

## Weekly activity report (week ending January 11, 2019)

### Town Manager:

- Reviewed the Town Council January 17 regular monthly meeting agenda packet.
- Continued discussions on email and information technology issues with staff and met with alternative service providers. Request for proposals for these services will be posted in the next several weeks.
- Discussed status of regional bike trail project with A-NPDC staff and moved item to January 17 Town Council meeting agenda.
- Staff continued correspondence with the Public History Center faculty on a revised, phased scope of work to develop a new preservation plan over two fiscal years.
- On Tuesday January 8 staff discussed several historic district and preservation issues with Ms. Aubrey von Lindern, the Certified Local Government coordinator with the Virginia Department of Historic Resources. Please see attached staff report, which includes the public record of demolitions in the historic district footprint. To note, she affirmed that the Cape Charles historic district is not being considered for de-listing.
- Completed staffing and compensation review for all departments and began writing staff report for Town Council.
- Participated in the January 10 parking working group meeting.
- Participated in the January 7 wayfinding sign group meeting.
- Participated in the January 9 Library Board meeting.
- Met with director of public works\utilities to discuss operations, budgeting, and service levels.
- Received estimate for sump pump\pit upgrade and basement encapsulation for library; and scheduled plumber visit to building to see about bathroom venting for odor control.
- Met with, email, or called several residents and\or business owners on a variety of matters\Report A Concern follow up.

### Town Clerk

- Upcoming Meetings/Activities:
  - 1/15 – Historic District Review Board Meeting.
    - The packet was finalized, posted and distributed on 1/8.
  - 1/16 – Mayor’s Office Hours.
  - 1/17 – Town Council Regular Meeting & Executive Session.
    - The agenda packet was finalized, posted and distributed on 1/10.
  - 1/18 – Town offices closed for Lee-Jackson Day.
  - 1/21 – Town offices closed for Martin Luther King Jr. Day.
  - 1/26 – Town Council Strategic Planning Session, 9AM, Bay Creek Welcome Center.
    - The packet was finalized, posted and distributed on 1/10.
  - 1/31 – Town Council Special Meeting.
- Staff participated in the Communications Meeting on 1/9. The group will meet again on 1/23 to begin setting up the town’s Facebook page.
- Tracy Outten and Libby Hume attended the VMCA Region 10 lunch meeting on 1/11.

- The January issue of the Gazette was finalized and distributed on 1/10.
- Tracy Outten has been assisting the Finance Dept. by updating the various tax/license forms for 2019. After the forms have been updated, they will be uploaded to the town's website.
- The historic real estate tax books have been scanned to PDF and uploaded to the town's website. They can be found by clicking "Forms & Publications" on the home page and under "Town Clerk/Historic Real Estate Tax Records 1888-1949." They can also be found under "Government/Town Clerk." The files were uploaded after the finalization of the January 10 Gazette so will be officially announced in the February issue.
- The information magnet for seasonal rentals was finalized and will be printed next week for distribution to rental management firms and seasonal rental property owners.
- Tracy Outten continues to assist Town Manager Larry DiRe.

#### Town Planner:

- Corresponded with residents and developers about potential development and zoning ordinance compliance
- Presented Parking Working Group recommendations for parking on Mason to Planning Commission at the regular meeting on January 7
- Presented proposed Shanty addition to Harbor Area Review Board for recommendation of approval to Town Council
- Reviewed applications and prepared staff reports for upcoming Historic District Review Board meeting
- Met with Deputy Clerk to discuss proposed application deadlines, processes, and updating forms
- Attended Wayfinding Group meeting on January 7
- Attended Parking Working Group meeting on January 10
- Attended meeting with Cela and Town Manager to discuss future development opportunities on the railroad property
- Met with applicants regarding a potential lot split at 210 Madison to discuss the process and procedures
- Met with Shelly Gorman to discuss committees and prepare for parking working group presentation being presented to Town Council
- Continued preparing staff-initiated updates to zoning ordinance to eventually present to Planning Commission for comment and approval, specifically a re-write of the parking and loading requirements

#### Library:

- The odor was very noticeable this week.
- Attended the Friends Meeting, 1 /7/2019.
- Attended the ESPL Trustee Meeting, 1/8/2019.
- Attended the Library Board meeting, 1/9/2019'
- Met with members of the 100th Anniversary committee to discuss the 100 books to be donated to the library.

- Our telephone is not working properly, it is garbled. Our phone provider, Eastern Shore Communications could see no issue on their side. Baycreek Communications, our internet provider was contacted and they have been running diagnostic tests.
- There was no Lego Club this week; they will resume next week.
- Garden Knitters, 1/11/2019. 8 attended.

#### Harbor:

This week, 1 transient boater from VIMS reserved a slip with the Town Harbor. Rock fish season ended on December 31<sup>st</sup> in the Chesapeake Bay. This week the Town Harbor netted **\$1,744.04** in sales, charges and payments.

- Town council voted on new rates at the harbor, those new rates /slip agreement forms, rules and regulations and letters of intent were mailed.
- Dockwa, Marinas.com, capecharlesharbor.com and the town website have all been updated to reflect the new harbor rates.
- Camera system is back in service, Greg Silvey from Chesapeake Bay Communications fixed the issue.

#### **Maintenance/Repairs:**

- Non-ethanol fuel is out of service until further notice. We received a quote from Jones and Frank this week.
- Harbor Master Office HVAC system has been installed. Service contractor is contacting town office about business license.
- Removed rotten wood at base of harbor office building and replaced. All other steps have been taken in preparation for wrapping and siding the harbor office.
- Laundry facility is ready, Chapmans Electric completed the final installation of a small space heater to keep water sources from freezing.
- Heat lamps were installed under the harbor office in respect to the pending weather and freezing temperatures.
- The ground perimeter of the harbor office/ trailer was sealed and patched in some areas in order to create a better shield from that potential cold.
- The new bumper system for B & C docks are in and to be installed.
- General maintenance being performed on all docks. (on going)

#### Finance:

- Tax and other forms were updated for 2019 and printed to make available to citizens. Tracy is now working on updating them all online.
- Staff worked on closing the month of December and budget prep. Work has begun on the health, dental, and vision plan renewals with data provided by our Farm Bureau agency representative. Open enrollment is in March.

- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Full report pending.

Public works:

- Beginning off season maintenance, Major equipment repairs, shop upgrades/repairs, etc.
- Trying to clean streets, wet weather is a problem
- Storing last of new years and holiday decorations


Building\Code:

- Staff continued scanning older documents to make room for new projects.
- Answered various questions about new construction requirements throughout the town.
- Staff is working on 4<sup>th</sup> of July fireworks preparations for next year.
- Jeb was out of the office Wednesday through Friday.

Recreation\events:

- Completed budget worksheets and returned to the Treasurer and Town Manager for final review.
- January 7, 2019 – Attended Cape Charles Mainstreet Wayfinding Committee Meeting. Working with Dale Pusey and Zach Ponds on regulations and procedures.
- Distributed information to all schools for the 100 Year Anniversary Essay Contest sponsored by the Cape Charles Memorial Library Board.
- January 8, 2019 – Attended Cape Charles Mainstreet Streetscape meeting.
- January 9, 2019 – Town of Cape Charles Communications meeting.

# Town Manager Report to Town Council

**From:** Larry DiRe   
**To:** Town Council  
**Date:** January 14, 2019  
**Subject:** Town Manager phone conversation with Ms. Aubrey Von Lindern, VDHR Certified Local Government program coordinator  
**Attachment:** None

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The following bullets provide the substance of a phone conversation between the town manager and a key staff member of the Virginia Department of Historic Resources (VDHR) held on Tuesday January 8, 2019. While all the bullet points are worthy of note, of particular note was Ms. Von Lindern's affirmation (once again) that the Cape Charles historic district is not under review, or in danger, or being de-listed from historic designation. This is a common rumor in Cape Charles.

- **Preservation plan:** The existing preservation plan, dated March 1996, was written within the context of providing an overall development plan for the town. That plan is rooted in then existing town conditions and preservation practices. Just three years, on December 14, 1999, the Town Council adopted a comprehensive plan states as follows on page 57, *"The Preservation Plan for the Town of Cape Charles is a parallel document to the Town's Comprehensive Plan, and as such, should be reviewed at least every five years."* Over the years that integration of preservation plan with comprehensive plan broke down. A new plan reflective of current town conditions and informed by contemporary preservation practices is needed and should be developed contemporaneous with the comprehensive plan revision scheduled for spring 2019 through summer 2021. Ms. Von Lindern encouraged this new plan and stated that a copy of the late draft document should be submitted to VDHR for review prior to the town adopting the plan.
- **Demolition:** Ms. Von Lindern was informed about the demolition of the dilapidated commercial building at 207 Mason Avenue, and the associated distress held by some in the community about that action. An action done in the interest of public safety after the town exhausted all due process requirements. Staff shared that research into the public record of demolition in the historic district reveals thirty-eight (38) demolitions between February 2002 and December 2018. All but one (207 Mason Avenue) were residential structures, including historic duplex buildings. Several other buildings were demolished in the Harbor zoning district in this time period. Five (5) were demolished between January 1, 2015 and December 31, 2018. The single highest number of demolitions in one calendar year occurred in 2006 and 2008, when five (5) homes were cleared from the historic district in each year. A complete listing of addresses and demolition dates can be seen in the building department office. There are contemporary photos of several of these demolished structures. Both staff and VDHR agree that demolition is the last

option and least desirable outcome. The loss of an excessive number of contributing structures can result in the delisting of a historic district. She affirmed that the Cape Charles district is not near that number, and in no danger of being de-listed.

- Meeting structure: Staff informed Ms. Von Lindern of the recent discussion with Town Council to introduce a two-step application procedure so the most appropriate treatment option and application materials can be discussed and agreed upon before an applicant can come before the Historic District Review Board for action on an application.
- Annual training course: In past years staff and HDRB members attended these one-day training courses. Suffolk or Smithfield are the locations being considered for our area, but the exact location and date are yet to be determined.
- V – CRIS: The V- CRIS, found at this website <https://www.dhr.virginia.gov/v-cris/> , holds information on historic districts in the commonwealth and includes information on contributing structures, including photographs.

This report is for informational purposes and requires no legislative action at this time.