

Weekly activity report (week ending March 1, 2019)

Town Manager:

- Continued working on the fiscal year 2020 budget, including finalizing all general fund departments' budget sheets.
- Met with capital projects manager to discuss trail and harbor projects for the fiscal year 2020 budget preparation.
- Spoke with a wheelchair-bound resident about several mobility related issues around town.
- Reviewed a number of employee performance evaluations, and completed evaluations of all department heads.
- 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:
 - 3/5 – Planning Commission Public Hearing & Regular Meeting, 6PM, Civic Center
 - The agenda packet was finalized and uploaded to the town's website on 2/27 and to Facebook on 3/1.
 - 3/6 – Mayor's Office Hours, 2:00-4:00 PM, Town Hall
 - 3/7 – Town Council Special Meeting, 6:30 PM, Civic Center
 - The agenda packet was finalized and uploaded to the town's website and Facebook on 3/1.
- The IT Support Services interviews will be scheduled over the next couple of weeks. The contract will be awarded at the March 21 Town Council Regular Meeting.
 - Timeline notifications have been sent to the four companies submitting bids.
- Three FOIA requests were received this week:
 - The first one was received on February 25 requesting copies of the Public Comments sign-in sheet and written comments regarding cats from the February 21, 2019 Town Council Regular Meeting. The requested information was provided to the requestor via email on February 25.
 - The second one was received on February 28 requesting the certificates of occupancy, site plans, approval documents, special permits/conditions, variances, open zoning code/building code/fire code violations regarding a property in Cape Charles. The request was forwarded to the appropriate department to research and provide the information, if any, to the clerk in order to respond by the March 7 deadline.
 - The third one was received on March 1 requesting copies of minutes relating to the original sale of the former Rosenwald school property to a private individual/entity. The Clerk's office has scanned the Council minutes dating back to January 1997 and the records showed that the property was transferred to private ownership prior to 1997. The requestor has been invited to come to Town Hall to review the older minute books.
- A Special Gazette regarding the March 2, 2019 Cape Charles Day activities was published on 2/25. It was shared on Facebook as well.

- Tracy has been working with Planner Zach Ponds updating various applications such as the conditional use permit application, zoning map amendment application, the variance application for the Board of Zoning Appeals, and the Harbor Development application, and posting them online. The project goal is to update all applications in the Planning Department.
- Tracy has been the liaison between the Harbor and VML Insurance adjuster working on the storm damage from the fall of 2018.
- Staff worked on informational handouts for the Clerk/Planning Table for Cape Charles Day.
- Libby continues to monitor the Municipal Corporation of Cape Charles Facebook page. We now have 320 followers with 813 post reaches this week!
- Tracy Outten continues to assist Town Manager Larry DiRe.

Town Planner:

- Corresponded with residents and developers about potential development and zoning ordinance compliance.
- Had meeting with property owner to discuss application process and required documents for a new commercial development.
- Had conference call regarding RAFT with UVA, County staff, and others.
- Met with Mayor, Councilman Grossman, and Town Manager to discuss organization of Comprehensive Plan.
- Prepared staff reports and conducted site visits for the upcoming Planning Commission meeting on March 5.
- Was out of town Thursday and Friday.

Library:

- The odor was noticeable this week.
- Staff met with the ESPL Children's Librarian to discuss the 2019 Summer Reading Program.
- Staff met with Claudette Lajoie to discuss a Baby Mindfulness program.
- Staff met with Peg Volk to discuss a summer program on astrology for Tweens.
- Staff presented a Mini Poetry program for 5th graders at Kiptopeke Elementary School on February 27.
- The new sump pump was installed this week.
- Our phone problem has been resolved.
- Storytime was held on Thursday on February 21, 10:30, 17 attended.
- Lego Club was held on Thursday, February 21 at 5:00, 12 attended.

Harbor:

Transient boating is slow during February. VIMS research vessel "Virginia" has spent a few of evenings with Cape Charles Harbor. VIMS administration and donors have been onboard to see the operations and function of the vessel. A few commercial watermen are still moving around a bit, dredging for oysters.

- The floating boardwalk east of A dock is complete. Dismantled East of D dock to visualize the damage, per VML repairs were placed on hold to be surveyed by an engineer to determine cause of damage. Engineer visited site this past Wednesday waiting for reply. We have proceeded repairs this morning.
- We completed construction on the 12' X 24' wood kayak launch floating dock portion. The old aluminum gangway damaged in the snow last year will be utilized to access the float from the 3rd boat ramp launch area.
- Assisted Yacht Center with boat fire, utilized harbor boat to deploy pollution boom and dewatering. Towed vessel to travel lift.

Maintenance/Repairs:

- We discussed paint scheme colors for all Harbor buildings. The harbor office upper sections will be painted to match the bath house roof green and the siding to match existing siding color or all off white.
- Floating boardwalk inside of A dock is now complete. The structural repair on D dock has begun, this is being done by Shore Diving and Marine Services. (work in progress)
- VML claim on above damages have been filed. Working with engineers to determine cause.
- The harbor staff working on dock/facility/harbor office. Wood treated decking, electrical components such as lighting and electrical pedestal parts are issues normal to marine facilities. (minimal staffing and projects are on-going)
- Several electrical pedestal upgrades are in the works, making them universal to smaller vessels. Replacing receptacles and breakers due to corrosion excessive use.

Finance:

- Open enrollment meetings were held and went very well, and good feedback was received from the employees. Jodi did a wonderful job preparing for them, with Tracy's assistance.
- The budget worksheet was compiled after Larry reviewed the department requests and the supporting schedules for debt service, salaries and benefits were completed. Work on the capital projects summary and the utility rates is ongoing.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Full report pending.

Public works:

- Alleys filled pot holes. This was the main focus of the week
- Normal brush and trash pick up
- Cape Charles day

Building\Code:

- Performed 18 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Connie Drummond attended property maintenance class.

Recreation\events:

- Gathered information for the Cape Charles Day Celebration in Central Park to include use of facility permits, yard sale permits, town maps, walking map and new informational magnets. Went shopping Friday for supplies for the event.
- Continuing to work on a master schedule of Town events for 2019 as well as gathering 4h of July vendor forms and use of facility forms. We seem to get a few of each in every week.
- Continuing to schedule events at the Civic Center. It is hard to imagine what we did before this space was available as it is occupied almost every day for at least one meeting to include the weekends.
- Exchanged questions and answers with VDOT on sidewalk and sign issues (attached).



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
HAMPTON ROADS DISTRICT

Stephen C. Brich, P.E.
Commissioner

Accomac Residency
23096 Courthouse Avenue
Accomac, Virginia 23301

2/25/19

Town of Cape Charles

1. Who owns the sidewalks, business and residential?

Sidewalks in the right of way that were constructed under a VDOT Land Use Permit are the maintenance responsibility of the adjacent property owner. Other sidewalks within the right of way are maintained by VDOT as resources allow. Sidewalks outside the right of way are the responsibility of the property owner or the Town.

2. Are there grant opportunities for new or replacement of old sidewalk?

The Town may submit projects for consideration for grant funding through VDOT's Six-Year Improvement Program. Funding for selected projects is through a statewide prioritization process and includes funding from various state and federal grant programs. You may also contact the Town's Locally Administered Programs representative about Transportation Alternatives Program cost share funding.

3. Process to add or repair sidewalks?

A VDOT Land Use Permit is required before adding a new sidewalk within the public right of way. A new Permit for repair of an existing sidewalk is necessary only if the Permit for the original installation cannot be found or if a traffic control work zone is necessary to perform the work.

4. Regulations concerning moving and installing new signage?

"Welcome to" signs that advertise the Town are permitted within the public right of way of nonlimited access roads under a Land Use Permit. See Section 24VAC-151-570 of VDOT's Land Use Permit Regulations for additional information. These regulations are found on VDOT's website. A Permit is required for moving or initially installing a sign. Signs are not permitted within the right of way of limited access roadways. The portion of Stone Road that extends approximately 1000' west of the Lankford Highway intersection is a limited access roadway. Also, contact Mr. Bryant Cuffee of VDOT's Roadside Management Division at 804-350-3803 for information about location of directional signs outside the right of way.

5. Are there any grant opportunities for signs?

Not that I am aware of.

6. Regulations for signage dimensions. The concept we are adopting is similar to Williamsburg with large signs on the highway and smaller signs as you get to the downtown area of Cape Charles.

Consider developing a wayfinding sign program as described in the attached Community Wayfinding Sign Manual.

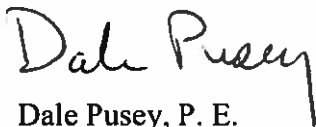
7. Regulations for signage at Rt 13. Can up-lighting be added or down keeping in mind dark sky compliance? Can the sign be relocated, enlarged or rotated? Regulations for landscaping around sign? Regulations on electronic signage? Regulations for the banners attached?

Lighting cannot adversely affect visibility of roadway users. Sign location adjustments, landscaping or banners will be subject to Land Use Permit requirements.

8. Are there different regulations for the signs for the government agencies – VDOT, Coast Guard Station, local governments?

Not that I am aware of.

Should you have any questions please contact me at the following VDOT permit office:



Dale Pusey, P. E.
Area Land Use Engineer
Accomac Residency
23096 Courthouse Ave.
Accomac, VA 23301
757.787.5932