023. Her primary focus for the department was addressing the backlog of zoning and building applications, subdivision and site plan applications and reviews. Then, she worked on reviewing and updating governing documents of the department, including Comprehensive Plan, Historic District Guidelines & Zoning Ordinance.

II. Board and Staff Updates

A. BOARD MEMBERSHIP 2021:

The membership had several members resign and not all appointments were made to this board from the representative bodies of the Planning Commission & the Historic District Board. However, with no pending applications to this Board, addressing the membership vacancies was not a priority in 2021.

BOARD MEMBERSHIP 2022:

In March 2022, Stuart Smith was elected Chairman and Diane D'Amico as Vice-Chairwoman. Ms. D'Amico resigned in May 2022. The Planning Commission & the

Historic District Board made the appropriate appointments from their ranks to serve on this board.

BOARD MEMBERSHIP 2023:

The membership has stayed consistent with all the vacant positions filled throughout 2023.

B. STAFF CHANGES 2021 - 2023:

In July 2020, Allyson Finchum was hired as Town Planner and served until February 2021.

Staffing for the Department has stabilized since 2022. Katie Nunez was hired in February 2021 as Interim Planning/Zoning Administrator and continued in that role until the death of her husband in April 2022. At that time, Ms. Nunez reached agreement with the Town Manager in July 2022 to come on in a full-time capacity as the Director of Planning & Zoning Administrator & Subdivision Agent.

Tracy Outten has been a continued source of continuity for the department since she served as clerk to the Board for the last four years and her continued role as the full-time Planning Technician, which she has held since October 2020, has ensured that the departmental administrative functions are being addressed timely and professionally. At present, Tracy Outten is the Planning & Zoning Assistant, Preservation and Zoning Administrator.

In spring 2022, the department expanded to include a Part-Time Zoning Compliance Officer to handle the investigation and enforcement of zoning violations. With the departure of Ken Butta from this position due to his election to the Town Council, the position was slightly reconfigured to expand the duties to serve as Clerk to the Board of Zoning Appeals. Robert James was hired in January 2023 and resigned in December 2023. At this time, this position is still vacant.

In January 2023, the department expanded to include a Part-Time Planning & Zoning Administrative Assistant to help with the administrative function of the department. Alyce Crockett was hired in January 2023 and resigned in May 2023. Maureen Tamares-Meditz was hired in July 2023.

Ms. Nunez has made an adjustment in the assignment of duties within the department so that Ms. Outten fully staffs the Historic District Board (HDRB) with oversight by Ms. Nunez. The part-time Administrative Assistant is staffing the Harbor Area Review Board (HARB), Wetlands and Coastal Dune Board (WCDB), and Planning Commission under the full direction of Ms. Nunez. The part-time Zoning Compliance Officer is staffing the Board of Zoning Appeals (BZA) under the oversight of Ms. Nunez.

The department staff has been reviewing all department application forms and have been making updates. For the Harbor Area Review Board the following forms were updated:

1. Harbor Development Certificate Application - revised March 2023.
2. Harbor Area Review Board Application Fees - effective July 2023.
3. Owner Affidavit for Permission to Represent - revised March 2023

C. EDUCATION

Katie Nunez has maintained her annual certification as a Virginia Association of Zoning Officials (VAZO) and has completed 12 hours of continuing education thru VCU Certified Board of Zoning Appeals Program in October 2023.

III. MEETINGS

HARBOR AREA REVIEW BOARD MEETING 2021

No meeting in 2021

HARBOR AREA REVIEW BOARD MEETING 2022

The Harbor Area Review Board held 2 Regular meetings and 1 Joint Work Session

	03/02/2022	03/22/2022 Joint Work Session	05/27/2022
Stuart Smith (Chair)	P	P	A
Bennett, Steve	P	P	A
Butta, Ken	P	P	P
Harris, Rob	P	P	P
Lewis, Benjamin	A	P	
D'Amico, Dianne (Vice-Chairwoman)	P	P	Resigned
Thom, Herb	P	P	P

3/2/2022 MEETING:

- No applications to be reviewed.
- Organization of the Board and review of Governing Documents for HARB.

3/22/2022 MEETING:

- The purpose of the joint work session was to discuss the harbor area focusing on the zoning district, the overlay district, and examining the land use designations from a Future Land Use Map perspective and the current Zoning Map. Guidance provided during this work session would be provided to the consultant working on the comprehensive plan update. After much discussion, a general consensus was reached as follows: i) A harbor overlay district was necessary; ii) A map from the Harbor Area Designs Standard document (page 4 of the agenda packet) was reviewed. A portion of the area designated as the Mason Avenue Transition Zone (shaded in orange) would be removed from this overlay and included in the historic overlay district. This area would run along the south side of Mason Avenue and be the same standard depth as the lots on the north side of Mason Avenue. This area would run from the “hump” on the east end to the area shaded in purple to the west. All other areas (shaded in salmon and purple) would remain in the harbor overlay district, with the purple shaded area extending to the east property line of the

concrete plant property; iii) Consideration should be given to creating a new architectural review board to replace both the historic district review board and the harbor area review board, with design guidelines that would have unique sections for each overlay; iv) the comprehensive plan consultant could use the guidance in the existing plan as a starting point with the exception that reference to the Harbor Conceptual Master Plan should be omitted as this plan is now obsolete. Mayor Dize stated that we had to remember that Cape Charles had a working harbor and was a Harbor of Refuge. He went on to express his concern of the railroad property being sold in the future for development and individuals moving to Cape Charles and complaining about the watermen and their equipment in the harbor, leasing boat slips which could increase the cost to the watermen, and complaining about the noise, etc., similar to the complaints received about the concrete plant.

5/27/2022MEETING:

- Application for a Harbor Development Certificate of Appropriateness to build a 14' wide Pergola from Town of Cape Charles Tax Map # 83A3-A-10. *HARB recommends that Town Council favorably consider approval for the issuance of a Harbor Development Certificate based upon the application submitted. On June 16, 2022, Town Council voted to approve the Harbor Development Certificate for the placement of the gazebo at the Town harbor as discussed.*

HARBOR AREA REVIEW BOARD MEETINGS 2023

The Harbor Area Review Board held 5 meetings.

	2/22/2023	3/28/2023	4/10/2023	9/27/2023	11/15/2023
Stuart Smith (Chair)	A	A	A	P	P
Bennett, Steve (Vice-Chair)	P	P	P		A
Ashworth, Bill	A	P	P	P	P
Harris, Rob	P	P	P	P	P
Lewis, Benjamin	P	A	A	P	P
Smith, Shannon	P	A	A	P	P
Thom, Herb	P	P	P	A	P

2/22/2023 MEETING:

- Application for a Harbor Development Certificate and Certificate of Appropriateness for the Downtown Restroom & Visitors Center. *HARB recommends that Town Council favorably consider approval for the issuance of a Harbor Development Certificate based upon the application submitted. On March 16, 2023, Town Council voted to approve the Harbor Development Certificate as presented for the Visitors Center and Downtown Restroom as recommended by the Harbor Area Review Board*

- Application for a Harbor Development Certificate and Certificate of Appropriateness for Train Car Restoration and Associated site work . *HARB recommends that Town Council favorably consider approval for the issuance of a Harbor Development Certificate based upon the application submitted. On March 16, 2023, Town Council voted to approve the Harbor Development Certificate as presented for the Rail Car Restoration Work as recommended by the Harbor Area Review Board.*
- Application for a Harbor Development Certificate for a new Municipal Building B. *HARB recommends that Town Council favorably consider approval for the issuance of a Harbor Development Certificate based upon the application submitted. On March 16, 2023, Town Council voted to approve the Harbor Development Certificate as presented for the Municipal Building as recommended by the Harbor Area Review Board.*
- Status Report on Rosenwald School Building Project. *Ms. Nunez discussed the plans for the project and expressed the need to schedule a meeting during the last week in March to discuss the Rosenwald School property. It was agreed to schedule the meeting for March 28, 2023, at 5:00 at the Civic Center.*

3/28/2023 MEETING:

- Application Harbor Development Certificate for Rosenwald School Building Project 1500 Old Cape Charles Road, Cape Charles, Va. *HARB recommends that Town Council favorably consider approval for the issuance of a Harbor Development Certificate based upon the application submitted with the condition that the final landscaping, lighting, signage and exterior public art/historic displays plans are still required to be submitted to the Town for final review and approval. On April 20, 2023 Town Council voted to approve the Harbor Development Certificate as presented for the Rosenwald School Project with the condition from the Harbor Area Review Board.*

4/10/2023 MEETING:

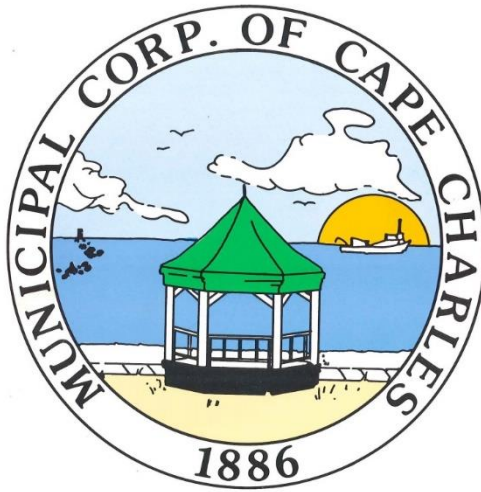
- Application for a Harbor Development Certificate from Cape Marine Services LLC to lease 40 ft. x 16 ft (640 square feet) in the northeast corner fronting Mason Avenue at 6 Mason Avenue to Posh, Inc. dba Moke America Virginia Beach for a Bicycle, Moped and Street Legal Golf Cart Sales and Rentals Retail Service Establishment, pursuant to Cape Charles Zoning Ordinance Section 3.9 (D) (7) (b). *HARB voted to recommend approval to the Town Council through April 30, 2024, and to waive the second review meeting and to recommend that the tenant attend and speak to the Town Council to discuss whether there would be a tent covering the leased space (40' x 16') and concrete pad and how it would affect the view shed to the Harbor. On April 20, 2023, at the Town Council meeting, a motion was made by Vice Mayor Bennett, seconded by Councilman Grossman, to approve a one year Harbor Development Certificate through April 30, 2024 as recommended by the Harbor Area Review Board for the northeast corner of 6 Mason Avenue (Tax Map #83A3-A-5A) for Posh, Inc. dba Moke America Virginia Beach to operate a bicycle, moped, and street-legal golf cart sales and rentals retail service establishment. The motion failed by majority vote with Vice Mayor Bennett, Councilmen Butta and Follmer, and Councilwoman Holloway opposed.*

9/27/2023 MEETING:

- Discussion re: Site Plan for Land Disturbance from Cape Marine Services, LLC at 1100 & 1021 Bayshore Road (Tax Map #83A3-A-17 and 83A3-A-20). *HARB voted to authorize Zoning Administrator to allow a land disturbance permit to be issued on this parcel based upon the plan they submitted, and some ancillary planting based upon the agreed upon plan between the Zoning Administrator and the property owner. Anything new they wish to implement will come to the Board for approval. Please note a Harbor Certificate of Appropriateness was approved on March 19, 2013 for these two parcels for a Project called "South Port Yacht Center" and this work being requested is part of this Harbor project.*

11/15/2023 MEETING:

- Consideration and Adoption of Remote Meeting Participation Policy. *The Remote Participation Policy was adopted in November 15, 2023.*



Town of Cape Charles Wetlands and Coastal Dune Board

2021, 2022 & 2023 Annual Report

(January 1, 2021 - December 31, 2021)

(January 1, 2022 - December 31, 2022)

(January 1, 2023 - December 31, 2023)

John Schoeneck
Chairman

William "Bill" Robertson
Vice Chairman

2021 Wetlands and Coastal Dune Board Members

NAME	REPRESENTATION	Term of Appointment	NOTES
Anne Hayward Walker	Chairwoman	11/13/2016 – 11/12/2021	
Ross Dunton	Vice Chairman	11/13/2020 – 11/12/2025	
Bob Roche	Member at large	11/13-2017 – 11/12/2022	
Joe Fehrer	Member at large	11/13/2018 – 11/12/2023	
Bill Prickett	Member at large	11/13/2016 – 11/12/2021	

2022Wetlands and Coastal Dune Board Members

NAME	REPRESENTATION	Term of Appointment	NOTES
Anne Hayward Walker	Chairwoman	11/13/2021- 11/12/2026	Resigned in October 2022
Ross Dunton	Vice-Chairman	11/13/2020 – 11/12/2025	
Bob Roche	Member at large	11/13-2017 – 11/12/2022	
Joe Fehrer	Member at large	11/13/2018 – 11/12/2023	Resigned in November 2022
Bill Prickett	Member at large	11/13/2021- 11/12/2026	

2023 Wetlands and Coastal Dune Board Members

NAME	REPRESENTATION	Term of Appointment	NOTES
John Schoeneck	Chairman	11/13/2021 - 11/12/2026	Elected as Chairman in June 2023
Ross Dunton	Vice-Chairman	11/13/2020 – 11/12/2025	Resigned in January 24, 2023
Bill Prickett	Member at large	11/13/2021- 11/12/2026	Resigned in January13, 2023
Bob Roche	Member at large	11/13/2022 - 11/12/2027	Resigned in July 24, 2023
William “Bill” Robertson	Vice-Chairman	11/13/2019 - 11/12/2024	Elected as Vice-Chairman in June 2023
Patricia James	Member at large	11/13/2020 - 11/12/2025	Resigned on August 31, 2023 due to being appointed to HDRB
Mike Hudson	Member at large	11/13/2022 - 11/12/2027	
Elizabeth “ Liz” Pruitt	Member at large	11/13/2023 – 11/12/2028	To fill Russ Dunton’s term
Vacant	Member at large		

2021 Staff

Allyson Finchum, Town Planner, resigned February 2021
Katie Nunez, Interim Zoning Administrator/Town Planner
Tracy Outten, Planning Technician

2022 Staff

Katie Nunez, Interim Zoning Administrator/Town Planner (hired February 2021 thru June 2022);
moved to full-time Planning & Zoning Administrator in July 2022
Tracy Outten, Planning Technician

2023 Staff

Katie Nunez, Director of Planning & Zoning Administrator & Subdivision Agent
Tracy Outten, Planning/Zoning Assistant, Preservation & Zoning Administrator
Alyce Crockett, Planning & Zoning Administrative Assistant (part-time), hired January 2023;
resigned in May 2023
Maureen Tamares-Meditz, Planning & Zoning Administrative Assistant (part-time),
hired July 202

I. Introduction

Section 28.2-1304 of the Code of Virginia states the following, “The board shall keep a full public record of its proceedings and shall submit report of its activities to the governing body or bodies at least once each year and shall forward a copy of each report to the Virginia Marine Resources Commission”.

This board has met infrequently over the last 5 years. When Ms. Nunez came on board, completing the Annual Reports for each board was the lowest priority item, which is why this report is overdue and a compilation of the years 2021 thru 2023. Her primary focus for the department was addressing the backlog of zoning and building applications, subdivision and site plan applications and reviews. Then, she worked on reviewing and updating governing documents of the department, including Comprehensive Plan, Historic District Guidelines & Zoning Ordinance.

II. Board and Staff Updates

A. Board Membership 2021: The membership has stayed consistent in 2021.

Board Membership 2022: Chairwoman Anne Hayward Walker resigned in October 2022 and member Joe Fehrre in November 2022.

Board Membership 2023: Ross Dunton and Bill Prickett resigned in January 2023. Bob Roche resigned in July 2023. Patricia James resigned in August 2023 to move to the Historic District Review Board. John Schoeneck was elected Chairman and

William “Bill” Roberston as Vice-Chairman in June 2023. Michael “Mike” Hudson joined the board in September 2023, filling in for Bob Roche

B. Staff Changes 2021 - 2023:

In July 2020, Allyson Finchum was hired as Town Planner and served until February 2021.

Staffing for the Department has stabilized since 2022. Katie Nunez was hired in February 2021 as Interim Planning/Zoning Administrator and continued in that role until the death of her husband in April 2022. At that time, Ms. Nunez reached agreement with the Town Manager in July 2022 to come on in a full-time capacity as the Director of Planning & Zoning Administrator & Subdivision Agent.

Tracy Outten has been a continued source of continuity for the department since she served as clerk to the Board for the last four years and her continued role as the full-time Planning Technician, which she has held since October 2020, has ensured that the departmental administrative functions are being addressed timely and professionally. At present, Tracy Outten is the Planning & Zoning Assistant, Preservation and Zoning Administrator.

In spring 2022, the department expanded to include a Part-Time Zoning Compliance Officer to handle the investigation and enforcement of zoning violations. With the departure of Ken Butta from this position due to his election to the Town Council, the position was slightly reconfigured to expand the duties to serve as Clerk to the Board of Zoning Appeals. Robert James was hired in January 2023 and resigned in December 2023. At this time, this position is still vacant.

Ms. Nunez has made an adjustment in the assignment of duties within the department so that Ms. Outten fully staffs the Historic District Board (HDRB) with oversight by Ms. Nunez. The part-time Administrative Assistant is staffing the Harbor Area Review Board (HARB), Wetlands and Coastal Dune Board (WCDB), and Planning Commission under the full direction of Ms. Nunez. The part-time Zoning Compliance Officer is staffing the Board of Zoning Appeals (BZA) under the oversight of Ms. Nunez.

In January 2023, the department expanded to include a Part-Time Planning & Zoning Administrative Assistant to help with the administrative function of the department. Alyce Crockett was hired in January 2023 and resigned in May 2023. Maureen Tamares-Meditz was hired in July 2023.

The department staff has been reviewing all department application forms and have been making updates. For the Wetlands and Coastal Dune Board the following forms were updated:

1. Wetlands and Coastal Dune Board Application - revised March 2023
2. Minor Water Quality Impact Assessment Application - revised 08/2023
3. Application for Zoning Clearance – revised 03/2023
4. Wetlands and Coastal Dune Board Application Fees - effective July 2023.
5. Owner Affidavit for Permission to Represent - revised March 2023

C. Education

Katie Nunez has maintained her annual certification as a Virginia Association of Zoning Officials (VAZO) and has completed 12 hours of continuing education thru VCU Certified Board of Zoning Appeals Program in October 2023.

III. MEETINGS

WETLANDS AND COASTAL DUNE BOARD MEETING 2021

	09/08/2021
Anne Hayward Walker	P
Ross Dunton	P
Bob Roche	P
Joe Fehrer	P
Bill Prickett	A

09/08/2021 MEETING:

- VMRC JPA #2021-1510 - application from Robert M. Smith, Property Owner on behalf of Bay Creek Resorts – end of Palmers Landing Cul-de-Sac (Tax Map #90-30-CA3) – for the proposed installation of a 30 feet by 40 feet gangplank and 4 modular 120 feet by 80 feet by 8 feet ramp/floating dock with a T-Section of 2 modular 120 feet by 80 feet by 8 feet with attached kayak sluice way as a community kayak launch and return; pursuant to Cape Charles Zoning Ordinance Section 74.31 this portion of the project was under the jurisdiction of the Wetlands and Coastal Dune Board. **The Wetlands and Coastal Dune Board voted to approve the agenda as amended to reflect the withdrawal of the application numbered VMRC JPA 2021-1510 and Agenda Item 4.A**

WETLANDS AND COASTAL DUNE BOARD MEETING 2022

	05/26/2022
Anne Hayward Walker	P
Ross Dunton	P
Bob Roche	A
Joe Fehrer	A
Bill Prickett	P

05/26/2022 Meeting

- VMRC JPA #2022-0642 - application from Kathy M. Hughes to construct a beach access walkway at 608 Carousel. The portion of the project that is within the Wetlands and Coastal Dune Board's jurisdiction, pursuant to Cape Charles Zoning Ordinance Appendix C, Section 3.1, is the proposed construction of a 4' x 180'

beach access walkway over and across the dune adjacent to lot 132 in Bayside Village, Bay Creek. The Wetlands and Coastal Dune Board voted to approve the Wetlands and Coastal Dune Permit at 608 Carousel Place (Tax Map #90-16-132) on an application filed Kathy M. Hughes, to construct a 4' x 180' beach access walkway over and across dunes as stated in the Joint Permit Application #2022-0642 with the added conditions as follows: (1) the elevations need to be measured from the highest level point and (2) the permit expires in one year.

- VMRC JPA # 2022-0717 – application from Brent W. Geissinger to construct a pier with a floating kayak launch on lot 29 in Plantation Pointe, Bay Creek – VMRC #2022-0717 The portion of the project that is within the Wetlands and Coastal Dune Board's jurisdiction, pursuant to Cape Charles Zoning Ordinance Section 7.7 (A), is the proposed construction of a 10' x 20' observation deck that will be connected to a 50' x 5' pier. A floating kayak launch platform via EZ dock 8' x 5' aluminum gangway will also be connected to the pier located at Tax Map # 90-9-29 in Plantation Pointe, Bay Creek. The Wetlands and Coastal Dune Board voted to approve the Wetlands and Coastal Dune Permit at 107 Creekside Lane (Tax Map #90-9-29) on an application filed Brent W. Geissinger, to construct a 5' x 50' pier with a 10' x 20' observation deck this will include an 8' x 5' aluminum gangway that will connect a floating kayak launch platform to the pier as stated in the Joint Permit Application #2022-0717 with the added conditions that the permit expires in one year.

WETLANDS AND COASTAL DUNE BOARD MEETINGS 2023

	06/21/2023	09/20/2023
John Schoeneck	P	P
William "Bill" Robertson	P	P
Mike Hudson	-	P
Elizabeth "Liz" Pruitt	P	A
Patricia James	P	Resigned on August 31, 2023 due to being appointed to HDRB
Bob Roche	A	Resigned 7/24/2023

06/21/2023 MEETING:

- JPA #23-0904 - 101 Sunset Blvd to 187 Sunset Blvd. - Application from Bay Creek at Cape Charles Community Association Inc. for sand nourishment on the beach and in the inter-tidal area behind the existing breakwaters located at the Marina Bay Subdivision and for a 50-foot sill extension to an existing back-bay sill landward of lots 83A1-11-1, 2, & 3 – VMRC #2023-0904. The Wetlands and Coastal Dune Board voted to approve the Wetlands and Coastal Dune Permit located at the Marina Bay Subdivision on an application filed by Bay Creek at Cape Charles Community Association Inc., (1) to place approximately 12,336 cubic yards of sand nourishment material on the beach from 101 to 107 Sunset Boulevard (Tax Map #83A1-11-73 to #83A3- 11-30) and in the inter-tidal area behind the existing breakwaters; and (2) for an extension to an existing back-bay sill

landward of lots Tax Map #83A1-11-1, #83A1-11-2, & #83A1-11-3 as stated in the Joint Permit Application #2023-0904 with the added conditions that the applicant provide the following: (1) As Soon As Possible: larger current Topographic Maps; (2) Upon Completion: a Topographic Contour Map of the sand nourishment on the beach and in the inter-tidal area behind the existing breakwaters located at the Marina Bay Subdivision and the 50-foot sill extension to an existing back-bay sill landward of lots Tax Map #83A1-11-1, #83A1-11-2, & #83A1-11-3; and (3) the permit expires in three years.

09/20/2023 MEETING:

- JPA #23-1490 - Wetlands Application from David and Pam Hainsworth to construct riprap revetment, a breakwater, groin wall, a private open-pile pier, and a covered boathouse at lots 83A1-3-A, B1, and C at the corners of Bay Avenue and Washington Avenue – VMRC #2023-1490. The Wetlands and Coastal Dune Board voted to approve the Wetlands and Coastal Dune Permit application from David and Pam Hainsworth to construct riprap revetment to include wetlands mitigation equal to the amount that will be confirmed by VIMS regarding the replacement of wetlands mitigation that must occur; breakwater; open-pile pier having no impact to coastal dune location; covered boathouse allowed as right by use with a permit expiration of 3 years at lots 83A1-3-A, B1, and C at the corners of bay Avenue and Washington Avenue - VMRC#2023-1490.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Recommendation for the Reappointment of Cape Charles Representative to the Northampton County Economic Development Authority		AGENDA DATE: March 21, 2024
	SUBJECT/PROPOSAL/REQUEST: Recommend the Reappointment of John Burdiss to the Northampton County Economic Development Authority		ITEM NUMBER: 8B
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume, Town Clerk	REVIEWED BY: Town Manager John Hozey	

BACKGROUND:

The Joint Industrial Development Authority of Northampton County and Its Incorporated Towns (Joint IDA) was formed in 1995 to administer development of a network of industrial facilities throughout Northampton County's participating towns. The Board consists of a total of seven (7) members who serve a term of four (4) years. Several years ago, this board became the Northampton County Economic Development Authority (NCEDA).

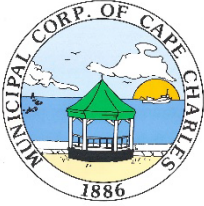
DISCUSSION:

Mr. John Burdiss is the Cape Charles representative to this board and his term will be expiring on March 31, 2024. The Town also has representation on the board with Councilman Grossman, Mr. Dave Wilcox, and Mr. Jon Dempster who serve as at-large members.

Ms. Janice Williams, Deputy County Administrator, has requested that the Town Council recommend Mr. Burdiss' reappointment to the NCEDA. After receiving our recommendation, the Northampton County Board of Supervisors will officially reappoint Mr. Burdiss to this board for another four-year term.

RECOMMENDATION:

Staff requests Council recommendation to reappoint Mr. John Burdiss to the Northampton County Economic Development Authority for another four-year term.

 TOWN OF CAPE CHARLES	AGENDA TITLE: 2024 Community Strategic Plan Update		AGENDA DATE March 21, 2024
	SUBJECT/PROPOSAL/REQUEST: Approval of the 2024 Strategic Plan Update and Town Priorities		ITEM NUMBER: 8C
	ATTACHMENTS: 2024 Strategic Plan Update and Town Priorities		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): John Hozey, Town Manager	REVIEWED BY: John Hozey, Town Manager	

BACKGROUND:

The Town has been actively engaged in long-term community planning for the past four years. This resulted in the first Community Strategic Plan in 2021. That plan was used to guide short-term Town priorities and to inform the most recent update of the Town's Comprehensive Plan, which was adopted in December of 2022. Now that the Comprehensive Plan is finished, that becomes the primary planning document. The annual update to the Strategic Plan will now be informed by the Comprehensive Plan and will be used to help guide the implementation of the Comprehensive Plan.

ITEM SPECIFICS:

At the Town Council joint work session on February 24, 2024, the Community Strategic Plan was reviewed and cross referenced to the Comprehensive Plan. Data from the 2023 Community Survey was also referenced. All of this information was used to revise/update the Strategic Plan goals and objectives for the coming year. Because it has been three years since the original adoption of the Community Strategic Plan, this year's work session included members of the Planning Commission and representatives from five active community service non-profits.

Following the joint work session, staff used the draft of the 2024 Strategic Plan to develop a draft update to the prioritized project list that will be used in the development of next year's budget. This "multi-year" priority list also contains existing projects, still in progress from prior work periods, and then layers in new initiatives that can be started as resources become available.

The project priority listing has been attached to the Strategic Plan as Appendix B. Therefore, adoption of the Strategic Plan also constitutes adoption of the project priorities.

RECOMMENDATION:

Upon consideration of comments offered at tonight's public hearing, the Town Council is requested to consider possible amendments to the Strategic Plan if appropriate, and then to approve the 2024 Community Strategic Plan.

DRAFT



The Town of Cape Charles Community Strategic Plan 2024



Community Strategic Plan

What is a **Strategic Plan**, and what makes it different than our **Comprehensive Plan**? These are great questions, and understanding this difference is critical to any evaluation of this document.

A **Comprehensive Plan** is required by Virginia Administrative Code, which prescribes a detailed set of requirements. A Comprehensive Plan is a lengthy, intricate document, that can take a very long time to create. Due to its complexity and the length of time needed to develop it, the average citizen does not typically take the time to study a Comprehensive Plan in detail.

Strategic Plans on the other hand are much nimbler, they can be customized to any particular need of a community and are more easily digestible by members of the public. Strategic Plans also happen quicker, which facilitates more interest and better participation by community members. Our Strategic Plan shares the same community values and vision as our Comprehensive Plan but can be updated annually if desired, making the Strategic Plan a living document; flexible enough to react to current community developments in real time. This makes the Strategic Plan an ideal implementation tool for our Comprehensive Plan.

Both the Comprehensive and Strategic Plans start broad, and then become more specific. They begin with the values that are important to us and define us as a community. These values inspired our vision; a brief statement that looks to the future; is a source of inspiration; and serves to identify the ideals or characteristics we desire in our future.

The vision and its supporting goals represent the long-term view. The specific strategies needed to attain these goals are more short-term in nature and are considered objectives. They are the distinct, measurable deliverables that are affordable and implementable actions the Town can work into its next annual budget.

Following a three-year development period, the Town Council recently approved the most current Comprehensive Plan in December of 2022. The Strategic Plan will now start tackling the many discrete goals/objectives in the Comprehensive Plan by determining current priorities to assist with developing annual work plans.

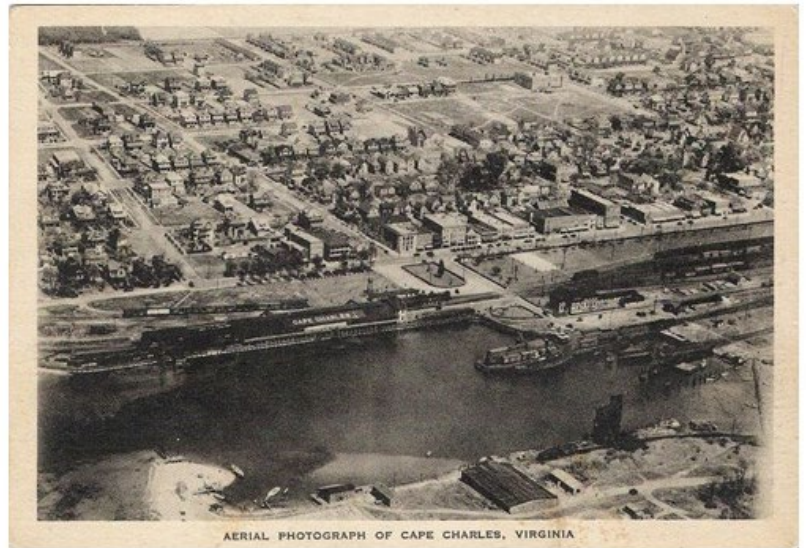
While goals are longer term and subject to ongoing metrics, the Strategic Plan objectives are more fluid. As some objectives are completed, others may be added, contributing to the living nature of this document. Therefore, the objectives listed here should not be considered the definitive or complete list, but rather what is considered important or desirable to tackle first.

Community input to the annual Strategic Plan update is critical, and it will be solicited from annual community surveys and public input sessions.

Community Strategic Plan

Our Community Values:

- 1) **Sense of Community**
- 2) **Heritage – Traditional**
- 3) **Diversity – Tolerance – Respect**
- 4) **Adaptability**
- 5) **Environmental Stewardship**



Our Vision:

Preserve our historical, natural, and cultural resources, while managing growth and fostering a sense of community that enhances well-being and prosperity, now and for generations to come

Community Strategic Plan

Our Goals*:

- **To retain the small-town character of Cape Charles**
 - Metric: citizen confirmation in annual survey
- **To protect and maintain the beachfront**
 - Metric: no degradation via annual beach survey
- **To protect and maintain the harbor**
 - Metric: maintain/increase occupancy
- **To promote environmental stewardship**
 - Metric: develop implementable plans
- **To retain and expand businesses in a business-friendly environment**
 - Metric: increase in business licenses, increase in business-related revenues, and data from building permits issued and an annual questionnaire on employment
- **To advance a variety of housing options for younger families and workforce**
 - Metric: increase in related units
- **To meet our residents' expectation for Town services**
 - Metric: citizen confirmation in annual survey

***Not in any particular order**

Community Strategic Plan

Our Objectives:



- **Retain the small-town character of Cape Charles:**
 - a. Encourage a sense of engagement and inclusion among our community service organizations:
 - i. Planning Commission and Historic District Review Board to provide an annual briefing to Council
 - ii. Celebrate volunteer appreciation, to include a volunteer of the year award during the annual Town Council Ice Cream Social – invite all board/commission members and civic groups
 - iii. Hold an annual strategic plan forum to get input from the public and civic groups
 - iv. Quarterly recognition of board/commission members or other volunteers in the Gazette, on Facebook, and during Regular Council meetings

Note: Current Cape Charles Civic Groups – Friends of the Library, Citizens for Central Park, Cape Charles Main Street, Cape Charles Rotary, Cape Charles Historical Society, Cape Charles Rosenwald School Restoration Initiative, Cape Charles Yacht Club, New Roots Youth Garden, GEAR, Arts Enter, CC Historic District Civic League, Vacation Rental Home Owners Association, Bay Creek Community Association

- b. Encourage Citizen Engagement:
 - i. Maintain Facebook event postings for public events
 - ii. Continue calendar of public meetings in monthly billings
 - iii. Publish Strategic Plan “report card” prior to the annual Community Survey

Community Strategic Plan

- c. Maintain/improve walkability:
 - i. Complete multi-use path between historic district, harbor, and Bay Creek
 - ii. Promote improvements to, and additions to sidewalks
 - a. Press for state maintenance
 - b. Explore ordinance changes for rehabilitation and resale
 - c. Explore ways to assist with sidewalk infill
 - iii. Support Rails to Trails project
 - d. Promote and encourage community/quirky events:
 - i. Promote centralized calendar of events (sharing information)
 - ii. Pursue Northampton County Infrastructure Grants to support events
 - e. Promote the arts, entertainment, and recreation:
 - i. Provide services and venues at low or no cost to local non-profits
 - ii. Evaluate ways to provide volleyball/basketball courts; work with the YMCA to promote available scholarships
 - iii. Develop official guidance for public art displays
 - f. Enact short-term rental (STR) regulations
 - i. Evaluate recommendations provided by STR working group and establish STR regulations
 - g. Manage tourism benefits and impacts to ensure a healthy balance between a quality of life for our residents and the quality of place for our visitors
 - i. Develop a visitor pledge to communicate the important values of responsible behavior to visitors
 - ii. Improve accessibility for people of all age groups and abilities
 - h. Foster a safe golf cart culture:
 - i. Better and more signage
 - ii. Better enforcement (information to rentals and better reporting)
 - iii. Designate golf cart parking spots
 - iv. Foster positive relationship and meet annually with golf cart rental companies
- **Protect and maintain the beachfront:**
 - a. Develop beachfront master plan (beach, dunes, boardwalk, LOVE sign area, bathhouse, etc.) to include specific parameters for beach and dune management, detailing desired size and characteristics of both
 - b. Continue annual surveys and sand replenishment budget
 - c. Evaluate survey data to determine erosion protection strategy
 - **Protect and maintain the harbor:**
 - a. As part of larger area planning efforts, develop criteria to promote a healthy balance of commercial and recreational uses
 - b. Implement long-term major maintenance and replacement plan

Community Strategic Plan

- **Promote environmental stewardship**
 - a. Develop an implementable coastal resiliency plan, to include the Resilience Adaptation Feasibility Tool (RAFT) recommendations and VIMS Comprehensive Coastal Resource Management Portal
 - b. Review existing/previous public green/open space infrastructure plans and develop an updated implementable plan
 - c. Protect and improve tree canopy and other natural and designed landscapes

- **Retain and expand businesses in a business-friendly environment:**
 - a. In collaboration with Cape Charles Main Street (CCMS) develop a public/private effort to guide business development and help remove obstacles
 - i. Review ordinances, regulations, and processes to identify business impediments
 - ii. Distribute the CCMS business tool kit to assist with common questions/concerns
 - iii. Support the economic vitality of the commercial district
 - b. Improve business access to workforce resources:
 - i. Develop programs with high schools & Eastern Shore Community College (ESCC)
 - ii. Support CCMS Job Fairs through Northampton County Chamber of Commerce, Eastern Shore Chamber of Commerce, and/or Eastern Shore Tourism
 - iii. Develop internships and apprenticeships (Dept of Labor & Industry - DOLI)

- **Advance a variety of housing options for younger families and workforce:**
 - a. Explore the viability of a workforce housing ordinance related to Planned Unit Developments (PUDs); pursuant to VA Code Sec 15.2-2305.1
 - b. Work with developers on workforce housing projects

- **Meet our residents' expectation for Town services:**
 - a. Establish modern municipal facilities
 - i. Ensure safe/effective workplaces
 - ii. Develop an accessible and efficient Town Hall
 - iii. Strive to centralize resources
 - b. Manage smart growth and development, ensuring our small-town character remains balanced against increasing needs for services/infrastructure
 - i. Perform analysis of public service needs as a function of anticipated growth
 - ii. Evaluate potential financial impacts on municipal budgets
 - iii. Develop proffer policy to pay for impacts of future developments

Community Strategic Plan

- c. Conduct master planning for potential development of the old railroad property and surrounding harbor areas
- d. Develop a town-wide parking capacity inventory and develop recommendations for possible expansions or improvements
- e. Continue employee training (cross training, customer service training, etc.)
- f. Continue citizen concern reporting system
 - i. Promote citizen use of “Report a Concern” on Town website
 - ii. Follow up public comments expressed during council meetings and through emails received from citizens
- g. Evaluate the need and viability of additional services
 - i. Recycling, when feasible
 - ii. Electric automobile charging stations, when feasible

Implementation:

Any plan is only as good as its implementation strategy. Our current Comprehensive Plan identified this Strategic Plan as its implementation tool. That was because this plan is reviewed annually and can be updated as needed to react in real time to current conditions. However, that does not mean that it is possible for all the objectives in this plan to be accomplished immediately or concurrently. Therefore, the Strategic Plan must be seen as a multi-year planning tool, which is updated each year.

Successful implementation depends on many things, including Political Will, money, staff capacity, and the time to do the work; with each of these representing their own unique challenges.

Political Will was demonstrated by the Mayor and Town Council through their participation in the development of this Strategic Plan. However, this Will can only be sustained with public support. The Strategic Plan cannot be seen as the Town Council’s plan, but rather must be perceived as the community’s plan. This public buy-in will be sought via annual public meetings to obtain input and address any questions/concerns; as well as using an annual community survey to gain insights and collect data over time regarding community needs and satisfaction.

The Town’s fiscal situation has improved significantly since the first Strategic Plan was adopted in 2021. While this does not mean we can fund everything at once, it does mean that we can now begin to put together a reasonable, prioritized spending plan.

While money may be less of an issue this year, the staff resources necessary to carry out this work remains constrained. Town staff are typically fully engaged in their routine day-to-day duties, which does not afford much additional capacity to take on new objectives. While volunteer resources can often help, volunteers cannot be counted upon to shoulder the sole responsibility for specific actions. Volunteer help is an excellent force multiplier but should not be counted upon as the primary resource in formal implementation planning. Therefore, expectations must remain reasonable, so that annual work plans don’t become impractical.

Community Strategic Plan

Work Plans:

The Strategic Plan was referenced during this year's annual update to the Town's ongoing project priority list. That list, along with this plan will be used in the development of the next Town budget (FY25 - which begins on July 1). That budget is what will establish the resources and expectations for Town work plans in the coming year. A good faith effort will be attempted to work on those objectives which receive sufficient resources in the next budget. However, since this is a multi-year plan, we must accept that some objectives contained herein will not be scheduled until FY26 or beyond.

Please refer to Appendix B to see the current ongoing Town project list and how objectives have been prioritized for the coming year.



Community Strategic Plan

Appendix A **Cape Charles Comprehensive Plan Summary of** **Objectives and Strategies**

A) Housing

- 1 Pursue additional supply and diversity of housing
- 2 Encourage workforce housing
- 3 Participate in Housing Finance Programs
- 4 Promote manufactured housing
- 5 Address STR impacts on housing

B) Economy

- 1 Seek healthy balance - residents & tourists
- 2 Attract families with children
- 3 Strengthen household economic wellbeing
- 4 Promote and expand business
- 5 Promote diverse economic benefits for the harbor
- 6 Expand local manufacturing base
- 7 Promote traditional water based economic activities
- 8 Study chains of activities
- 9 Identify placemaking opportunities
- 10 Update Bay Creek Planned Unit Development (PUD)

C) Transportation

- 1 Reduce traffic congestion
- 2 Enhance walkability
- 3 Maintain safe golf cart operations
- 4 Increase parking
- 5 Identify and maintain alleys and easements
- 6 Promote affordable public transportation
- 7 Complete multi-use path between historic district, harbor, and Bay Creek
- 8 Intergrade harbor area with other trail/path networks
- 9 Support Rails to Trails

Community Strategic Plan

D) Environment

- 1 Enhance Chesapeake Bay water quality
- 2 Promote strong aesthetics and limit litter
- 3 Ensure high quality drinking water
- 4 Maintain long-term viability of beach and harbor
- 5 Promote coastal resiliency
- 6 Protect wetlands
- 7 Implement Coastal Resources Management guidance
- 8 Develop recommendations to improve resiliency to storm events
- 9 Assess feasibility of recycling
- 10 Protect and promote tree canopy
- 11 Evaluate I&I to sewer

E) Facilities & Services

- 1 Pursue amenities for town facilities
- 2 Create modernized municipal facilities
- 3 Create multi-use recreation field
- 4 Ensure effective water & sewer utilities
- 5 Develop policy for paying for facility expansions
- 6 Develop proffer policy to pay for impacts of future developments
- 7 Pursue arts, public events, etc.

Community Strategic Plan

Appendix B **2024 Ongoing Town Priorities List**

BLUE: still in progress from previous work periods and require additional time to complete; All items in blue are being worked concurrently with resources applied in in the following order:

1. Finalize the sale of our water/wastewater utilities
 - a. Effectuate closing and transfer of assets
 - b. Develop and execute plan to utilize proceeds from the sale
2. Align Zoning Ordinances with new Comprehensive Plan (consultant currently under contract)
3. Develop New Municipal Center
4. Finish Library building sale/upgrades
5. Develop New Downtown Restrooms and Visitors Center
6. Finish Trail Project – Phase 3 – Peach Street
7. Work with developers/agencies to facilitate workforce housing
8. Develop short-term rental regulations/ordinances
9. Develop beachfront master plan (beach, dunes, boardwalk, LOVE sign area, bathhouse, etc.)

New items to be started as soon as time/resources are available:

10. Develop harbor/RR area conceptual master planning and new design guidelines
11. Develop a town-wide parking capacity inventory and develop recommendations for possible parking area expansions or improvements
12. Pursue development of shared revenue agreement with the County
13. Develop a plan to address coastal resiliency, to include RAFT recommendations



TOWN COUNCIL

Work Session

March 21, 2024

Cape Charles Civic Center

Immediately Following the Regular Meeting

1. Call to Order:
 - A. Roll Call

2. Items for Discussion:
 - A. Beachfront Master Plan

3. Adjournment



Town of Cape Charles, Virginia

Beachfront Master Plan Town Council Meeting

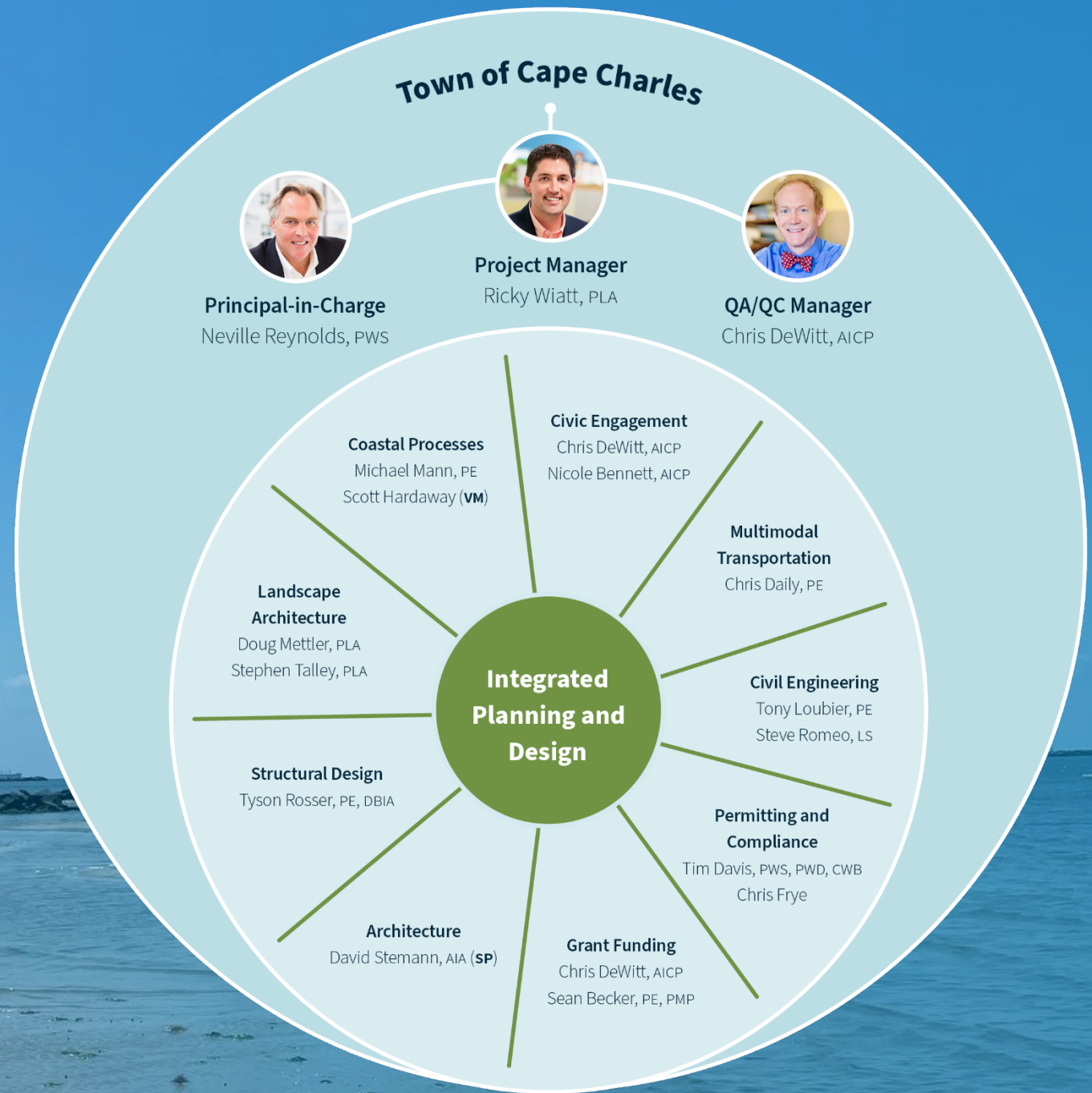
March 21, 2024



The VHB Team

All staff are employees of VHB unless noted as follows:

SP - Stemann Pease Architecture | **VM** - VIMS





Beachfront Master Planning Committee

Adam Charney, Mayor/Town Council

Bill Prickett, Citizens for Central Park

John Schoeneck, Wetlands Board

Bob Panek, Yacht Club and CIP Manager

Claudette Lajoie, CC Civic League

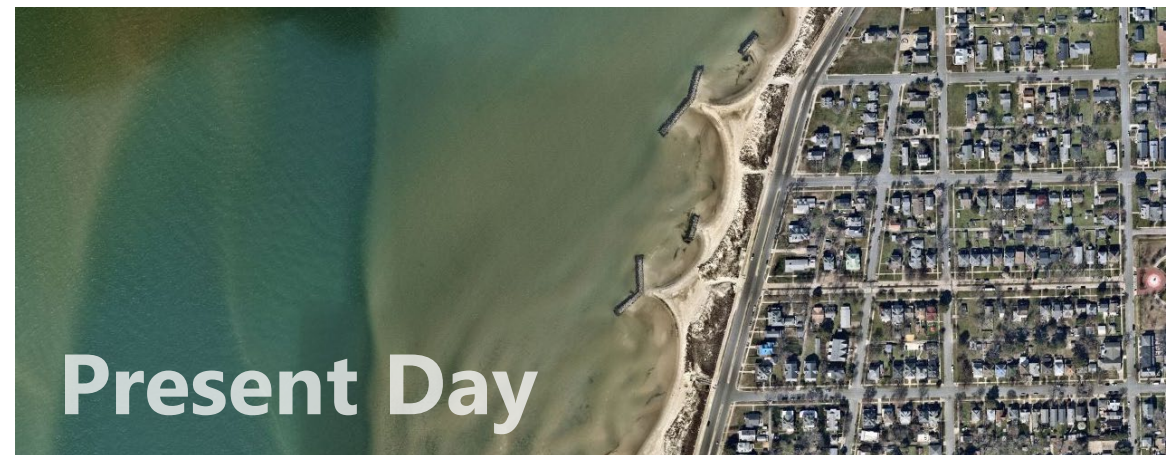
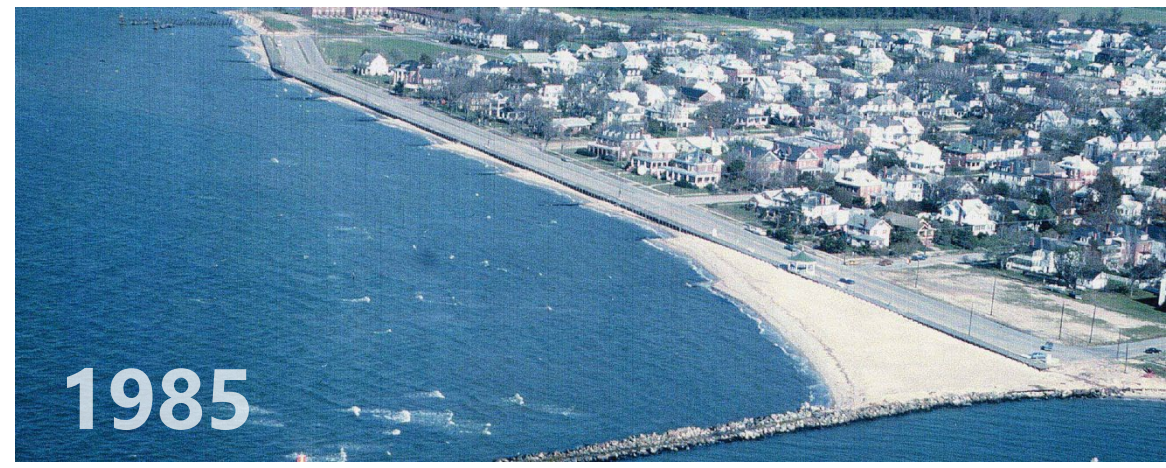
Ralph Bowen, Public Works Manager

Gerry Taylor, Main Street

John Hozey, Town Manager

Understanding of the Project

- ✓ Enhance the beach
 - ✓ Promote economic development
 - ✓ Improve accessibility
 - ✓ Reinvigorate recreation opportunities
 - ✓ Reevaluate existing infrastructure
1. Beach / Dune
 2. Bathhouse / Restroom
 3. Western Bay Avenue and all areas south and east of the dune
 4. Fishing Pier





Beachfront Master Plan Scope Overview

PHASE I Research, Outreach, and Plan Development *9 Months*

PHASE II Plans and Design *To be determined following Master Plan approval*

TASK 1

Project Initiation
and Research

TASK 2

Outreach

TASK 3

Develop Conceptual
Concepts and Draft
Planning Document

TASK 4

Develop
Master Plan
Document

Beachfront Master Plan Schedule



PHASE I

Research, Outreach, and Plan Development

9 Months

February

March

April

May

June

July

August

September

October

Project Initiation and Research

Outreach

Develop conceptual
Concepts and Draft
Planning Document

Develop Master Plan

Council
Meeting

Council
Meeting

Public /
Council
Meeting

CAPE CHARLES Beachfront Master Plan CHARTER

draft



SCHEDULE

PHASE I Research, Outreach, & Plan Development



PHASE II. Detailed Design and Construction Plans following approval of the Master Plan

GOALS

- **Protect the Beach** – control sand migration and maximize beach area
- **Support Economic Development** – develop the beachfront into a quality destination that reflects and enhances the quaint, small-town charm enjoyed by residents and tourists
- **Improve Accessibility** – expand access to the beachfront for all users
- **Reinvigorate Recreation Opportunities** – enhance existing recreation opportunities and support growth of future attractions
- **Reevaluate Existing Infrastructure** – with sustainability in mind, utilize and leverage existing resources through capital improvements

MISSION

We research, listen, collaborate, and develop resilient plans that support local communities' economic growth while being sensitive to their environment.

VISION

Future generations will inherit a thriving beachfront community with an iconic shoreline, where continuous, ongoing enjoyment of cultural experiences and outdoor recreation on the Chesapeake Bay are protected.

COMMUNITY OUTREACH

- Oversight Committee Meetings
- Public Meetings
- Town Council Presentations

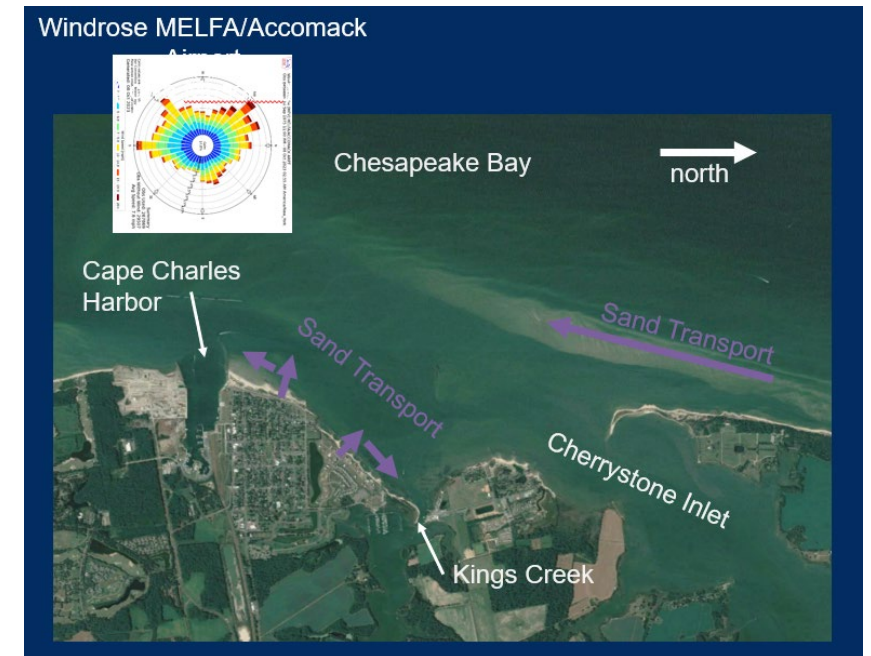


There will be multiple opportunities for community engagement! Scan QR code for more information.



Task 1: Research

- Kickoff Meeting – February 8, 2024
 - Establish Clear Expectations of the project
- Background and Data Review
 - Develop base-mapping of the project area (clearly define area)
- General Shoreline Conditions
 - Physical, hydrodynamic, and biological conditions and acting coastal processes along the shoreline
- Site Inventory and Analysis
 - Site Visit with Committee – March 7, 2024



Task 2 – Outreach - Public Survey

- Paper copy with Utility Bills – Week of 3/25
- Online Version – Posted Live – 3/27/24
- Deadline – 4/30/24

[Cape Charles Beachfront Master Plan](#)
[Virtual Meeting Room](#)

CAPE CHARLES
Beachfront Master Plan

Beachfront Master Planning Programming Survey

draft

The purpose of this survey is to learn general opinions of, preferences about, and use of beachfront-related amenities, existing conditions, and existing facilities. Your responses will help to steer the planning process for future improvements to the beachfront and Bay Avenue as they relate to the Town and the Bay.

Feel free to attach additional comments on a separate sheet if more space is needed.

Responses are due back to Town Hall no later than 2:00 PM, April 30, 2024.

Surveys may be dropped off, mailed-in (2 Plum St), or scanned and emailed to clerk@capecharles.org. An electronic version of the survey is also available on the Town's website.

A Day at the Beach

1. What do you like to have at the beach for a perfect day? _____
2. What do you like to have, but wished you didn't have to bring with you for a perfect day at the beach? _____
3. Do you or your family use the fishing pier? **Yes / No** If so, what kinds of activities do you do there? (circle all that apply) **Fishing Crabbing Walking Sight-Seeing Photography Wildlife Observation Other** _____
4. What kinds of improvements (if any) could be made at the fishing pier? _____
5. What is your opinion of the dune's general size? (circle one) **Too Small / Too Large / Just Right** Please explain. _____
6. What else should we know about the dune based on your personal experience at the beachfront? _____
7. Currently there is only **one** overlook at the dunes. Should there be more? (circle one) **Yes / No / Unsure** If yes, then how many? (circle one) **1 2 3 Other** _____

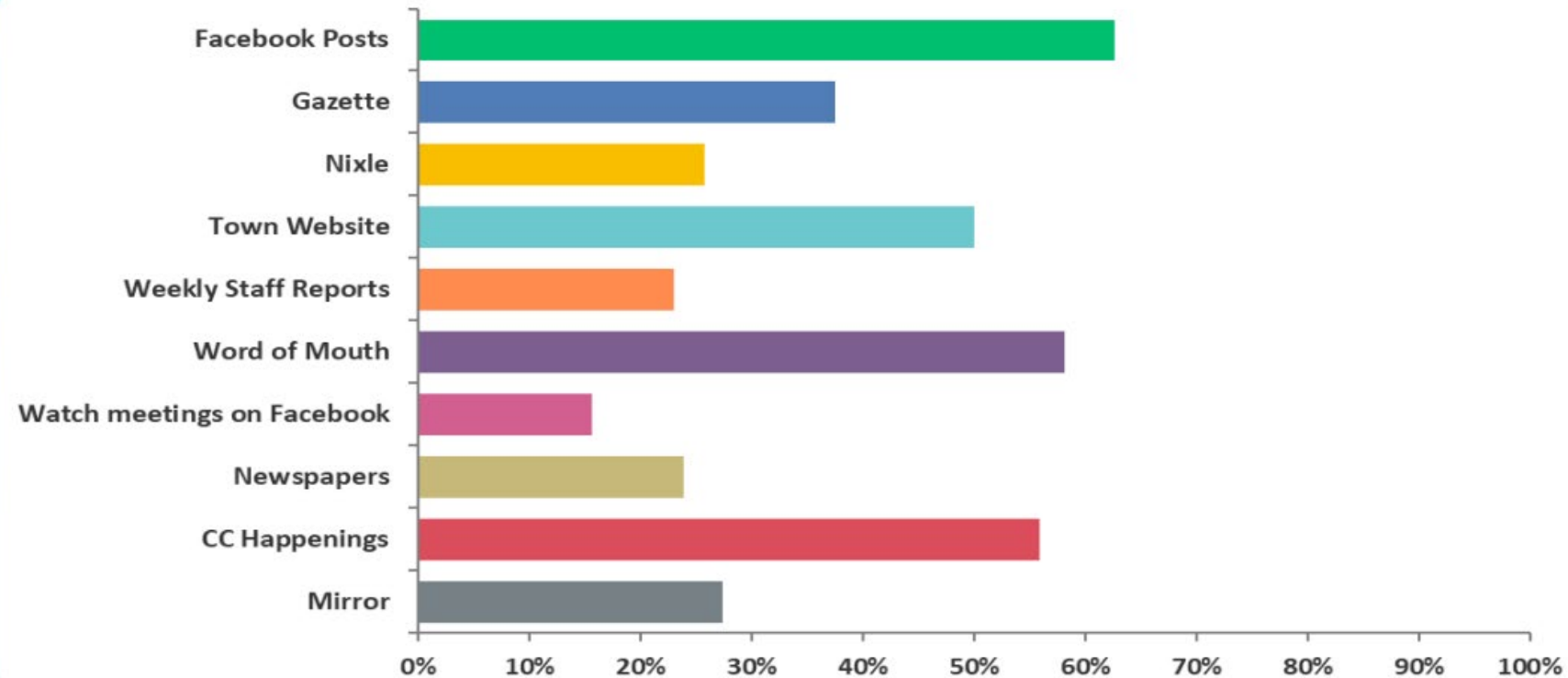
Beachfront Attractions & Amenities

1. How do you feel about the existing sculptures located along the beachfront [King Neptune, Dolphin, LOVE]? (circle one) **Do not like / Neutral / Like / Love** Should there be more art at the beachfront? **Yes / No / Unsure**
2. Do you feel like the beachfront needs anything? It could be improvements to existing infrastructure, new services, or new attractions. (circle one) **Yes / No / Unsure**; Please explain your answer. _____
3. How easy is it to access the beach and why? (circle one: 1 = not easy; 5 = very easy) **1 2 3 4 5** Why? _____
4. Would you find it acceptable to see additional coastal structures, such as jetties or breakwaters in your views of the bay? (circle one) **Yes / No / Unsure**; Please share any concerns. _____
5. What is your opinion of the beach's general size and character? (circle one) **Too Small / Too Large / Just Right** Please explain. _____

PAGE 1

Task 2 – Outreach - Public Survey

Q12: What tools do you use to stay in touch with town happenings?



Funding



Rebuilding American Infrastructure with Sustainability and Equity (RAISE)



Building Resilient Infrastructure and Communities (BRIC)

National Coastal Resilience Fund (NOAA/NFWF)



Transportation Alternatives Program (TAP)



Preservation Trust Fund (PTF)



Virginia Saltwater Recreational Fishing Development Fund



Recreational Trails Program (RTP)



Boating Infrastructure Grant (BIG)



www.vhb.com

Q&A

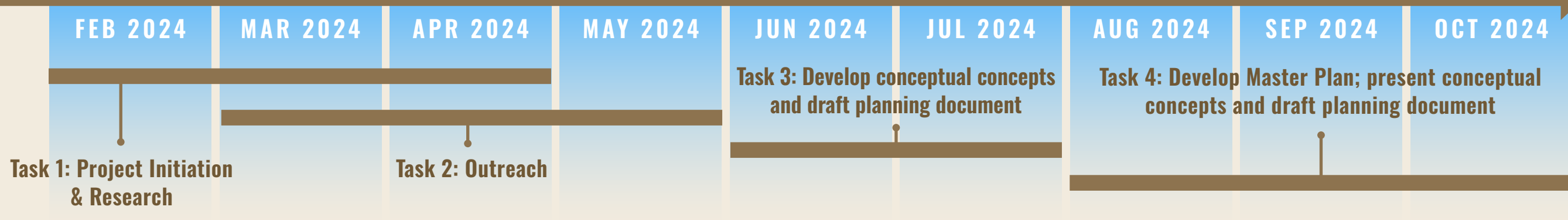


CAPE CHARLES Beachfront Master Plan CHARTER



SCHEDULE

PHASE I Research, Outreach, & Plan Development



PHASE II. Detailed Design and Construction Plans following approval of the Master Plan

GOALS

- **Protect the Beach** – control sand migration and maximize beach area
- **Support Economic Development** – develop the beachfront into a quality destination that reflects and enhances the quaint, small-town charm enjoyed by residents and tourists
- **Improve Accessibility** – expand access to the beachfront for all users
- **Reinvigorate Recreation Opportunities** – enhance existing recreation opportunities and support growth of future attractions
- **Reevaluate Existing Infrastructure** – with sustainability in mind, utilize and leverage existing resources through capital improvements

MISSION

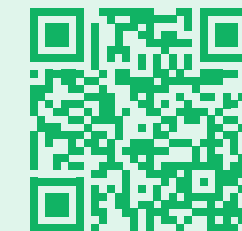
We research, listen, collaborate, and develop resilient plans that support local communities' economic growth while being sensitive to their environment.

VISION

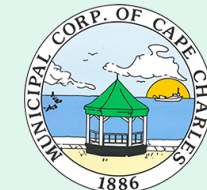
Future generations will inherit a thriving beachfront community with an iconic shoreline, where continuous, ongoing enjoyment of cultural experiences and outdoor recreation on the Chesapeake Bay are protected.

COMMUNITY OUTREACH

- Oversight Committee Meetings
- Public Meetings
- Town Council Presentations



There will be multiple opportunities for community engagement! Scan QR code for more information.





Beachfront Master Planning Programming Survey

The purpose of this survey is to learn general opinions of, preferences about, and use of beachfront-related amenities, existing conditions, and existing facilities. Your responses will help to steer the planning process for future improvements to the beachfront and Bay Avenue as they relate to the Town and the Bay.

Feel free to attach additional comments on a separate sheet if more space is needed.

Responses are due back to Town Hall no later than 2:00 PM, April 30, 2024.

Surveys may be dropped off, mailed-in (2 Plum St), or scanned and emailed to clerk@capecharles.org.

An electronic version of the survey is also available on the Town's website.

A Day at the Beach

1. What do you like to have at the beach for a perfect day? _____
2. What do you like to have, but wished you didn't have to bring with you for a perfect day at the beach? _____
3. Do you or your family use the fishing pier? **Yes / No** If so, what kinds of activities do you do there? (circle all that apply) **Fishing Crabbing Walking Sight-Seeing Photography Wildlife Observation Other** _____
4. What kinds of improvements (if any) could be made at the fishing pier? _____
5. What is your opinion of the dune's general size? (circle one) **Too Small / Too Large / Just Right**
Please explain. _____
6. What else should we know about the dune based on your personal experience at the beachfront? _____
7. Currently there is only **one** overlook at the dunes. Should there be more? (circle one) **Yes / No / Unsure**
If yes, then how many? (circle one) **1 2 3 Other** _____

Beachfront Attractions & Amenities

1. How do you feel about the existing sculptures located along the beachfront [King Neptune, Dolphin, LOVE]? (circle one) **Do not like / Neutral / Like / Love** Should there be more art at the beachfront? **Yes / No / Unsure**
2. Do you feel like the beachfront needs anything? It could be improvements to existing infrastructure, new services, or new attractions. (circle one) **Yes / No / Unsure** ; Please explain your answer. _____
3. How easy is it to access the beach and why? (circle one: 1 = not easy; 5 = very easy) **1 2 3 4 5**
Why? _____
4. Would you find it acceptable to see additional coastal structures, such as jetties or breakwaters in your views of the bay? (circle one) **Yes / No / Unsure** ; Please share any concerns. _____
5. What is your opinion of the beach's general size and character? (circle one) **Too Small / Too Large / Just Right**
Please explain. _____



Beachfront Master Planning Programming Survey

6. Circle your **Top 5 Potential Beachfront Attractions or Amenities** from the following list:

Picnic area	Showers	Sports areas	Boardwalk
Grills	Lockers	Pet-friendly area	Other _____
Shade	Lighting	Quiet areas for relaxation	
Seating	Overlook	Existing sculptures	
Venue space	Private cabanas	Enhanced ADA access	

Services & Vendors

- Would you prefer for vendors to be in (circle one) **one central location** or **spread out** along Bay Ave? Please explain. _____
- What type of shower facility would you prefer (circle one): **full indoor bathhouse & changing rooms** / **simpler outdoor shower area** / **Both**
- Should there be more informational areas (kiosks) located along the beachfront? (circle one) **Yes** / **No** / **Unsure**
- Would you be interested in renting lockers to store kayaks, paddle boards, or other recreation/leisure equipment near the beachfront? (circle one) **Yes** / **No** / **Unsure**
- What kind of vendors or rental services would you like to see at the beachfront? (circle all that apply)

Food Trucks	Chair	Wagons	Cabanas
Beverages	Umbrella	Toys / Games	Metal Detectors
Ice	Coolers	Bikes / Scooters	Fishing Gear
Other _____	Kayak	Paddleboard	

Transportation/Parking

- What mode of transportation would you prefer to use when accessing the beach? _____
- Please rank the following types of parking spaces, where 1 is most preferred:
_____ **parallel** (current condition) _____ **angled** (pull-in) _____ **90°** (perpendicular to roadway)
- How easy is it for you to find parking on Bay Ave? (circle one: 1 = not easy; 5 = very easy) **1 2 3 4 5**
- If no parking is available on Bay Avenue, how far away are you willing to walk to the beachfront? (circle one)
2 Blocks – Pine St / 3 Blocks – Strawberry St / 4 Blocks – Plum St / Other _____

Safety

- How safe do you feel walking along or crossing Bay Ave? (circle one; 1 = not safe; 5 = very safe) **1 2 3 4 5**
- Is the existing lighting on Bay Ave adequate as it relates to how safe you feel? (circle one) **Yes** / **No** / **Unsure**
Please explain. _____
- What else should we know about safety at the beachfront based on your personal experience there? _____

Demographic Information

Age ____ Gender ____ Profession _____ Location (circle one) **In Town** / **Commute to Elsewhere**
How long have you lived in Cape Charles? (**<5, 6-10, 11-20, 20+**)
What attractions, amenities, or recreation opportunities do you enjoy at other beachfront areas? _____