

Weekly activity report (week ending August 2, 2019)

Town Manager:

- Staffed the August 1 Town Council joint work session, special meeting, and executive session and provided follow up as needed.
- Met with several residents on the language of the proposed leash law.
- Finalized presentation for the August 14 RAFT project one-year follow up meeting at VIMS.
- Participated in July 31 site visit with architect to assess library third floor and provided him with the complete file of that building.
- Visited two local golf cart rental offices about the specifics of rules and rental agreements relative to unlicensed minors driving golf carts, visited one realty office for same reason.
- Documented several instances of golf carts being off-road and on town property.
- Met with, emailed, or called several residents and/or business owners on a variety of matters\Report A Concern follow up, including one on reckless golf cart usage (TM redacted\attached).

Town Clerk:

- Upcoming Meetings/Activities:
 - 8/6 – Planning Commission Public Hearing & Regular Meeting, 6PM.
 - The agenda packets were finalized and posted on the town’s website and linked to Facebook.
 - 8/8 – Tracy Outten will be attending the Certified Local Government Historic Resources Commission Training session in Smithfield along with Planner Zach Ponds and four members and one alternate member of the Historic District Review Board.
- The July 26, 2019 Weekly Activity Report was posted on www.capecharles.org and linked to Facebook.
- Several citizens came into the office for notary services.
- Two FOIA requests were received and completed:
 - Complete copy of FY 2020 Budget documents
 - Complete list of YTD permits issued in 2019 in address order
- Work continued to finalize the August 9 issue of the Gazette.
- Tracy has been working with the planner to update the zoning ordinance with recent changes.
- Tracy has been working to type the input received from the July 25 Comprehensive Plan Kick-Off Session.
- The air conditioning in the Administrative area of the Town Hall has been down for a week. Conditions in the offices have been extremely warm and humid, especially in the Clerk’s office. A part had to be ordered and we are waiting for the contractor to come back to install it.
- Libby staffed the August 1 Town Council Joint Work Session with the Historic District Review Board and Special Meeting.
- Tracy continues to assist the Town Manager on miscellaneous administrative duties and managing his meeting calendar.

Town Planner:

- Corresponded with residents and developers about potential development and zoning ordinance compliance.
- Continued preparing zoning ordinance updates to eventually present to Planning Commission and Town Council for approval.
- Reviewed site plans and subdivision plats for compliance with zoning ordinance.
- Had first of planned weekly meetings (Mondays) with Historic District Review Board Chair to allow Chair to ask any questions, address concerns, or anything else that will help the process for Guideline updates and application procedures.
- The Town Planner has joined the ESVA Climate Adaptation Working Group. The first meeting was held on July 30. The goal of this group is to continue a collaborated effort with local, state, and federal entities to address climate change and sea level rise. The desired outcome would be to help localities, non-profits, and other entities implement policies and actions to create a more resilient Eastern Shore.
- Prepared and presented PowerPoint to Virginia Walkability Action Institute as an update for the Eastern Shore Healthy Communities Walkability Grant during the virtual meeting on July 31.
- Prepared staff reports for the Planning Commission meeting on August 6.
- Attended TC/HDRB Joint Work Session on August 1.
- Prepared staff report for HDRB work session, which was held on August 2.

Library:

- The odor was bad this week.
- **Summer Reading Program. A Universe of Stories.** 7/26. Last Friday we had 23 to attend Owl Prowl. This is a program for all ages at the VA Natural heritage Preserve where you will (hopefully) see owls.
- **Summer Reading Program.** 7/29. Sharon Silvey presented a program at Kiptopeke Elementary School. 12 attended.
- **Summer Reading Program.** 7/30. Chess Club. 5 attended.
- **Summer Reading Program.** 7/31. 6:30. Tween Night Featuring Cascading Carlos. 36 attended.
- **Summer Reading Program.** 7/25. 10:30. Toddler/Preschool Craft. 20 attended.
- **Summer Reading Program.** Staff is putting together Beach Bags to Borrow in collaboration with Virginia Coastal Reserve.

Harbor:

Transient boating in the harbor was extremely busy this past week. Hampton and Broad Bay Yacht clubs both visited our harbor this Friday, Saturday and Sunday. Packed to the gills for the Shuck N Suck event, including the lunch and dinner crowds to A Dock. These boats we allow temporarily 2-hour dockage at no charge, spend many dollars in the restaurants and shops before departing Cape Charles. This past week 51 boats to 100' throughout the week, most stayed multiple days

taking in and enjoying Cape Charles. Crab season is maintaining, more clean sooks but not much has changed, areas north up the Chesapeake Bay are still starting to pick up. Most of the out of town crabbers have left or have plans to head home shortly.

Just a reminder, there is an issue with the new pumps and out reader system, they have to reconfigure the pump faces ordering dual read out faces. All pumps are locked until farther notice.

Working to partner with 2 local seafood businesses to have a crab feast here at the harbor. Tentative date is September 7th, 2019 for all you can eat Sook crabs, promoting the female crab. More to follow this week. Also working on posters and flyers for the 2nd annual Eastern Shore Cruisers car and trucks show Labor Day weekend, August 31, 2019.

Maintenance/Repairs:

- The harbor staff working on dock/facility/harbor office. Repairing decking on CD dock decking in progress, CD & CG dock finger piers throughout inner harbor (CD dock complete), electrical pedestal complete, electrical components such as lighting under dock benches (work in progress), certified electrician John from Lighthouse Electric visited the harbor Friday and plans to start this week to fix many issues beyond our abilities.
- Oil Equipment will be here Tues or Wed to replace pump faces which will allow the card system to operate. (I'll advise once operational) Painted and painting fuel lines and prepping fuel tank to be repainted in the near future. (work in progress)
- Kayak launch floating and access ramp is staged, preparing to install floats and set in place. Discussing a 2nd kayak storage area for beach front to mirror the first. This will be driven by interest and needs from users. We have the materials just have to build leashes and install poles and chain.

Safety Committee

No additional info to report.

Finance:

- Staff is applying pressure to several vacation rental homes who have not yet completed the steps required – they are slowly being added throughout this season. We have had at least 3 owners catch up on 2 to 3 years of TOT and BPOL payments.
- Code enforcement is doing a great job of getting the houses in the historic district inspected as is required. Our depts. are working together to make sure no one is missed.
- Staff worked with the Town's collection attorney, providing detailed tax data on 31 homes that are scheduled for auction, and several more that are also delinquent.
- Work was begun to develop a promissory note, payment coupon booklet and procedures to aid in tracking the special utility connection arrangements that have been recently made and to protect the Town's interests.
- Customer Service, accounts payable and receivable, payroll/benefits, utility billing, title searches, and accounting functions were all performed as usual.

Utilities:

- Full report pending.

Public works:

- Swept beach.
- Cut grass.
- Normal trash, brush and bulk pickups.
- Normal trash can swaps and repairs.
- Trimmed trees 500 block of Monroe.
- Removed broken trees and limbs at tennis court.
- Prepped for concrete pad at PW shop for new diesel fuel tank.
- Put up 10 “no skateboards/bicycles” signs on Mason Ave.
- Continued addressing VOSH concerns.

Building\Code:

- Staff performed 28 inspections this week.
- Staff has reviews plans for new homes in marina Village East and on Washington Avenue.
- Staff has received plans for new homes on Washington Avenue and Bayside Village and will be reviewing them soon.
- Staff sent out some letters for tall grass enforcement.

Recreation\events:

- Spent the week preparing for the Shriner’s Parade. The Parade was held on August 3, 2019 with good attendance.
- The weekend was busy in Cape Charles with the Carnival, Parade and Shuck and Suck.
- Staff will begin preparing for Trunk or Treat.
- Working on policies for activities with minors in attendance.

larry.dire@capecharles.org

From: larry.dire@capecharles.org
Sent: Sunday, July 28, 2019 10:44 AM
To: 'Mayor William "Smitty" Dize'; 'vice mayor'; 'Chris Bannon'; 'Councilman Andy Buchholz'; 'Councilwoman Cela Burge'; 'Councilman Paul Grossman'; 'Councilwoman Tammy Holloway'
Subject: FW: Report a concern follow up

Here's Mr. [REDACTED] report a concern of 7:37 this morning. You can see my response below. Such incidents can be addressed, or ignored. [REDACTED]

Form Name:
Report a Concern

Form Text:

Please provide the information requested below to report a problem or concern to the Town. If you would like to speak directly with a staff member, you may call the Town Hall at 757-331-3259, Monday – Friday between the hours of 8:00 a.m. and 4:30 p.m.

Please understand that this service is not to be used to report an emergency situation. **In the event of an emergency please dial 9-1-1.**

Name

[REDACTED]

REDACTED BY TM

Email

[REDACTED]

Address

[REDACTED]

Phone

Area of Concern
Golf Cart Usage Issues

Brief Description of Problem

When walking back from the beach I saw someone driving their golf cart on the Randolph Ave sidewalk on the 100 block. Mother and 5yoish child. I told them it was unsafe and they needed to drive on the road and I was sneered at. Motorized vehicles on the sidewalk is going to get someone hurt. The police need to enforce safe driving or golf carts should simply be banned. Please before someone is hurt.

Location of Problem
Randolph Ave.

Response Requested
None

From: larry.dire@capecharles.org <larry.dire@capecharles.org>

Sent: Sunday, July 28, 2019 10:32 AM

To: [REDACTED]

Cc: 'Chief' <Chief@capecharles.org>

Subject: Report a concern follow up

Mr. [REDACTED]

Thank you for your report a concern posting on the golf cart driving on the Randolph Avenue sidewalk. As you probably know the town does not have around the clock coverage by town police, the Northampton County sheriff's department is available for calls when local police are not. Both Chief Pruitt and myself have spoken with the golf cart rental offices about posting and promoting the rules of the road. Renters do sign an agreement attesting to abiding by the laws. And yet these incidents continue. At that time of day the town may not yet have an officer on duty. I did see the officer around the Central Park area approximately 8:20 this morning. About the same time this morning, from my living room window, I saw a child, not a young-looking sixteen year old but a little kid, driving a golf cart south on the 500-block of Plum Street. An adult, presumably a parent, sitting right beside. Indifferent, hopefully not intoxicated, but you never know in Cape Charles. The town staff will again contact the golf cart rental offices and continue to promote the safe rules of the road for golf carts in town. At the same time there are some people coming to town who just don't respect the place or the residents and will continue to treat it as an amusement park ride.

Lawrence DiRe, M.P.A
Town Manager
Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310
757-331-2979
townmanager@capecharles.org