

# REGULAR COUNCIL MEETING A G E N D A

TOWN OF CHINCOTEAGUE

July 1, 2013 - 7:00 P.M. - Council Chambers - Town Hall

CALL TO ORDER

INVOCATION BY COUNCILMAN T. HOWARD

PLEDGE OF ALLEGIANCE

PRESENTATIONS

OPEN FORUM / PUBLIC PARTICIPATION

STAFF UP-DATE

AGENDA ADDITIONS/DELETIONS AND ADOPTION:

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1. Consider Adoption of the Minutes
  - Regular Council Meeting of June 3, 2013 (Page 2 of 77)
  - Special Council Meeting of June 20, 2013 (Page 36 of 77)
2. Harbor Committee Report of June 6, 2013(Vice Mayor Leonard) (Page 61 of 77)
3. Discuss the Schedule for the Veterans Memorial Park Boat Ramp Repairs
4. Discuss the Possibly of Scheduling a Public Hearing on the Zoning Ordinance Commercial Signs (Page 63 of 77)
5. Mayor & Council Announcements or Comments  
*(Note: Roberts Rules do not allow for discussion under comment period)*

ADJOURN:

**MINUTES OF THE JUNE 3, 2013**  
**CHINCOTEAGUE TOWN COUNCIL MEETING**

**Council Members Present:**

John H. Tarr, Mayor  
J. Arthur Leonard, Vice Mayor  
Ellen W. Richardson, Councilwoman  
John N. Jester, Jr., Councilman  
Gene W. Taylor, Councilman  
Tripp Muth, Councilman  
Terry Howard, Councilman

**CALL TO ORDER**

Mayor Tarr called the meeting to order at 7:00 p.m.

**INVOCATION**

Councilman Howard offered the invocation.

**PLEDGE OF ALLEGIANCE**

Mayor Tarr led in the Pledge of Allegiance.

**OPEN FORUM/PUBLIC PARTICIPATION**

Mayor Tarr opened the floor for public participation.

- Ms. Jillian Poole with CIAO, invited Council to attend their update meeting, Friday, June 7<sup>th</sup> at 7:00 p.m. She also announced that there will be a special showing of Ironman 3.

**STAFF UPDATE**

**Planning Department**

Town Planner Neville stated that the Planning Report is included in the packet and the Planning Commission will meet next Tuesday to discuss the Signage Ordinance. He reported on an upcoming meeting with the Joint Land Use Committee and that he will be presenting them with the Town's Emergency Operations Plan.

Town Planner Neville advised that the Town is the new owner of the Bridge Street bridge fender along with the Bridge Tender's house and land on Marsh Island. He thanked Town Attorney Poulson for his efforts to record the agreement. He also mentioned a small ANEC easement on the Marsh Island side. Town Staff is working on abandonment of Bridge Street so they can move forward with the next phase of Robert Reed Park.

**Police Department**

Chief Lewis advised that the monthly report was included in the agenda. He had nothing further.

## **Public Works Department**

Public Works Director Spurllock advised that the monthly report has been included in the agenda packet. He also stated that the Circle Drive paving will continue and should be completed Tuesday or Wednesday.

There was discussion regarding specific sinkholes and having them addressed while the pavers are here.

## **General Government**

Town Manager Ritter reported that there were 73 EMS responses for the month of May which is 13 less from May 2012. He advised that regarding the Downtown Main Street Revitalization Plan, Bowman has submitted 100% complete construction plans to VDOT and they provided final review comments. Bowman has responded to VDOT and is forwarding the appropriate requested information. He reported that staff attended a class for bankruptcies. He added that they have also requested use of the school buses for July 4<sup>th</sup>. Town Manager Ritter advised that the newsletter will be published in July.

## **AGENDA ADDITIONS/DELETIONS AND ADOPTION**

Councilwoman Richardson motioned, seconded by Councilman Howard to adopt the agenda as presented. Unanimously approved.

### **1. Consider Adoption of the Minutes**

- **Regular Council Meeting of May 6, 2013**
- **Council Workshop Meeting of May 16, 2013**

Councilman Howard motioned, seconded by Vice Mayor Leonard to adopt the minutes of the Regular Council meeting of May 6, 2013 and the Council Workshop meeting of May 16, 2013 as presented. Unanimously approved.

### **2. Public Hearing for the Fiscal Year “2014” Budget, Consisting of:**

- Revenues for all Divisions
- General Government Fund Expenses
- Water Division Expenses
- Trolley Division Expenses
- Harbor Division Expenses
- Water, & Gen Gov. Rate Sheets
- Total Main Street Fund Expenses

Town Manager Ritter stated that since the last Council meeting there was an approval of the Sanitation Contract which saved the Town \$54,718. He added that the Town is in need of a fuel system which will cost approximately \$10,000 and to replace a police car in the amount of \$25,000 with the remainder \$19,718 to be put into the 911 system.

Finance Director Hipple explained the budget in length. She reviewed all the different funds explaining where the expenditures and revenues were generated. She advised that the revenues and expenditures for each fund balances to the end total. She added there are no proposed increases in real estate taxes, personal property taxes, transient occupancy tax, meals tax, business licenses, or water rates. She also discussed the grants, bond payments, transfers to reserve and water projects. She also mentioned the audit report.

	<b>FY'14 Budget</b>		
	<b>Revenues</b>		
<b><u>Revenue Name</u></b>	<b><u>Number</u></b>		<b><u>Budgeted</u></b>
<b>Fund 10 - General Government</b>			
Real Estate Tax Levy	4001-0100	\$	615,000
Tangible Property Tax Levy	4001-0125	\$	192,474
Delinquent Tax Collection, Int. & Pen.	4001-0130	\$	35,000
Meals Tax	4001-0500	\$	668,367
Bank Franchise Tax	4001-0600	\$	42,000
Sales Tax	4010-0100	\$	115,725
Business License	4010-0200	\$	125,000
Motor Vehicle License	4010-0300	\$	80,000
Utilities Tax	4010-0500	\$	180,000
Transient Occupancy Tax	4010-0600	\$	840,241
Fines	4015-0100	\$	45,000
Interest on Savings	4020-0100	\$	20,000
Banner Donations	4041-0100	\$	6,000
Cemetery Cleanup Donations	4041-0150	\$	1,000
User Fees	4041-0200	\$	25,000
Building Permits	4041-0500	\$	53,091
Zoning Advertisements	4041-0600	\$	2,000
Grants/Litter	4045-0100	\$	2,585
Sale of Capital Assets	4049-0100	\$	500
Health Insurance-Retirees Spouse	4051-0200	\$	7,500
VA Fire Programs	4051-0300	\$	11,910
Payment in lieu of Taxes - USFWS	4061-0100	\$	6,400
Harbor Administration	4061-0105	\$	7,000
Rental Income - Trolley	4061-0106	\$	12,000
Tower Rent	4061.0107	\$	5,520
Communications Tax	4071-0100	\$	243,200
Personal Property Relief Act	4071-0200	\$	150,250
Mobile Home Sales Tax	4071-0300	\$	7,500
Recovered Cost from Water	4101-0200	\$	80,751
Public Works Miscellaneous	4201-0100	\$	10,000
Miscellaneous Income	4303-0100	\$	15,000
Solid Waste Collection Fee	4303-0400	\$	294,956
Law Enforcement Funds	4401-0100	\$	99,539
Police Miscellaneous	4401-0125	\$	1,000
Police Donations	4401-0150	\$	20,000
Police Grants	4401-0160	\$	10,000
USDA Grant	4401-0162	\$	25,000

911 Dispatch Revenue	4401-0200	\$	29,000
911 Local Tax (Wireless)	4401-0300	\$	-
VITA Grant 911 Equipment	4401-0400	\$	150,000
Transfer from 911 Equipment Reserve	4401-0450	\$	25,000
VDOT Maintenance Funds	4501-0100	\$	582,162
Road Permit Fees	4501-0101	\$	800
VA Commission for the Arts - Grant	4545-0140	\$	5,000
Safe Routes to Schools Grant	4545-0150	\$	205,840
Transfer from General Fund Savings	4701-1000	\$	141,412
<b>Total Fund 10</b>		<b>\$</b>	<b>5,195,723</b>

**Fund 20 - Main Street Project**

Program Income	4501-0100	\$	3,000
TEA-21 Grant	4501-0115	\$	565,000
VMRC Grant Fishing Pier	4501-0120	\$	129,083
Transfer from General Fund	4501-8900	\$	244,440
<b>Total Fund 20</b>		<b>\$</b>	<b>941,523</b>

**Fund 30 - Curtis Merritt Harbor**

Interest on Harbor Savings	4031-0100	\$	150
Harbor Rent	4031-1000	\$	62,867
Subleases	4031-1002	\$	15,000
Dry/Winter Storage	4031-1003	\$	850
Loading Dock	4031-1004	\$	1,000
Fuel Revenue	4031-1058	\$	100,000
<b>Total Fund 30</b>		<b>\$</b>	<b>179,867</b>

**Fund 70 - Trolley**

Trolley Grants	4501-0100	\$	49,300
Program Income	4501-0110	\$	7,000
Transfer from General Fund	4501-8900	\$	23,200
<b>Total Fund 70</b>		<b>\$</b>	<b>79,500</b>

**Fund 80 - Water**

Water Rent	4101-0100	\$	1,023,352
Water Adjustments	4101-2200	\$	(2,500)
Waterline Extensions	4131-0100	\$	10,000
Service Connections	4131-0200	\$	10,500

Interest on Water Savings	4131-0300	\$	360
Miscellaneous	4131-0400	\$	500
Availability Fees	4131-0500	\$	22,914
<b>Total Fund 80</b>		<b>\$</b>	<b>1,065,126</b>
<b>TOTAL ALL FUNDS</b>		<b>\$</b>	<b>7,461,739</b>

<u>Expenditure Name</u>	<u>FY'14 Budget Expenditures Number</u>		<u>FY'14 Expenditures</u>
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**FUND 10 - General Fund**

*Fund 10 - General Fund/Department 50 - General Government*

**Salaries**

Mayor	5010-0101	\$	4,800
Council	5010-0102	\$	23,040
Town Office Staff	5010-1001	\$	430,540
Emergency Medical Staff	5010-1002	\$	263,680
Overtime	5010-1003	\$	30,000
<b><i>Subtotal</i></b>		<b>\$</b>	<b>752,060</b>

**Benefits**

Social Security	5010-2001	\$	52,530
Hospitalization	5010-2101	\$	68,688
Unemployment - All Employees	5010-2103	\$	5,000
Retirement	5010-2201	\$	82,400
Life Insurance	5010-2202	\$	2,000
Blood Bank	5020-2102	\$	100
<b><i>Subtotal</i></b>		<b>\$</b>	<b>210,718</b>

**Expenses**

Bank Charges	5030-3100	\$	3,000
Building Administrator Expense	5030-3101	\$	100
Cleaning	5030-3102	\$	14,388
Planning Commission	5030-3103	\$	40
Board of Zoning Appeals	5030-3104	\$	40
Building Permit Surcharge	5030-3105	\$	1,025

Board of Building Code Appeal	5030-3106	\$	25
Emergency Medical Clothing	5030-3107	\$	2,200
EMS Cell Allowance	5030-3108	\$	1,500
Insurance	5030-3401	\$	92,000
Auditing	5030-3501	\$	23,500
Donations	5030-3601	\$	6,600
Fire Department Donation	5030-3602	\$	20,141
Civic Center (TOTAX )	5030-3701	\$	110,000
Tourism - 5% Chamber & 5% Center	5030-3705	\$	66,837
ANPDC Membership	5030-4030	\$	7,000
Scholarship	5030-4301	\$	1,000
Office Supplies/Publications	5030-4401	\$	10,250
Office Equipment/Software			
Maintenance	5030-4402	\$	21,000
Postage	5030-4403	\$	10,763
Tax Bills & Conversion	5030-4404	\$	1,750
Motor Vehicle License	5030-4501	\$	2,100
Travel & Training	5030-4801	\$	3,588
Mayor's Expense	5030-4901	\$	300
Council's Expense	5030-4902	\$	500
Town Manager's Expense	5030-4903	\$	250
Attorney/Legal Consultants	5030-5101	\$	20,000
Drug/Alcohol Testing	5030-5201	\$	2,000
Christmas Dinner	5030-5501	\$	2,300
Dues	5030-6101	\$	4,400
VML Conference	5030-6102	\$	1,000
Advertising & Website	5030-7101	\$	12,000
Building Maintenance	5030-7301	\$	6,000
Electricity	5030-7401	\$	14,863
Heating Oil	5030-7402	\$	4,000
VA Fire Programs/CVFC	5030-7601	\$	11,910
EOC Operations/Training	5030-7602	\$	1,500
Special Projects	5030-7701	\$	7,000
Pony Penning Expense	5030-7702	\$	6,200
Deer D-Pop Program	5030-7703	\$	1,000
Leonard Asst Fund	5030-8001	\$	-
Telephone Bills	5030-8202	\$	20,000
Health Insurance - Retirees	5030-8401	\$	20,000
Insurance-Retiree, Spouses & Others	5030-8402	\$	7,500
Transfer to Retiree Medication Reserve	5030-8403	\$	10,000
Retiree Perscription Drug Assistance	5030-8404	\$	3,400
Miscellaneous	5030-8501	\$	5,000

Cemetery Cleanup	5030-8600	\$	1,500
Va Commission for the Arts	5030-8700	\$	10,000
Transfer to Main St. Project	5030-8800	\$	141,412
Transfer to Trolley Fund	5030-8900	\$	23,200
VOLSAP For Volunteer Firemen	5030-8912	\$	2,640
Transfer to Beach/Recreation/Tourism Reserve	5030-8913	\$	66,432
Beach/Recreation/Tourism Expense	5030-8914	\$	143,628
	<b>Subtotal</b>	\$	948,782

**Capital Improvements**

Office Equipment	5090-9709	\$	3,000
Bond - School Board Property	5090-9740	\$	77,554
Interest on Bond	5090-9741	\$	5,403
Software	5090-9760	\$	3,561
	<b>Subtotal</b>	\$	89,518

**Subtotal Fund 10 Dept 50** \$ **2,001,078**

*Fund 10 - General Fund/Department 60 - Public Works Administration*

**Salaries**

Salaries	6010-1001	\$	108,380
Overtime	6010-1003	\$	541
	<b>Subtotal</b>	\$	108,921

**Benefits**

Social Security	6010-2001	\$	8,332
Hospitalization	6010-2101	\$	18,000
Retirement	6010-2201	\$	13,092
Life Insurance	6010-2202	\$	574
	<b>Subtotal</b>	\$	39,998

**Expenses**

Office Supplies & Equipment	6030-4401	\$	500
Street Maintenance	6030-4501	\$	1,100
Street Signs / 911	6030-4502	\$	3,000
Street Lights	6030-4503	\$	22,550
Gasoline/Diesel	6030-4701	\$	31,765
Oil/Grease	6030-4703	\$	2,756
Tools Shop	6030-4704	\$	2,750

Travel/Training	6030-4801	\$	1,250
Clothing / Uniforms	6030-5202	\$	800
Building Maintenance	6030-7301	\$	2,500
Equipment Repairs	6030-7302	\$	15,000
Safety	6030-7303	\$	1,250
Vehicle PMs	6030-7304	\$	1,350
Tires	6030-7305	\$	2,500
Garage Supplies	6030-7306	\$	3,000
Vehicle Repairs	6030-7307	\$	9,200
Electricity	6030-7401	\$	7,565
LP Gas	6030-7402	\$	2,000
Tipping Fees	6030-7501	\$	1,250
Sanitation Contract	6030-7502	\$	349,433
Miscellaneous	6030-8501	\$	1,700
	<i>Subtotal</i>	\$	463,219

**Capital Improvements**

Fuel System	6090-9201	\$	10,000
	<i>Subtotal</i>	\$	10,000

**Subtotal Fund 10 Dept 60** \$ **622,138**

*Fund 10 - General Fund/Department 61 - Mosquito Control*

**Salaries**

Salaries	6110-1001	\$	34,844
Overtime	6110-1003	\$	1,000
	<i>Subtotal</i>	\$	35,844

**Benefits**

Social Security	6110-2001	\$	2,742
	<i>Subtotal</i>	\$	2,742

**Expenses**

Insurance	6130-3401	\$	8,100
Office Supplies	6130-4401	\$	200
Gasoline	6130-4701	\$	4,400
Tools & Small Equipment	6130-4704	\$	1,000
Chemicals	6130-4705	\$	47,775
Contract Spraying	6130-4706	\$	24,000
Travel/Training/Conference	6130-4801	\$	300

Uniforms	6130-5202	\$	225
Equipment Repairs/Maintenance	6130-7302	\$	1,950
Safety Equipment	6130-7303	\$	400
Vehicle Maintenance	6130-7304	\$	1,500
Sundry	6130-6101	\$	450
	<b>Subtotal</b>	\$	<b>90,300</b>

**Capital Improvements**

Drainage	6190-9125	\$	35,000
	<b>Subtotal</b>	\$	<b>35,000</b>

**Subtotal Fund 10 Dept 61** **\$ 163,886**

*Fund 10 - General Fund/Department 63 - Public Works Facilities*

**Salaries**

Salaries	6310-1001	\$	154,500
Overtime	6310-1003	\$	1,500
	<b>Subtotal</b>	\$	<b>156,000</b>

**Benefits**

Social Security	6310-2001	\$	11,934
Hospitalization	6310-2101	\$	39,000
Retirement	6310-2201	\$	18,664
Life Insurance	6310-2202	\$	819
	<b>Subtotal</b>	\$	<b>70,417</b>

**Expenses**

Seasonal Decorations & Banners	6330-4100	\$	8,000
Tools	6330-4704	\$	800
Uniforms	6330-5202	\$	3,000
Public Restroom Supplies	6330-6260	\$	3,200
Electricity	6330-7401	\$	3,700
Sundry	6330-8501	\$	200
Park & Recreation Expense	6330-8590	\$	12,500
Vandalism Repairs	6330-8600	\$	2,000
Boat Ramp Expense	6330-8700	\$	22,000
Donald J Leonard Park	6330-8800	\$	500
Island Nature Trail	6330-8900	\$	1,500

Island Activity Center	6330-8950	\$	5,000
<b>Subtotal</b>		\$	62,400

<b>Subtotal Fund 10 Dept 63</b>		\$	<b>288,817</b>
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*Fund 10 - General Fund/Department 65 - Public Works Roads*

**Salaries**

Salaries	6510-1001	\$	111,271
Overtime	6510-1003	\$	2,000
<b>Subtotal</b>		\$	113,271

**Benefits**

Social Security	6510-2001	\$	8,665
Hospitalization	6510-2101	\$	11,340
Retirement	6510-2201	\$	13,442
VRSR/Life Insurance	6510-2202	\$	590
<b>Subtotal</b>		\$	34,037

**Expenses**

Snow Removal	6530-4102	\$	1,000
Pavement Maintenance	6530-4150	\$	254,357
Sidewalks	6530-4201	\$	40,000
Traffic Control Operations	6530-4202	\$	20,000
Roadside Services	6530-4250	\$	3,000
Drainage Maintenance	6530-6250	\$	50,000
Traffic Control Devices	6530-7202	\$	1,500
Electricity	6530-7450	\$	60,000
Engineering	6530-8600	\$	5,000
<b>Subtotal</b>		\$	434,857

<b>Subtotal Fund 10 Dept 65</b>		\$	<b>582,165</b>
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*Fund 10 - General Fund/Department 70 - Police Department*

**Salaries**

Salaries	7010-1001	\$	507,790
Overtime	7010-1003	\$	8,500
<b>Subtotal</b>		\$	516,290

**Benefits**

Social Security	7010-2001	\$	39,449
Hospitalization	7010-2101	\$	36,000
Retirement	7010-2201	\$	58,607
Life Insurance	7010-2202	\$	2,490
	<b><i>Subtotal</i></b>	<b>\$</b>	<b>136,546</b>

**Expenses**

Gasoline	7030-4701	\$	22,660
Travel/Training	7030-4801	\$	5,000
Uniform Allowance (Officers)	7030-5201	\$	6,000
Uniforms - Town	7030-5202	\$	3,000
Office Supplies/Equipment Maintenance	7030-7300	\$	7,000
Equipment Repairs & Supplies	7030-7302	\$	3,500
Vehicle Maintenance	7030-7304	\$	8,000
Drug Enforcement	7030-7901	\$	5,000
Academy Dues	7030-7903	\$	3,800
Bicycle Patrol	7030-7904	\$	300
Community/Youth Programs	7030-7905	\$	20,000
Grant Funded Expenditures	7030-7906	\$	5,000
Ammunition	7030-7907	\$	2,500
Cell Phone Allowance	7030-8203	\$	3,600
Sundry	7030-8501	\$	500
	<b><i>Subtotal</i></b>	<b>\$</b>	<b>95,860</b>

**Capital Improvements**

Patrol Vehicle	7090-9650	\$	25,000
Safe Routes to Schools Project	7090-9685	\$	205,840
	<b><i>Subtotal</i></b>	<b>\$</b>	<b>230,840</b>

**Subtotal Fund 10 Dept 70** **\$** **979,536**

*Fund 10 - General Fund/Department 75 - Emergency  
Dispatch*

**Salaries**

Salaries	7510-1001	\$	207,030
Overtime	7510-1003	\$	2,500
	<b><i>Subtotal</i></b>	<b>\$</b>	<b>209,530</b>

**Benefits**

Social Security	7510-2001	\$	14,935
Hospitalization	7510-2101	\$	18,540
Retirement	7510-2201	\$	13,905
Life Insurance	7510-2202	\$	590
	<i>Subtotal</i>	\$	47,970

**Expenses**

Travel/Training	7530-4801	\$	2,000
Uniform Allowance - Dispatchers	7530-5201	\$	1,600
Uniforms (Town for Dispatchers)	7530-5202	\$	500
Office Supplies/Equipment			
Maintenance	7530-7300	\$	24,000
E911 Line Fees	7530-8202	\$	6,000
911 Addressing	7530-8203	\$	600
Sundry	7530-8501	\$	150
	<i>Subtotal</i>	\$	34,850

**Capital Improvements**

911 Equipment Replacement	7590-9370	\$	260,753
Police & 911 Recorder	7590-9400	\$	5,000
	<i>Subtotal</i>	\$	265,753

**Subtotal Fund 10 Dept 75** \$ **558,103**

**Total Fund 10** \$ **5,195,723**

**Fund 20 - Main Street Project**

**Expenses**

Maintenance	2030-7101	\$	1,000
Electricity	2030-7401	\$	2,000
	<i>Subtotal</i>	\$	3,000

**Capital Improvements**

Bridge Street Fishing Pier (VMRC)	2090-9713	\$	232,111
Main Street East Side Project	2090-9800	\$	706,412
	<i>Subtotal</i>	\$	938,523

**Total Fund 20** \$ **941,523**

**Fund 30 - Curtis Merritt Harbor**

**Salaries**

Salaries	8010-1001	\$	28,611
Overtime	8010-1003	\$	200
	<i>Subtotal</i>	\$	28,811

**Benefits**

Social Security	8010-2001	\$	2,189
Retirement	8010-2201	\$	3,457
Life Insurance	8010-2202	\$	100
	<i>Subtotal</i>	\$	5,746

**Expenses**

Administrative Expense - Town	8030-3100	\$	7,000
Operation/Maintenance/Etc.	8030-7300	\$	23,962
Driveway Stones	8030-7305	\$	1,000
Fuel Purchase	8030-7315	\$	90,000
Sundry	8030-8501	\$	1,000
	<i>Subtotal</i>	\$	122,962

**Capital Improvements**

Electrical Meter Station	8090-9128	\$	12,348
Fencing	8090-9134	\$	10,000
	<i>Subtotal</i>	\$	22,348

**Total Fund 30 \$ 179,867**

**Fund 70 - Trolley**

**Salaries**

Salaries	3010-0100	\$	36,500
	<i>Subtotal</i>	\$	36,500

**Benefits**

Social Security	3010-2001	\$	2,900
	<i>Subtotal</i>	\$	2,900

**Expenses**

Insurance & Bonding	3030-3401	\$	4,000
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Communication Service	3030-4400	\$	600
Printing & Reproduction	3030-4401	\$	2,500
Advertising & Promotion	3030-4402	\$	1,000
Education & Training	3030-4403	\$	650
Cleaning Supplies	3030-4404	\$	250
Supplies & Materials (Other)	3030-4406	\$	500
Memberships and Dues	3030.4407	\$	125
Travel & Meals	3030-4408	\$	600
Fuel and Lubricants	3030-4701	\$	9,400
Tires & Tubes	3030.4702	\$	600
Uniforms	3030-4703	\$	225
Parts	3030-4704	\$	750
Drug and Alcohol Testing	3030-5201	\$	900
Equipment Repairs/Maintenance	3030-7302	\$	6,000
Rent	3030-8505	\$	12,000
	<i>Subtotal</i>	\$	40,100

**Total Fund 70 \$ 79,500**

**Fund 80 - Water**

**Salaries**

Salaries	6210-1001	\$	221,086
Overtime	6210-1003	\$	3,245
Pump Duty	6210-1004	\$	14,600
	<i>Subtotal</i>	\$	238,931

**Benefits**

Social Security	6210-2001	\$	18,278
Hospitalization	6210-2101	\$	39,917
Retirement	6210-2201	\$	29,998
Life Insurance	6210-2202	\$	1,172
	<i>Subtotal</i>	\$	89,365

**Expenses**

Office Supplies/Equipment			
Maintenance	6230-4401	\$	3,000
Postage	6230-4403	\$	3,400
Gasoline & Diesel	6230-4701	\$	4,300
Tools	6230-4704	\$	1,500
Chemicals	6230-4705	\$	13,250

Travel & Training	6230-4801	\$	2,500
Uniforms	6230-5202	\$	750
Dues/Licenses	6230-6101	\$	1,500
Building Maintenance/Rehab	6230-7301	\$	5,000
Safety	6230-7303	\$	500
Vehicle Maintenance	6230-7304	\$	1,000
Raw Water Purchase (NASA)	6230-7400	\$	500
Electricity	6230-7401	\$	50,014
LP Gas	6230-7402	\$	550
Distribution & Repairs	6230-8101	\$	41,500
Supply Repairs	6230-8103	\$	16,550
Miss Utility	6230-8204	\$	900
Sundry	6230-8501	\$	200
Reimbursement to Fund 10	6230-8601	\$	80,751
Regulation Compliance	6230-8750	\$	4,000
State Groundwater Permits	6230-8770	\$	10,000
Transfer to Water Reserve	6230-8900	\$	50,121
Engineering	6230-9100	\$	5,000
	<b>Subtotal</b>	<b>\$</b>	<b>296,786</b>

**Capital Improvements**

Water Main Extensions	6290-9101	\$	10,000
Interest on Water Bond Supply Line	6290-9504	\$	18,055
Water Bond - Supply Line Main Street	6290-9505	\$	105,816
Water Bonds	6290-9506	\$	186,959
Interest on Water Bond	6290-9507	\$	54,714
Waterline Replacement	6290-9600	\$	12,000
Pitless Adapter Booster Station	6290-9700	\$	35,000
Vehicle	6290-9850	\$	17,500
	<b>Subtotal</b>	<b>\$</b>	<b>440,044</b>

**Total Fund 80 \$ 1,065,126**

**TOTAL ALL FUNDS \$ 7,461,739**

Mayor Tarr opened the public hearing for the Fiscal Year 2014 Budget at 8:06 p.m.

- Mr. Spiro Papadopoulos asked for clarification. He stated that in the General Fund Savings there is a transfer of over \$408,000. He wanted to know where that money was coming from. He also stated that the expenditures for General Government appears to be very high compared to other municipalities. He also added that they shouldn't compare with the expenses to that of Virginia Beach as they are larger and have more capabilities.

Town Manager Ritter explained that it includes the 10% in Meals Tax the Town gives for tourism along with the money the Town gives the Center.

Mr. Papadopoulos stated that there is revenue income and they are adding in the grant money. He wants everyone to understand that the grant money is tax monies already taken from the citizens. He stated that it's not really a grant it's a return of money already taken from the citizens. He asked what the General Fund Savings is and wanted to know why it isn't part of the budget.

Mayor Tarr stated that it is not part of the budget because it is a long-term savings. He advised that they monitor the revenues and make sure there is a specific amount of money in there according to the size of the Town should there be a disaster. He stated that Mr. Papadopoulos would receive a copy of the accounting report. He agreed that if they would take out the grants for true operating costs it would make more sense.

Councilman Jester advised that the budget hasn't really changed. He stated that this is a community population of 4,000 or less annually. They serve, during the course of the year, a greater population. This does require more services than a township that only has a year-round population of 4,000.

Someone asked if the Town made a profit on the fuel sold at the Harbor.

Mayor Tarr advised that there is a profit which is turned back into the Harbor Fund for operating expenses.

Town Manager Ritter advised that there is roughly a profit of \$10,000.

Mayor Tarr closed the public hearing at 8:14 p.m. He asked for questions from staff or Council.

Finance Director Hipple addressed the General Fund Savings question. She stated that it will not be on the budget report as that is for revenues and expenditures only. She stated that the General Fund Savings are bank accounts. The money is going into the savings accounts for the "rainy day" fund. She explained, for budget purposes, that the money earned was already taken in and reported as revenue. Sometimes the money has to be taken from savings to make a payment to show as revenue to expend it back out. She stated that the majority of the savings is in the Local Government Investment Pool. Unlike the Water Reserve that can only be used for Water purposes, the General Fund is unrestricted.

Finance Director Hipple stated that FEMA promised the Town money from the storm cleanup and still hasn't made the payment as of yet causing the savings to come into play. She stated that if there is a disaster or emergency situation the Town would have to rebuild and use the reserve because there would be no revenue from water or taxes. This is money for a continuation of government.

Councilman Jester stated that there is a budgeted amount of \$20,000 more in meals tax than was budgeted last year. He stated that from a planning standpoint he suggested the departments think

about where the cutbacks would be if the revenue is down. He also mentioned the money from FEMA. He suggested calling Congressman Rigell to contact FEMA to get them to send the money.

Mr. Papadopoulos explained that he is asking if the Town is saving money or draining money from the reserve.

Mayor Tarr stated they are balancing the budget by taking money out of the long-term savings. He also stated that there weren't any matching funds for a couple of the grants. He added that there was a deficit for the Main Street Project. He also added that they are putting money in the Water Reserve Fund and Council is aware of this and working to remedy this.

Councilman Howard commended Finance Director Hipple for her presentation of the Budget and added that she was at her best tonight.

Councilwoman Richardson asked about the flat-line of the Center's revenue and wanted to know if they would be receiving less this year.

Finance Director Hipple explained that the Center is getting the same dollar amount. There has been an adjustment in the percentage given to the Center at the time of the Town's tax increase.

There was discussion regarding the Center not bringing in business to be self-supporting.

Councilwoman Richardson does not want the taxpayers to have to pay for this building.

Councilman Jester advised that he requested a marketing plan and there was none. He also asked them for their goals and objectives for the upcoming year and there were none.

Town Manager Ritter advised that the amount is \$110,000 and will be divided into 12 giving them an equal amount every month all year. This is as opposed to the lower amounts during the off season giving them a better budget.

Finance Director Hipple stated that on top of the 14% of Transient Occupancy Tax revenue they are receiving they are also getting 5% of the of Meals Tax revenue with another 5% going to the Chamber of Commerce. She added that when the Meals Tax Ordinance was adopted, there was an agreement between the Town and the restaurant owners to put some of that money aside to promote tourism. She continued to explain the FY 2014 figures for tourism money.

Councilman Taylor stated that the Town is in line with the money to the Center.

There was brief discussion.

Councilman Howard stated that the events the Center has bring in Transient Occupancy and Meals Tax. He thanked Finance Director Hipple for her explanation of the percentages given to the Center.

There was further discussion regarding the Center's budgeted amount.

Mayor Tarr advised that the Town would revisit the error of giving the Center 14% and should have been giving them 17% of Transient Occupancy Tax in the current year.

Town Manager Ritter stated that the State Law requires the budget to set 10 days after the public hearing. He advised of the Special Council Meeting on June 20<sup>th</sup> at 7:00 p.m. to approve the budget.

Mayor Tarr advised that there will be some upcoming meetings with the Center Authority. He stated that they have requested some information which will give Council a better picture. He also stated that no one wants to see the Center fail. He would like to find a solution. He announced that the budget will be voted on June 20<sup>th</sup>.

### **3. Consider Adoption of the State Motor Vehicle Code**

Mayor Tarr advised that this is an annual housekeeping item.

Town Attorney Poulson stated they will readopt Section 58.2. He stated that he is trying to catch it both ways. He advised that they do this every year to pick-up any amendments in the State Code so they become the Town's amendments making it up to date. He added that the Scoop Provision allows automatic adoption of any amendments unless specifically rejected by the Town.

Councilwoman Richardson motioned, seconded by Councilman Howard to adopt the State Motor Vehicle Code with the Scoop Provision, Section 58-2. Unanimously approved.

#### **Sec. 58-1. Compliance with chapter; violations and penalties generally.**

(a) It shall be unlawful for any person to violate or fail to comply with any of the sections of this chapter or of any rule or regulation promulgated pursuant to this chapter.

(b) Every person convicted of a violation of any of the sections of this chapter for which no other penalty is provided shall be punished by a fine of not more than \$200.00.  
(Code 1977, § 11-21)

**State law references**—Penalties for motor vehicle violations, Code of Virginia, § 46.2-113; town prohibited from imposing a penalty for violation of motor vehicle ordinance in excess of that imposed by state for a similar offense, Code of Virginia, § 46.2-1300.

#### **Sec. 58-2. Adoption of state law; former provisions.**

(a) Pursuant to the authority of Code of Virginia, § 46.2-1313, all of the provisions and requirements of the laws of the Commonwealth contained in Code of Virginia, title 46.2 and in Code of Virginia, § 18.2-266 et seq. in effect July 1, ~~2012~~ **2013**, except those provisions which are contained elsewhere in this chapter and except those provisions and requirements the violation of which constitute a felony and except those provisions and requirements which by

their very nature can have no application to or within the town, are adopted and incorporated in this chapter by reference and made applicable within the town. References to "highways of the state" contained in such provisions and requirements adopted in this subsection shall be deemed to refer to the streets, highways and other public ways within the town. Such provisions and requirements hereby adopted, mutatis mutandis, are made a part of this chapter as fully as though set forth at length in this chapter, and it shall be unlawful for any person within the town to violate or fail, neglect or refuse to comply with any provision of Code of Virginia, title 46.2 or of Code of Virginia, § 18.2-266 et seq., which is adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement hereby adopted exceed the penalty imposed for a similar offense under Code of Virginia, title 46.2 or under Code of Virginia, § 18.2-266 et seq.

**Amendments to the above adopted and incorporated provisions of the laws of the Commonwealth of Virginia hereafter adopted by the Commonwealth of Virginia shall be incorporated herein on their respective effective dates unless specifically rejected by the governing body of the Town.**

(b) The provisions of this section, as readopted, shall be effective as 12:01am July 1, ~~2012~~ **2013**. As of such effective date, such readoption shall replace former section 58-2 as it existed prior to the effective date of readoption, provided that such repeal shall not affect any act or offense done or committed or any penalty or forfeiture incurred or any right established or suit or action pending on that day. Except as otherwise provided, neither the repeal of section 58-2 nor the enactment of this readoption shall apply to offenses committed prior to the effective date of this section, and prosecution for such offense shall be governed by prior law, which is continued in effect for that purpose.

(Code 1977, § 11-1; Ord. of 6-21-2001; Readopted 6-3-02, 6-2-03, 7-6-04, 6-16-05, 6-15-06, 6-4-07, 6-2-08, 7-1-09, **6-17-10**)

### **Sec. 58-3. Display of state license plate with current decal.**

It shall be unlawful for any person to operate or for the owner or person in control thereof to knowingly permit the operation of, upon a street or highway of the town,

#### **4. Public Safety Committee Report of May 14, 2013**

- **Possible Adoption of the Updated Emergency Operation Plan (EOP)**
- **Possible Adoption of the Continuity of Operations Plan (COOP)**

Emergency Coordinator, Bryan Rush asked for any questions or corrections at this time.

Councilman Jester stated that Emergency Coordinator Rush has made a huge improvement to the COOP Plan.

Emergency Coordinator Rush stated that this covers any emergency event and considers it an "all hazards plan" that the Town would have. He stated that the basic plan can be shared with anyone and he will have this put on the website. He added that anything in the appendixes is for Council only. It's private and personal information that is not public knowledge. He requested a Resolution of Adoption of the Plan so it can be sent to VDEM. He added that it can be reviewed for yearly updates. However, the entire plan will have to be revised in 2017.

Councilwoman Richardson asked about page 9, regarding the reverse 911.

Emergency Coordinator Rush stated that should anything happen to the majority of the Town, the remaining 25% of those left would have to use the plan to get the Town back up and running.



**AN ORDINANCE ADOPTING AND ENACTING A REVISED EMERGENCY OPERATIONS PLAN FOR THE TOWN OF CHINCOTEAGUE, VIRGINIA**

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CHINCOTEAGUE, VIRGINIA:**

**Section 1.** As required by the Code of Virginia, section 44-146.19(e), the Town of Chincoteague has revised and updated their Emergency Operations Plan.

**Section 2.** The Plan entitled “Town of Chincoteague, Incorporated Emergency Operations Plan” consisting of a basic plan dealing with an all hazards approach to emergencies and specific procedures for handling such emergencies.

**Section 3.** The Plan encompasses an emergency chain of command in accordance with the National Incident Management System.

**Section 4.** In addition, the Plan outlines incident specific tasks for operations of the Town of Chincoteague, before, during, and after such emergencies or disasters.

**Section 5.** This ordinance also repeals any prior emergency plans which may be in affect prior to adoption of this ordinance.

**Section 6.** This ordinance shall become effective upon its adoption on June 3, 2013.

At the Chincoteague Town Council meeting held on June 3<sup>rd</sup>, 2013, on a motion by Vice Mayor Leonard and seconded by Councilwoman Richardson, this ordinance was unanimously passed and adopted.

Ayes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nays:  
None

Emergency Coordinator Rush asked Council, regarding the COOP Plan, what would happen if a major disaster happens. There will be no tax or water revenue. He asked how they would get the Town up and running. He stated that the Continuity of Operations Plan will do just that. He also added that this Plan is a "Top Secret" document. He stated that this is what is utilized to get the government up and running. He added that each task is outlined so that anyone can complete it in the employee's absence. He stated that if the building catches on fire, this explains duplication of reports, computer access and relocation information. He asked for a motion on the adoption of the COOP Plan. He reminded Council that this will require a constant revision as things change regularly.

Mayor Tarr asked staff to reconsider who should and shouldn't have a copy of the COOP Plan. He asked Council not to be offended if their copies of the Plan are collected to take out the sensitive material and information as not everyone needs to have all the information.

Councilman Howard motioned seconded by Councilwoman Richardson to adopt the Continuity of Operations Plan. Unanimously approved.

(Due to content of sensitive and private nature the Plan will not be published in the minutes in its entirety.)

Mayor Tarr commended Emergency Coordinator Rush and staff for doing their homework and putting this together. He added that it is very professionally done.

## **5. Recreation & Community Enhancement Committee Report of May 14, 2013**

### **• Possible Adoption of the Updated Bicycle Plan**

Councilman Jester advised that they have been working on the Bike Plan. He stated that Town Planner Neville has updated the Bike Plan along with the map. He advised that they will deliver copies of the map to the bike rental companies. He stated that they also addressed the Donation Policy. He would like a way to communicate that there is a bench donation program to the public. He also advised that there was an agreement by Council that there would be no more memorials at the Chincoteague Veteran's Memorial Park.

Councilman Jester reported that he found in doing the research that 3 families donated the land and the Committee feels there should something at the Park thanking those families for the generous donations of the land. He added that it's not a memorial but a plaque in honor of the donation.

Councilman Howard feels this is long overdue.

Mayor Tarr asked if VDOT includes the Bicycle Plan in their 2035 Plan.

Town Planner Neville advised that eventually it will be adopted into the 2035 Plan.

Councilman Jester advised that in doing grant research the Bike Plan needs to be updated.

Town Planner Neville also added that the Plan was approved in the VDOT format and states that it should be reviewed and updated by the Committee every 4 years. He stated that Council doesn't necessarily have to vote on it this evening, however, should get it on the record.

There was discussion regarding the origination and updates over the years.

Vice Mayor Leonard motioned, seconded by Councilwoman Richardson to adopt the Updated Bicycle Plan. Unanimously approved.

**TOWN OF CHINCOTEAGUE BICYCLE PLAN**  
**Approved September 8, 2009**  
**Updated – May 2013**

A. INTRODUCTION

In November 1994, the Chincoteague Town Council expressed interest in developing a bicycle plan as part of a state road improvement project. The Virginia Department of Transportation (VDOT) informed the Town that in order to be eligible for VDOT Funding for projects that involve bicycle facilities, the local government must have adopted a bicycle facilities plan.

In January 1995, the Town Council requested that the Accomack-Northampton Planning District Commission (A-NPDC) provide technical assistance in developing a bicycle plan. The Commission agreed to provide assistance to the Town under the A-NPDC Transportation Planning Technical Assistance Program. After adopting the plan on October 6, 1997 the Town recognized the need for a continuing planning effort with regards to bicycling needs and formed the Bicycling Advisory Committee in December 1999 to fulfill this function. The Bicycling Advisory Committee which is now called the Recreation and Community Enhancement Committee is responsible for updating the Town's Plan and providing advice on bicycling needs to the Chincoteague Town Council.

Purpose of Plan

The Chincoteague Bicycle Plan is intended to meet VDOT's Virginia Bicycle Facility Resource Guide requirements. In addition to transportation needs, the plan also identifies bicycling recreational needs.

According to The Virginia Bicycle Facility Resource Guide any bicycle plan should include the following:

goals and objectives

existing bicycle facilities and roadway network

planned bicycle and roadway improvements

significant attractions and destination points

routes and/or locations of proposed bicycle facilities, including ancillary facilities such as bike storage and rack

indication of preferred facility type, such as wide outside lane, bike lane, and shared use path

prioritization of projects (short-term versus long-term)

strategies for implementation including identifying potential funding sources,

developing conceptual maintenance plans, and assigning operational tasks to agencies

documentation of public involvement activities

definitions and acronyms

appendices and bibliography

## Planning Process

The Town of Chincoteague Bicycle Plan was initially developed by the Bicycle Committee, with technical assistance from A-NPDC staff. The plan shall be reviewed, and if need be, updated every four years by the Town's Recreation and Community Enhancement Committee. The public will continue to be involved by the workshops sponsored by the committee.

## B. BACKGROUND

The Town of Chincoteague is located on Chincoteague Island, which is part of the Eastern Shore of Virginia. Chincoteague Island is accessible from the mainland via Route 175, a primary state road. The Town is approximately 7 miles long by 1 ½ miles wide, and is approximately 12 square miles in area. The population of Chincoteague is approximately 4,000. The summer population is estimated to be 15,000.

The Town is well known as the home of the Chincoteague Ponies, which live at the nearby Chincoteague National Wildlife Refuge and Assateague National Seashore. The refuge and national seashore attract visitors year-round, and along with recreational boating and fishing, are the basis for Chincoteague's large tourism economy.

The U. S. Fish and Wildlife Service (FWS) and the National Park Service (NPS) maintain bicycle trails through the refuge and national seashore, providing access for wildlife observation and swimming at Assateague Beach. The Chincoteague National Wildlife

Refuge estimated 66,924 bicycles entering the refuge during the 2008 calendar year.

Bicycling on Chincoteague has become increasingly popular over the years, with visitors riding from their motels to the refuge, beach, stores, and other destinations on the island.

There are bicycle shops that rent bikes, as do several motels and stores. Bicycle clubs from Maryland and Virginia sponsor annual rides to Chincoteague. The development of bicycle paths on Chincoteague is supported by the following transportation goal in the 2010 Town of Chincoteague Comprehensive Plan (page 6-1):]

**GOAL:** Improve safety and convenience for pedestrians and bicyclists by planning and developing a community wide system of bike routes and pedestrian trails.

The Comprehensive Plan outlines several objectives in order to implement this goal.

Including the following:

**OBJECTIVE:** Provide a safe and comfortable system of pedestrian and bicycle pathways through several recommendations including:

Promote the continued open flow of pedestrian and vehicular traffic to existing facilities on Assateague Island;

Create bike paths in areas susceptible to heavy traffic;

Improve existing right of ways by widening roads to provide greater shoulder access and installing sidewalks, where appropriate.

Promote the Safe Routes to School program in the community

C. BICYCLE FACILITY PLANNING AND DEVELOPMENT

Because bicycles are considered vehicles in Virginia, they are permitted on all roads except for limited access highways. Unfortunately, most roads were not designed to safely accommodate motor vehicles and bicycles at the same time. As motor vehicles encounter bicycles on narrow roads, traffic slows down.

Drivers move into the oncoming lane to pass bicycles, posing a threat to themselves and oncoming traffic. Many bicyclists feel unsafe under these conditions and avoid riding.

The planning and development of proper bicycle facilities allows for the free flow of motor vehicles and safe bicycling. The design standards for a “proper” bicycle facility depend on the type of bicyclist, width of road, traffic volume, and average vehicle speed.

In order to plan proper bicycle facilities, standards have been developed to ensure the needs of the “design bicyclist” are met by the “facility design.” (See Appendix for more information)

D. EDUCATION AND SAFETY

One goal of the Recreational and Community Enhancement Committee and the Town is to promote bicycling safety by educating the bicycling public on rules of the road and hazard awareness. The Committee will regularly prepare, revise and distribute brochures and other literature towards this effort.

In November of 2008 the Town of Chincoteague completed a “School Travel Plan,” which was a requirement in order to be considered for funding through the Safe Routes to School Program. The “School Travel Plan” is aimed at promoting and finding solutions for children to walk or ride their bikes to school. The “School Travel Plan” and the Bicycle Plan have similar goals and objectives, although the Bicycle Plan is general in nature. The Town should continue to request funding for safety programs that will help teach children bicycle and pedestrian safety.

In 2004 the Town also had a professional video completed that highlighted bicycle safety on the Island. The Town should utilize this video to remind citizens about bicycle safety. Try to set a system of playing the video on local access Cable TV, or via the internet through the Town’s website. Show this video at least once a year preferably in the Spring or Summer when bike

ridership is high. Make sure the schools have a copy of the video to show children during school time.

## E. EXISTING CONDITIONS

### Trip Origins and Destinations

Mapping the locations of bicycle trip origins and destinations provides the basis for determining logical bicycle routes on Chincoteague. Trips originate where people live,

so the origins are spread throughout the island. Most concentrations of trip origins are the motels, as well as the campgrounds and bicycle rental shops. Destinations can be divided into recreation, businesses, and public services. The following locations of trip origins and destinations are shown on the attached map.

### Trip Origins

Town Neighborhoods

Vacation Homes

Rental Homes

Motels/ Hotels

Bed and Breakfast Inns

Campgrounds

Bicycle Rental Shops

### Trip Destinations

Assateague National Seashore

Chincoteague National Wildlife Refuge

Museum of Chincoteague

Tourist Information Center (Chamber of Commerce)

Island Businesses

Town Harbor/Mariners Point

Town Dock

Veterans Memorial Park

Schools

Elementary

High School

Churches

Stores

Post Office

Town Office (Municipal Complex)

Police (Municipal Complex)

Robert N. Reed Downtown Park

Carnival Grounds

Island Nature Trail (paved portion)

Donald Leonard Park

Existing Facilities

Most of the streets in town are not up to VDOT bicycling standard due to the narrow width and/or the presence of parking. The attached map delineates the existing facilities, including extended shoulders which bring relief to both vehicular and bicycle traffic.

Needs Assessment

An analysis of the trip origin and destination and the existing facilities shows that the major need for bicycle facilities is to get tourists from their lodgings to the refuge/beach and to the stores and

services on the Island. Based on this analysis, the following bicycle facility needs were identified:

**Priority:**

1. Maddox Boulevard – From Deep Hole Road to the Traffic Circle
2. Ocean Boulevard Extended from Pension Street to Chicken City Road
3. Maddox Boulevard – from Main Street to Deep Hole Road.
4. Hallie Whealton Smith Drive
5. Church Street – from Main Street to Chicken City Road / Ridge Road intersection.
6. Chicken City Road Extension.
7. Main Street – Hallie Whealton Smith Drive to Beebe Road.
8. Eastside Road
9. North Main Street – from Hallie Whealton Smith Drive to the turn circle.
10. South Main Street – from Bunting Road to Curtis Merritt Harbor
11. Bunting Road.
12. Beebe Road.

**Solution:**

1. *Establish an urban system highway project for the improvement of Maddox Boulevard from Deep Hole Road east to the Maddox Boulevard traffic circle, inclusive, a distance of approximately four thousand (4,000) feet. Improvements shall consist of the addition of sidewalks, bicycle paths and drainage improvements.*
2. Create bike path on public right-of-way. (scheduled for 2013)
3. Prohibit on street parking and provide new parking lots. Stripe a bike lane. Alternative: Stripe Ocean Boulevard, Taylor Street and Hallie Whealton Smith Drive for alternate routes.
4. Pave and stripe. Construct multi-use trail between the
5. Prohibit parking on Church Street or limit to 10 minute parking in front of the Opportunity Shop. (2012) also widen and stripe from Fowling Gut to the Chicken City Road / Ridge Road intersection.
6. Widen the road and pave shoulders.
7. Acquisition of property and constructing a bicycle path on Main Street along the water's edge and prohibit parking in the downtown area, striping bicycle lanes.
8. Widen and pave shoulders.
9. Widen and pave shoulders. Misty Meadows to turn circle.
10. Pave shoulders.
11. Widen and pave shoulders.
12. Widen and pave shoulders.

A continued concern is a project or area that because of current conditions is not seen as feasible. However, as conditions change it may be more feasible and should be placed back on the priority list. Another reason why a project or area would be placed on the continued concern list is it is scheduled to be completed.

**Future Desires**

1. Chicken City Road – Church Street to Maddox Boulevard

**Possible Solution**

1. Widen existing paving to allow bicycling on shoulders.

2. Path from Eastside Road to Maddox Boulevard via. Maddox Family Campground
3. Paths from Ocean Boulevard Extended
4. State Route 175 – Chincoteague Road

2. Acquire easements for the construction of a separate bicycle path to connect Eastside Road and Maddox Boulevard.
3. Acquire easements for the construction of a separate bicycle path along Coach’s Lane and between properties to Maddox Boulevard.
4. Widen Causeway section with shoulders for continuous bike land from Chincoteague island to the mainland.

F. GOALS AND OBJECTIVES

The following Goals and Objectives have been outlined to guide the development of bicycle facilities and programs on Chincoteague:

1. GOAL: Improve bicycling access

OBJECTIVES:

A. Continue to develop a comprehensive, island-wide system of bicycle routes.

Improve the marking and signage of existing and future bicycle facilities.  
Add pavement markings to bike lanes and bike pathways.

Implement a review of bicycle facility needs with each capital road Project.

2. GOAL: Enhance bicycle safety.

OBJECTIVES: Decrease hazards confronting bicyclists and increase roadway capacity for motor vehicles.

Educate the traveling public on bicycling safety. Distribute the Town bike map and ‘rules of the road’ safety brochure (including scooter rules) to all bicycle rental businesses.

Implement a program of bicycle safety and enforcement. **Encourage no bicycling on the sidewalks (bicycles must yield to pedestrians).**

3. GOAL: Encourage bicycle facility development.

OBJECTIVES: Expand the island bicycle system as state road improvement project budgets allow.

Incorporate the implementation and maintenance of the island’s bicycle system into the Chincoteague public works program.

Seek grant funding to provide for bicycling transportation and

recreational needs. Continue to monitor where bike racks are needed.

4. GOAL: Improve and diversify the tourism economy by promoting, creating, enhancing, and extending current bicycle and bicycle-related facilities.

OBJECTIVES: Promote tourism by enhancing the awareness of bicycle accessibility to the island's natural and historic points of interest.

Promote recreational bicycling on Chincoteague.

Conduct one bicycle special event each year.

#### G. PROPOSED BICYCLE FACILITIES

The Map shows the bicycle facilities proposed for the Town of Chincoteague. The following narrative describes the proposed facilities, including Average Annual Daily Traffic (AADT), Average Speed, and Road Widths. The Average Annual Daily Traffic (AADT) information comes from the "2010 Virginia Department of Transportation Daily Traffic Volume Estimates Including Vehicle Classification Estimates."

##### Priority

1. Maddox Boulevard – from Main St. to Deep Hole Road.  
AADT: 6,700      Average Speed: 30 (25 posted)      Road Width: 25'  
8,900 - from Deep Hole Road to Chicken City Road
2. Church St. – from Main St. to Chicken City Road / Ridge Road intersection.  
AADT: 4,800      Average Speed: 30 (25 posted)      Road Width: 20'
3. Main St. – Bunting Road to Beebe Road.  
AADT: 2,800      Average Speed: 30 (25 posted)      Road Width: 25'
4. Maddox Boulevard – Main Street to the Assateague Bridge.  
AADT: 5,100      Average Speed: 30 (25 posted)      Road Width: 25'
5. Chicken City Road Extension – Maddox Boulevard to Deep Hole Road.  
AADT: 1,800      Average Speed: 25      Road Width: 20'
6. Main Street – from SR 175 Channel Bridge to Church Street.  
AADT: 10,000      Average Speed: 30 (25 posted)      Road Width: 20'
7. Main Street – from Bunting Road to Inlet View Campground  
AADT: 870      Average Speed: 30 (25 posted)      Road Width: 24'
8. Intersection of Bunting Road and Ridge Road  
AADT: 1,700      Average Speed: 30 (25 posted)      Road Width: 22'

9. Intersection of Beebe Road and Main Street.  
AADT: 1,100          Average Speed: 25          Road Width: 20'

#### H. RECREATIONAL SECTION

The Map also shows the bicycle facilities proposed for the Town of Chincoteague for recreation.

##### A. Hallie Whealton Smith Drive

-A separate multi-use trail connecting from Deep Hole Road to North Main Street.

##### B. Main Street – from Hallie Whealton Smith Drive to Beebe Road

-A route comprised of a separate facility along the waterfront.

##### C. Maddox Boulevard

-A separate facility from East Side to Piney Island and connecting to Maddox Boulevard.

#### I. IMPLEMENTATION SECTION

##### Policies

The following Policies will guide the implementation of bicycle facility development on Chincoteague:

1. ADMINISTRATION of the Town's bicycle program, including distribution of information and planning of special events, shall be under the direction of the Town Manager.
2. COORDINATION of street/highway improvements and planned bicycle facilities with VDOT and other state and federal agencies shall be the responsibility of the Town Manager.
3. MAINTENANCE of the Town's bicycle system shall be the responsibility of the Public Works Director.
4. FINANCING of bicycle facilities shall be provided through VDOT's statewide transportation improvement program and various grant sources as applicable.
5. SAFETY EDUCATION AND LAW ENFORCEMENT for the Town's bicycling program shall be the responsibility of the Chief of Police. Continue to promote bike safety through the bike rodeo.

#### **APPENDIX A DESIGN BICYCLIST**

Engineers use the idea of a design bicyclist to determine the type of bicycle facility design needed. The following are from the Federal Highway Administration. There are three types of bicyclists: advanced, basic, and children, as follows:

Group A – Advanced Bicyclists: These are experienced riders who can operate under most traffic conditions and prefer direct access to destinations via the existing street and highway system. They should have enough road width to reduce the need for motor vehicles or bicycles to change position when passing.

Group B – Basic Bicyclist: These are casual or new adult and teenage riders who are less confident of their ability to operate in traffic without special provisions for bicycles, such as marked lanes. They need either low-speed, low-traffic streets or designated bicycle facilities.

Group C – Children: These are pre-teen riders whose roadway use is initially monitored by parents. Eventually they ride on their own to schools, parks, stores, and other neighborhoods. They need to ride on residential streets with low motor vehicle speeds and volumes: roads with well-defined separation of bicycles and motor vehicles; or on separate bike paths.

Because Group B and Group C have similar needs, engineers combine these in a design bicyclist model with two broad classes of bicyclists: Group A (advanced) and Group B/C (basic/children).

Bicycle facilities should be designed to meet the needs of the least skilled bicyclist expected to use the facility. Since schoolchildren and tourists with children are a major part of Chincoteague's bicycling activity, the Town's bicycle facilities should be designed for the Group B/C bicyclist.

## **6. Cemetery Committee Report of May 21, 2013**

Councilwoman Richardson advised that there was a reply sent to Mr. Aydelotte regarding the family cemetery. Mr. Aydelotte will be in town next week. She also has a copy of his grandfather's will which designates the cemetery. She reported that the cleanup was April 13<sup>th</sup> at Holy Ridge Cemetery and was wonderful to have the young people show up to help. She also stated that there are 2 people who expressed interest to serve on the Cemetery Committee. She asked to put this matter on the next Council meeting's agenda for a vote. The next meeting is scheduled for September 17<sup>th</sup>. She also stated that the grass was cut in the Cemeteries for Memorial Day.

Councilman Howard expressed the importance of finding the actual name of the Holy Ridge Cemetery.

## **7. Discuss the Bids to Dredge the Curtis Merritt Harbor and Robert N. Reed, Sr. Downtown Waterfront Park**

Town Manager Ritter advised that in January there was a budget revision for the dredging of Robert Reed Downtown Park from Bridge Street to the pavilion. He added that at the February Harbor Committee Meeting they discussed the need to dredge 4 to 6 slips at the Curtis Merritt harbor of Refuge. They have estimated the Harbor to be around 420 cubic yards and the Robert Reed Downtown Park to be around 1,000 cubic yards. They received 2 bids. Town Manager Ritter recommended that Council approve the quote from Fisher Marine Construction at \$50.00 per cubic yard.

They discussed the project funding.

Councilman Howard motioned, seconded by Vice Mayor Leonard to award the lowest priced responsive company, Fisher Marine Construction for \$50.00 per cubic yard, to complete the dredging for 4 slips at the Harbor and the Robert N. Reed, Sr. Downtown Waterfront Park area from Bridge Street to the pavilion. Unanimously approved.

**8. Discuss the Engineering Design Proposal for the Fishing Pier for Downtown**

Town Manager Ritter reported that there is a proposal from Clark Nexsen. He advised that Task #1 is the actual construction of the fishing pier and Task #2 is the electrical construction totaling \$24,947. The other 2 tasks are inspections. Town Manager Ritter advised that the recommendation is to go with Clark Nexsen with Task #1 and Task #2. He added that once they're approved they can put out for bids on the projects. He added that the funding is from the VMRC Fishing Pier money and the deed has been received and recorded.

Councilman Jester mentioned the underwater investigation.

There was brief discussion.

Vice Mayor Leonard motioned, seconded by Councilman Taylor to authorize Clark Nexsen to proceed with the work detailed in the proposal for Task #1. Unanimously approved.

**9. Mayor & Council Announcements or Comments**

Vice Mayor Leonard commended Emergency Coordinator Rush for the extensive work he put into the Plans. He also stated that since Chincoteague is a tourist town he does not like the first thing that our visitors see at the entranceway to the Island. There is a dilapidated building and a boat hull that has been cannibalized that are eyesores. He asked if there could be an inspection done on the building. He has received comments about how bad this property looks.

Mayor Tarr directed Town Manager Ritter to look into this further.

Councilman Taylor commended and thanked Finance Director Hipple for her hard work on the budget. He also thanked the Police Department for all they do.

Councilman Howard also commended Finance Director Hipple and Emergency Coordinator Rush.

Town Manager Ritter announced the Harbor Committee meeting scheduled for Thursday, June 6<sup>th</sup> at 5:00 p.m.

Mayor Tarr stated that there is a planning and interview team going to the Wildlife Refuge to look for a new Park Service superintendent and asked what criteria the Town would like in a new superintendent.

**10. Closed Meeting in Accordance with Section 2.2-3711(A)(1&7) of the Code of Virginia**

- **Legal Matters**
- **Personnel Matters**

Vice Mayor Leonard moved, seconded by Councilman Howard to convene a closed meeting under Section 2.2-3711(A)(1&7) of the Code of Virginia to discuss legal and personnel matters.

Unanimously approved.

Councilman Howard moved, seconded by Vice Mayor Leonard to reconvene in regular session.

Unanimously approved.

Councilman Muth moved, seconded by Vice Mayor Leonard to adopt a resolution of certification of the closed meeting.

WHEREAS, the Chincoteague Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711(A)(1&7) of the Code of Virginia requires a certification by this Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Chincoteague Town Council hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

VOTE: Ayes- Leonard, Jester, Howard, Richardson, Muth, Taylor  
Nays- None  
Absent- None

**11. Town Manager's Contract**

Councilman Muth motioned, seconded by Vice Mayor Leonard to adopt the Town Manager's Contract as written. Unanimously approved.

**Adjourn**

Vice Mayor Leonard motioned, seconded by Councilwoman Richardson to adjourn. Unanimously approved.

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Mayor

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Town Manager

**MINUTES OF THE JUNE 20, 2013**  
**CHINCOTEAGUE TOWN COUNCIL MEETING**

**Council Members Present:**

John H. Tarr, Mayor  
J. Arthur Leonard, Vice Mayor  
Ellen W. Richardson, Councilwoman  
Gene W. Taylor, Councilman  
Tripp Muth, Councilman  
Terry Howard, Councilman

**Council Members Absent:**

John N. Jester, Jr., Councilman

**CALL TO ORDER**

Mayor Tarr called the meeting to order at 5:00 p.m.

**INVOCATION**

Councilman Howard offered the invocation.

**PLEDGE OF ALLEGIANCE**

Mayor Tarr led in the Pledge of Allegiance.

**OPEN FORUM/PUBLIC PARTICIPATION**

Mayor Tarr opened the floor for public participation.

- Supervisor Wanda Thornton approached Council regarding the budget proposal. She advised that she received a letter that Mr. Papadopoulos wrote. She agreed that taking money out of the Reserve to balance the budget is not a wise move. She stated that the Town needs to have the money set aside to run the Town for an extended amount of time. She complimented the Town on the improvements. She also added that having the matching grants isn't always a good move because the Town would have to come up with the matching money.

Supervisor Thornton also stated that during last year's budget hearing she objected to the Transient Occupancy Tax increase. She mentioned that the increase was to go toward the beach in case the Town had to do anything to defend their position of the beach. She stated that looking at the budget the money is going into Tourism, Recreation and the Beach. She feels this wasn't her understanding and expressed her opposition.

Supervisor Thornton also advised that she read the Wastewater Study. She congratulated those who worked on it. She expressed her concerns with the Maryland Coastal Bays and their involvement in the Town's business and their published misinformation. She advised that she is writing a letter to the Secretary of Natural Resources and suggested the Town do the same requesting any information submitted from the Maryland Coastal Bays regarding the Chincoteague Bay. She urged Council to take some action to find out what they're reporting. She thanked Mayor Tarr and Council for their time and feels they are doing what is in the best interest of Chincoteague.

There was brief discussion.

- Mr. Spiro Papadopoulos also approached Council regarding the budget proposal. He doesn't feel it is balanced if the Town is borrowing money from the reserve. He suggested that the information for the public hearing was misleading. He expressed his concerns about giving money to the Community Center. He would like this to be revisited as to why the Town is supporting something that is a losing proposition on a continued basis.

**AGENDA ADDITIONS/DELETIONS AND ADOPTION**

Councilman Howard motioned, seconded by Vice Mayor Leonard to adopt the agenda as presented. Motion carried.

Ayes: Leonard, Taylor, Muth, Howard, Richardson

Nays: None

Absent: Jester

**1. Possible Adoption of the Fiscal Year “2014” Budget, Consisting of:**

- |                                    |                                 |
|------------------------------------|---------------------------------|
| • Revenues for all Divisions       | • Trolley Division Expenses     |
| • General Government Fund Expenses | • Harbor Division Expenses      |
| • Water Division Expenses          | • Water, & Gen Gov. Rate Sheets |
| • Total Main Street Fund Expenses  |                                 |

Town Manager Ritter highlighted the budget proposal:

- Total budget: \$7,461,739
- General Fund: \$5,195,723
- No Real Estate or Personal Property Tax increase.
- No proposed increase to Transient Occupancy Tax or Meals Tax.
- No proposed increase to Water rates or Trash Fee Rates.
- The Town did not begin work on the Safe Routes to Schools and will begin it in this fiscal year.
- There is money placed in the budget for a new 911 system, \$260,753 and receive \$150,000 in a VITA Grant.
- The proposed withdrawal from the General Fund Savings Account was \$141,000 for the east side of Main Street.
- Putting \$66,000 away for the Recreation, Tourism, Beach Reserve
- Proposed Fishing Pier budgeted amount of \$232,111 and will receive \$129,000 RFAB Grant.
- The Town's match will be \$103,028 which will be from the Recreation, Tourism, Beach Reserve.
- Also coming from the Recreation, Tourism, Beach Reserve funds will be \$10,000 for the Ocean Boulevard Extended trail and \$36,500 for Alcalde and Fay consultants.
- \$51,000 for parks.
- \$22,000 for repairs to the Memorial Park Boat Ramp
- \$10,000 Fuel Pump Card reader system
- The Water Department proposes to install a booster station to help with water pressure at the northern end of the Island and to transfer \$50,121 to Water Reserve at the end of the year.

Councilwoman Richardson expressed her discord with the Town flat lining the Civic Center's funding. She doesn't want to see the taxpayers supporting it and feels something needs to be

done. She asked about the \$10,000 listed in the current year's budget for the Ocean Boulevard Extended trail.

Public Works Director Spurlock advised that it was to be split between the two fiscal years totaling \$20,000.

Town Manager Ritter advised that it is \$10,000 for the pilings and \$10,000 for the boards.

Mayor Tarr explained that the Center's revenue every year was going down and the Town's contribution to them was going up. He feels that this it's a good start. He advised that their total budget is approximately \$185,000 and the Town is paying roughly \$145,000 of it with Transient Occupancy and Meals Tax money.

Councilman Howard stated that he also read the letter and has the same concerns. He understands that community centers aren't self-supporting. He agrees that the Town shouldn't take money from savings to balance the budget. He feels that the Town can't continue to spend and should stay within their means.

Town Manager Ritter explained that they are taking \$141,000 out of General Fund Savings for the match for the Transportation Enhancement Grant, a total project of \$706,412 to finish up the east side of Main Street. He added that they are putting away a little over \$66,432 into the Beach, Tourism and Recreation Reserve and the difference is \$74,000 that is taken from the General Fund. He also stated that usually by the end of the fiscal year they don't always have to take the money from LGIP.

Councilman Muth asked for clarification.

Town Manager Ritter again reviewed the transfers in and out of the General Fund Savings along with the projects and the Town's match.

Mayor Tarr reminded Council that the transfers were discussed during the budget hearings directing staff not to use the General Fund Savings. He advised that this is the first year in a while that they are putting money back into the Water Reserve. He stated that they received two grants this past year that they didn't have the matching funds for. However, the Town could afford the grant and needed to finish the downtown project. Mayor Tarr stated that they have researched the approval for the Beach, Tourism/Recreation Reserve. There was a discussion in the Financial Department regarding the 1% and if the Center was to be receiving a percentage of this 1%. The research was done and a full 1% goes into this fund. Council decides what comes out of that fund and the beach is a #1 priority. He added that this was to put money into this fund each year and nothing was to come out of that fund except by vote of Council each year during the budget process.

Mayor Tarr stated that if the budget does not pass there will have to be another meeting before July 1<sup>st</sup>.

Mayor Tarr, prior to adoption, mentioned the 3 changes to the fee schedule, one regarding no fine or fee for a blowup pool, another was the fine for the 3<sup>rd</sup> offense for failing to obtain a building permit and the Zoning Fees for multiple variance requests.

There was discussion regarding the changes.

Councilman Howard suggested having another session to review the budget further.

Councilman Taylor agreed that they shouldn't approve any further grants unless they are funded in the budget. He feels that they shouldn't take the money from savings to cover the matching funds for a grant. He understands that they have to be funded but feels there should be a line item on the budget not funding it through savings.

There was further discussion regarding continuing the current projects and not allowing any new grants without prior budgeted matching funds.

Mayor Tarr reminded Council that they would be basing future grant opportunities on this.

Vice Mayor Leonard motioned, seconded by Councilman Taylor to adopt the fiscal year 2014 budget as presented including the Real Estate Tax Rate of \$0.07/100 of assessed value, Tangible Property Tax Rate of \$0.85/100, Tangible Property Tax Relief of 65%, Excise Tax (meals) at 5%, Excise Tax (Transient Occupancy) at 4%, General Government Fee Schedules, Water Fee Schedule and appropriate the funds for disbursement. He amended his motion adding:

- To approve the word “permanent” in the General Government Rate Sheet for above ground swimming pool permit fees.
- Removing the new language “third offense or each offense thereafter” for beginning construction prior to obtaining a building permit and removing the change of the fine of “\$500”
- Removing under Zoning Fees the verbiage “for each variance request under the Variance Application and Special Use Permit & Variance Application processed and presented at the same time. Motion carried.

Ayes: Leonard, Taylor, Muth

Nays: Howard, Richardson

Absent: Jester

<u>Revenue Name</u>	<b>FY'14 Budget</b>		<u>Budgeted</u>
	<b>Revenues</b>		
	<u>Number</u>		
<b>Fund 10 - General Government</b>			
Real Estate Tax Levy	4001-0100	\$	615,000
Tangible Property Tax Levy	4001-0125	\$	192,474
Delinquent Tax Collection, Int. & Pen.	4001-0130	\$	35,000
Meals Tax	4001-0500	\$	668,367
Bank Franchise Tax	4001-0600	\$	42,000
Sales Tax	4010-0100	\$	115,725

Business License	4010-0200	\$	125,000
Motor Vehicle License	4010-0300	\$	80,000
Utilities Tax	4010-0500	\$	180,000
Transient Occupancy Tax	4010-0600	\$	840,241
Fines	4015-0100	\$	45,000
Interest on Savings	4020-0100	\$	20,000
Banner Donations	4041-0100	\$	6,000
Cemetery Cleanup Donations	4041-0150	\$	1,000
User Fees	4041-0200	\$	25,000
Building Permits	4041-0500	\$	53,091
Zoning Advertisements	4041-0600	\$	2,000
Grants/Litter	4045-0100	\$	2,585
Sale of Capital Assets	4049-0100	\$	500
Health Insurance-Retirees Spouse	4051-0200	\$	7,500
VA Fire Programs	4051-0300	\$	11,910
Payment in lieu of Taxes - USFWS	4061-0100	\$	6,400
Harbor Administration	4061-0105	\$	7,000
Rental Income - Trolley	4061-0106	\$	12,000
Tower Rent	4061.0107	\$	5,520
Communications Tax	4071-0100	\$	243,200
Personal Property Relief Act	4071-0200	\$	150,250
Mobile Home Sales Tax	4071-0300	\$	7,500
Recovered Cost from Water	4101-0200	\$	80,751
Public Works Miscellaneous	4201-0100	\$	10,000
Miscellaneous Income	4303-0100	\$	15,000
Solid Waste Collection Fee	4303-0400	\$	294,956
Law Enforcement Funds	4401-0100	\$	99,539
Police Miscellaneous	4401-0125	\$	1,000
Police Donations	4401-0150	\$	20,000
Police Grants	4401-0160	\$	10,000
USDA Grant	4401-0162	\$	25,000
911 Dispatch Revenue	4401-0200	\$	29,000
911 Local Tax (Wireless)	4401-0300	\$	-
VITA Grant 911 Equipment	4401-0400	\$	150,000
Transfer from 911 Equipment Reserve	4401-0450	\$	25,000
VDOT Maintenance Funds	4501-0100	\$	582,162
Road Permit Fees	4501-0101	\$	800
VA Commission for the Arts - Grant	4545-0140	\$	5,000
Safe Routes to Schools Grant	4545-0150	\$	205,840
Transfer from General Fund Savings	4701-1000	\$	141,412
<b>Total Fund 10</b>		<b>\$</b>	<b>5,195,723</b>

**Fund 20 - Main Street Project**

Program Income	4501-0100	\$	3,000
TEA-21 Grant	4501-0115	\$	565,000
VMRC Grant Fishing Pier	4501-0120	\$	129,083
Transfer from General Fund	4501-8900	\$	244,440
<b>Total Fund 20</b>		<b>\$</b>	<b>941,523</b>

**Fund 30 - Curtis Merritt Harbor**

Interest on Harbor Savings	4031-0100	\$	150
Harbor Rent	4031-1000	\$	62,867
Subleases	4031-1002	\$	15,000
Dry/Winter Storage	4031-1003	\$	850
Loading Dock	4031-1004	\$	1,000
Fuel Revenue	4031-1058	\$	100,000
<b>Total Fund 30</b>		<b>\$</b>	<b>179,867</b>

**Fund 70 - Trolley**

Trolley Grants	4501-0100	\$	49,300
Program Income	4501-0110	\$	7,000
Transfer from General Fund	4501-8900	\$	23,200
<b>Total Fund 70</b>		<b>\$</b>	<b>79,500</b>

**Fund 80 - Water**

Water Rent	4101-0100	\$	1,023,352
Water Adjustments	4101-2200	\$	(2,500)
Waterline Extensions	4131-0100	\$	10,000
Service Connections	4131-0200	\$	10,500
Interest on Water Savings	4131-0300	\$	360
Miscellaneous	4131-0400	\$	500
Availability Fees	4131-0500	\$	22,914
<b>Total Fund 80</b>		<b>\$</b>	<b>1,065,126</b>

<b>TOTAL ALL FUNDS</b>		<b>\$</b>	<b>7,461,739</b>
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	<b>FY'14 Budget</b>	
	<b>Expenditures</b>	
<b><u>Expenditure Name</u></b>	<b><u>Number</u></b>	<b>FY'14 Expenditures</b>

**FUND 10 - General Fund**

*Fund 10 - General Fund/Department 50 - General Government*

**Salaries**

Mayor	5010-0101	\$	4,800
Council	5010-0102	\$	23,040
Town Office Staff	5010-1001	\$	430,540
Emergency Medical Staff	5010-1002	\$	263,680
Overtime	5010-1003	\$	30,000
<b><i>Subtotal</i></b>		\$	<b>752,060</b>

**Benefits**

Social Security	5010-2001	\$	52,530
Hospitalization	5010-2101	\$	68,688
Unemployment - All Employees	5010-2103	\$	5,000
Retirement	5010-2201	\$	82,400
Life Insurance	5010-2202	\$	2,000
Blood Bank	5020-2102	\$	100
<b><i>Subtotal</i></b>		\$	<b>210,718</b>

**Expenses**

Bank Charges	5030-3100	\$	3,000
Building Administrator Expense	5030-3101	\$	100
Cleaning	5030-3102	\$	14,388
Planning Commission	5030-3103	\$	40
Board of Zoning Appeals	5030-3104	\$	40
Building Permit Surcharge	5030-3105	\$	1,025
Board of Building Code Appeal	5030-3106	\$	25
Emergency Medical Clothing	5030-3107	\$	2,200
EMS Cell Allowance	5030-3108	\$	1,500
Insurance	5030-3401	\$	92,000
Auditing	5030-3501	\$	23,500
Donations	5030-3601	\$	6,600
Fire Department Donation	5030-3602	\$	20,141
Civic Center (TOTAX )	5030-3701	\$	110,000
Tourism - 5% Chamber & 5% Center	5030-3705	\$	66,837
ANPDC Membership	5030-4030	\$	7,000
Scholarship	5030-4301	\$	1,000

Office Supplies/Publications	5030-4401	\$	10,250
Office Equipment/Software			
Maintenance	5030-4402	\$	21,000
Postage	5030-4403	\$	10,763
Tax Bills & Conversion	5030-4404	\$	1,750
Motor Vehicle License	5030-4501	\$	2,100
Travel & Training	5030-4801	\$	3,588
Mayor's Expense	5030-4901	\$	300
Council's Expense	5030-4902	\$	500
Town Manager's Expense	5030-4903	\$	250
Attorney/Legal Consultants	5030-5101	\$	20,000
Drug/Alcohol Testing	5030-5201	\$	2,000
Christmas Dinner	5030-5501	\$	2,300
Dues	5030-6101	\$	4,400
VML Conference	5030-6102	\$	1,000
Advertising & Website	5030-7101	\$	12,000
Building Maintenance	5030-7301	\$	6,000
Electricity	5030-7401	\$	14,863
Heating Oil	5030-7402	\$	4,000
VA Fire Programs/CVFC	5030-7601	\$	11,910
EOC Operations/Training	5030-7602	\$	1,500
Special Projects	5030-7701	\$	7,000
Pony Penning Expense	5030-7702	\$	6,200
Deer D-Pop Program	5030-7703	\$	1,000
Leonard Asst Fund	5030-8001	\$	-
Telephone Bills	5030-8202	\$	20,000
Health Insurance - Retirees	5030-8401	\$	20,000
Insurance-Retiree, Spouses & Others	5030-8402	\$	7,500
Transfer to Retiree Medication Reserve	5030-8403	\$	10,000
Retiree Perscription Drug Assistance	5030-8404	\$	3,400
Miscellaneous	5030-8501	\$	5,000
Cemetery Cleanup	5030-8600	\$	1,500
Va Commission for the Arts	5030-8700	\$	10,000
Transfer to Main St. Project	5030-8800	\$	141,412
Transfer to Trolley Fund	5030-8900	\$	23,200
VOLSAP For Volunteer Firemen	5030-8912	\$	2,640
Transfer to Beach/Recreation/Tourism Reserve	5030-8913	\$	66,432
Beach/Recreation/Tourism Expense	5030-8914	\$	143,628
	<i>Subtotal</i>	\$	948,782

**Capital Improvements**

Office Equipment	5090-9709	\$	3,000
Bond - School Board Property	5090-9740	\$	77,554
Interest on Bond	5090-9741	\$	5,403
Software	5090-9760	\$	3,561
	<i>Subtotal</i>	\$	89,518

**Subtotal Fund 10 Dept 50** \$ **2,001,078**

*Fund 10 - General Fund/Department 60 - Public Works Administration*

**Salaries**

Salaries	6010-1001	\$	108,380
Overtime	6010-1003	\$	541
	<i>Subtotal</i>	\$	108,921

**Benefits**

Social Security	6010-2001	\$	8,332
Hospitalization	6010-2101	\$	18,000
Retirement	6010-2201	\$	13,092
Life Insurance	6010-2202	\$	574
	<i>Subtotal</i>	\$	39,998

**Expenses**

Office Supplies & Equipment	6030-4401	\$	500
Street Maintenance	6030-4501	\$	1,100
Street Signs / 911	6030-4502	\$	3,000
Street Lights	6030-4503	\$	22,550
Gasoline/Diesel	6030-4701	\$	31,765
Oil/Grease	6030-4703	\$	2,756
Tools Shop	6030-4704	\$	2,750
Travel/Training	6030-4801	\$	1,250
Clothing / Uniforms	6030-5202	\$	800
Building Maintenance	6030-7301	\$	2,500
Equipment Repairs	6030-7302	\$	15,000
Safety	6030-7303	\$	1,250
Vehicle PMs	6030-7304	\$	1,350
Tires	6030-7305	\$	2,500
Garage Supplies	6030-7306	\$	3,000
Vehicle Repairs	6030-7307	\$	9,200
Electricity	6030-7401	\$	7,565
LP Gas	6030-7402	\$	2,000

Tipping Fees	6030-7501	\$	1,250
Sanitation Contract	6030-7502	\$	349,433
Miscellaneous	6030-8501	\$	1,700
	<i>Subtotal</i>	\$	463,219

**Capital Improvements**

Fuel System	6090-9201	\$	10,000
	<i>Subtotal</i>	\$	10,000

**Subtotal Fund 10 Dept 60** \$ **622,138**

*Fund 10 - General Fund/Department 61 - Mosquito Control*

**Salaries**

Salaries	6110-1001	\$	34,844
Overtime	6110-1003	\$	1,000
	<i>Subtotal</i>	\$	35,844

**Benefits**

Social Security	6110-2001	\$	2,742
	<i>Subtotal</i>	\$	2,742

**Expenses**

Insurance	6130-3401	\$	8,100
Office Supplies	6130-4401	\$	200
Gasoline	6130-4701	\$	4,400
Tools & Small Equipment	6130-4704	\$	1,000
Chemicals	6130-4705	\$	47,775
Contract Spraying	6130-4706	\$	24,000
Travel/Training/Conference	6130-4801	\$	300
Uniforms	6130-5202	\$	225
Equipment Repairs/Maintenance	6130-7302	\$	1,950
Safety Equipment	6130-7303	\$	400
Vehicle Maintenance	6130-7304	\$	1,500
Sundry	6130-6101	\$	450
	<i>Subtotal</i>	\$	90,300

**Capital Improvements**

Drainage	6190-9125	\$	35,000
	<i>Subtotal</i>	\$	35,000

**Subtotal Fund 10 Dept 61** \$ **163,886**

*Fund 10 - General Fund/Department 63 - Public Works  
Facilities*

**Salaries**

Salaries	6310-1001	\$	154,500
Overtime	6310-1003	\$	1,500
<b><i>Subtotal</i></b>		\$	<b>156,000</b>

**Benefits**

Social Security	6310-2001	\$	11,934
Hospitalization	6310-2101	\$	39,000
Retirement	6310-2201	\$	18,664
Life Insurance	6310-2202	\$	819
<b><i>Subtotal</i></b>		\$	<b>70,417</b>

**Expenses**

Seasonal Decorations & Banners	6330-4100	\$	8,000
Tools	6330-4704	\$	800
Uniforms	6330-5202	\$	3,000
Public Restroom Supplies	6330-6260	\$	3,200
Electricity	6330-7401	\$	3,700
Sundry	6330-8501	\$	200
Park & Recreation Expense	6330-8590	\$	12,500
Vandalism Repairs	6330-8600	\$	2,000
Boat Ramp Expense	6330-8700	\$	22,000
Donald J Leonard Park	6330-8800	\$	500
Island Nature Trail	6330-8900	\$	1,500
Island Activity Center	6330-8950	\$	5,000
<b><i>Subtotal</i></b>		\$	<b>62,400</b>

**Subtotal Fund 10 Dept 63** \$ **288,817**

*Fund 10 - General Fund/Department 65 - Public Works  
Roads*

**Salaries**

Salaries	6510-1001	\$	111,271
Overtime	6510-1003	\$	2,000

*Subtotal* \$ 113,271

**Benefits**

Social Security	6510-2001	\$	8,665
Hospitalization	6510-2101	\$	11,340
Retirement	6510-2201	\$	13,442
VRSR/Life Insurance	6510-2202	\$	590
	<i>Subtotal</i>	\$	34,037

**Expenses**

Snow Removal	6530-4102	\$	1,000
Pavement Maintenance	6530-4150	\$	254,357
Sidewalks	6530-4201	\$	40,000
Traffic Control Operations	6530-4202	\$	20,000
Roadside Services	6530-4250	\$	3,000
Drainage Maintenance	6530-6250	\$	50,000
Traffic Control Devices	6530-7202	\$	1,500
Electricity	6530-7450	\$	60,000
Engineering	6530-8600	\$	5,000
	<i>Subtotal</i>	\$	434,857

**Subtotal Fund 10 Dept 65** \$ **582,165**

*Fund 10 - General Fund/Department 70 - Police  
Department*

**Salaries**

Salaries	7010-1001	\$	507,790
Overtime	7010-1003	\$	8,500
	<i>Subtotal</i>	\$	516,290

**Benefits**

Social Security	7010-2001	\$	39,449
Hospitalization	7010-2101	\$	36,000
Retirement	7010-2201	\$	58,607
Life Insurance	7010-2202	\$	2,490
	<i>Subtotal</i>	\$	136,546

**Expenses**

Gasoline	7030-4701	\$	22,660
Travel/Training	7030-4801	\$	5,000

Uniform Allowance (Officers)	7030-5201	\$	6,000
Uniforms - Town	7030-5202	\$	3,000
Office Supplies/Equipment Maintenance	7030-7300	\$	7,000
Equipment Repairs & Supplies	7030-7302	\$	3,500
Vehicle Maintenance	7030-7304	\$	8,000
Drug Enforcement	7030-7901	\$	5,000
Academy Dues	7030-7903	\$	3,800
Bicycle Patrol	7030-7904	\$	300
Community/Youth Programs	7030-7905	\$	20,000
Grant Funded Expenditures	7030-7906	\$	5,000
Ammunition	7030-7907	\$	2,500
Cell Phone Allowance	7030-8203	\$	3,600
Sundry	7030-8501	\$	500
	<b>Subtotal</b>	\$	<b>95,860</b>

**Capital Improvements**

Patrol Vehicle	7090-9650	\$	25,000
Safe Routes to Schools Project	7090-9685	\$	205,840
	<b>Subtotal</b>	\$	<b>230,840</b>

**Subtotal Fund 10 Dept 70** **\$ 979,536**

*Fund 10 - General Fund/Department 75 - Emergency Dispatch*

**Salaries**

Salaries	7510-1001	\$	207,030
Overtime	7510-1003	\$	2,500
	<b>Subtotal</b>	\$	<b>209,530</b>

**Benefits**

Social Security	7510-2001	\$	14,935
Hospitalization	7510-2101	\$	18,540
Retirement	7510-2201	\$	13,905
Life Insurance	7510-2202	\$	590
	<b>Subtotal</b>	\$	<b>47,970</b>

**Expenses**

Travel/Training	7530-4801	\$	2,000
Uniform Allowance - Dispatchers	7530-5201	\$	1,600
Uniforms (Town for Dispatchers)	7530-5202	\$	500

Office Supplies/Equipment			
Maintenance	7530-7300	\$	24,000
E911 Line Fees	7530-8202	\$	6,000
911 Addressing	7530-8203	\$	600
Sundry	7530-8501	\$	150
	<i>Subtotal</i>	\$	34,850

**Capital Improvements**

911 Equipment Replacement	7590-9370	\$	260,753
Police & 911 Recorder	7590-9400	\$	5,000
	<i>Subtotal</i>	\$	265,753

**Subtotal Fund 10 Dept 75** \$ **558,103**

**Total Fund 10** \$ **5,195,723**

**Fund 20 - Main Street Project**

**Expenses**

Maintenance	2030-7101	\$	1,000
Electricity	2030-7401	\$	2,000
	<i>Subtotal</i>	\$	3,000

**Capital Improvements**

Bridge Street Fishing Pier (VMRC)	2090-9713	\$	232,111
Main Street East Side Project	2090-9800	\$	706,412
	<i>Subtotal</i>	\$	938,523

**Total Fund 20** \$ **941,523**

**Fund 30 - Curtis Merritt Harbor**

**Salaries**

Salaries	8010-1001	\$	28,611
Overtime	8010-1003	\$	200
	<i>Subtotal</i>	\$	28,811

**Benefits**

Social Security	8010-2001	\$	2,189
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Retirement	8010-2201	\$	3,457
Life Insurance	8010-2202	\$	100
	<i>Subtotal</i>	\$	5,746

**Expenses**

Administrative Expense - Town	8030-3100	\$	7,000
Operation/Maintenance/Etc.	8030-7300	\$	23,962
Driveway Stones	8030-7305	\$	1,000
Fuel Purchase	8030-7315	\$	90,000
Sundry	8030-8501	\$	1,000
	<i>Subtotal</i>	\$	122,962

**Capital Improvements**

Electrical Meter Station	8090-9128	\$	12,348
Fencing	8090-9134	\$	10,000
	<i>Subtotal</i>	\$	22,348

**Total Fund 30 \$ 179,867**

**Fund 70 - Trolley**

**Salaries**

Salaries	3010-0100	\$	36,500
	<i>Subtotal</i>	\$	36,500

**Benefits**

Social Security	3010-2001	\$	2,900
	<i>Subtotal</i>	\$	2,900

**Expenses**

Insurance & Bonding	3030-3401	\$	4,000
Communication Service	3030-4400	\$	600
Printing & Reproduction	3030-4401	\$	2,500
Advertising & Promotion	3030-4402	\$	1,000
Education & Training	3030-4403	\$	650
Cleaning Supplies	3030-4404	\$	250
Supplies & Materials (Other)	3030-4406	\$	500
Memberships and Dues	3030.4407	\$	125
Travel & Meals	3030-4408	\$	600
Fuel and Lubricants	3030-4701	\$	9,400
Tires & Tubes	3030.4702	\$	600

Uniforms	3030-4703	\$	225
Parts	3030-4704	\$	750
Drug and Alcohol Testing	3030-5201	\$	900
Equipment Repairs/Maintenance	3030-7302	\$	6,000
Rent	3030-8505	\$	12,000
	<i>Subtotal</i>	\$	40,100

**Total Fund 70 \$ 79,500**

**Fund 80 - Water**

**Salaries**

Salaries	6210-1001	\$	221,086
Overtime	6210-1003	\$	3,245
Pump Duty	6210-1004	\$	14,600
	<i>Subtotal</i>	\$	238,931

**Benefits**

Social Security	6210-2001	\$	18,278
Hospitalization	6210-2101	\$	39,917
Retirement	6210-2201	\$	29,998
Life Insurance	6210-2202	\$	1,172
	<i>Subtotal</i>	\$	89,365

**Expenses**

Office Supplies/Equipment			
Maintenance	6230-4401	\$	3,000
Postage	6230-4403	\$	3,400
Gasoline & Diesel	6230-4701	\$	4,300
Tools	6230-4704	\$	1,500
Chemicals	6230-4705	\$	13,250
Travel & Training	6230-4801	\$	2,500
Uniforms	6230-5202	\$	750
Dues/Licenses	6230-6101	\$	1,500
Building Maintenance/Rehab	6230-7301	\$	5,000
Safety	6230-7303	\$	500
Vehicle Maintenance	6230-7304	\$	1,000
Raw Water Purchase (NASA)	6230-7400	\$	500
Electricity	6230-7401	\$	50,014
LP Gas	6230-7402	\$	550
Distribution & Repairs	6230-8101	\$	41,500

Supply Repairs	6230-8103	\$	16,550
Miss Utility	6230-8204	\$	900
Sundry	6230-8501	\$	200
Reimbursement to Fund 10	6230-8601	\$	80,751
Regulation Compliance	6230-8750	\$	4,000
State Groundwater Permits	6230-8770	\$	10,000
Transfer to Water Reserve	6230-8900	\$	50,121
Engineering	6230-9100	\$	5,000
	<b>Subtotal</b>	<b>\$</b>	<b>296,786</b>

**Capital Improvements**

Water Main Extensions	6290-9101	\$	10,000
Interest on Water Bond Supply Line	6290-9504	\$	18,055
Water Bond - Supply Line Main Street	6290-9505	\$	105,816
Water Bonds	6290-9506	\$	186,959
Interest on Water Bond	6290-9507	\$	54,714
Waterline Replacement	6290-9600	\$	12,000
Pitless Adapter Booster Station	6290-9700	\$	35,000
Vehicle	6290-9850	\$	17,500
	<b>Subtotal</b>	<b>\$</b>	<b>440,044</b>

**Total Fund 80 \$ 1,065,126**

**TOTAL ALL FUNDS \$ 7,461,739**

**GENERAL GOVERNMENT FEES**

**Building and Zoning Permit Fees**

**Category FY "14"**

Res. New Construction: per sq ft	\$0.18
Res. New Const.: minimum fee	\$80.00
Res. Remodeling & Alterations: per sq ft	\$0.13
Res. Remodeling & Alterations: minimum fee	\$60.00
Comm. New Construction: per sq ft	\$0.23
[plus \$5 per plumbing fixture (Chinco)]	
Comm. New Constr.: minimum fee	\$110.00
Comm. Remodeling & Alterations: per sq ft	\$0.18
Comm. Remodeling & Alterations: minimum fee	\$90.00
Mobile Homes: per sq ft	\$0.18
Demolition of Structure: Residential	\$30.00
Demolition of Structure: Commercial	\$30.00
Removal/Installation fuel tanks:	
1000-3000 gallon capacity	\$115.00

Each additional 1000 gallon capacity	\$25.00
Installation of radio or communication tower:	
Up to 100 feet	\$115.00
Each additional 100 feet	\$45.00
Each Additional Attachment	
Piers or Bulkheads:	
Up to 300 linear feet	\$90.00
Each additional 100 linear feet	\$11.00
New Docks: per sq ft	\$0.18
Boat ramps & groins	\$115.00
Swimming Pools:	
Permanent Above-ground	\$60.00
In-ground	\$80.00
Commercial	\$80.00
Re-roofing (adding 1 layer to existing)	\$45.00
Installing New Sheathing-Residential while re-roofing	
Installing New Sheathing-Commercial while re-roofing	
Re-siding	\$45.00
Moved Buildings	\$80.00
For other work not listed:	
Residential	\$60.00
Commercial	\$90.00
Certificate of Occupancy (except when issued in conjunction w/a building permit):	n/a
No inspection required	\$30.00
Inspection required:	
Per sq ft	\$0.13
Minimum fee	\$60.00
Appeals to the Board of Appeals	\$450.00
Administrative Fees:	
Lost permit (reissue)	\$30.00
Permit amendment (reissue)	\$30.00
Change of use	\$50.00
Permit 6-month extension (2 ext. maximum)	\$30.00
For beginning constr. prior to obtaining BP:	
First offense	\$50.00
Second offense	\$200.00
Re-inspection fee	\$50.00
State Code Academy Surcharge	2.00%
Refunds: (% of amount paid)	
Permit issued, no inspections	75%
Foundation inspection completed	75%
Framing & foundation inspection completed	25%
Subdivision Review Fees (per each submitted plat):	
Up to 10 lots:	
Base fee	\$200.00

Each lot (in addition to base fee)	\$10.00
Over 10 lots or required new road construction:	
Base fee	\$500.00
Each lot (in addition to base fee)	\$20.00
Zoning Fees:	
Zoning inspections	\$0.00
Special use permit	\$450.00
Conditional use permit	\$1,500.00
Conditional use permit for Wind Mills	\$450.00
Variance application	\$450.00
Special use permit & variance application processed & presented at same time	\$540.00
Appeal decision of Zoning Administrator	\$450.00
Proposed rezoning change	\$730.00
Amendment to the zoning ordinance	\$330.00
Vacating any subdivision plat or any part thereof	\$250.00
Certification of zoning compliance (includes home occupation)	\$30.00
Site evaluation (subdivision)	\$100.00
Travel Trailer Park Fees:	
Up to 25 trailers	\$500.00
26-49 trailers	\$1,000.00
50 or more trailers	\$2,000.00
Base fee	
Each lot if over 4 lots (plus base fee)	
Sign Permit Fees:	
Less than or equal to 25 square feet	\$45.00
Each sq ft in excess of 25 sq ft	\$1.00
Mobile Home Park Fees:	
4-25 mobile homes	\$1,000.00
26-40 mobile homes	\$2,000.00
41 or more mobile homes	\$5,000.00
Base fee	
Each lot if over 4 lots (plus base fee)	
Transcript Fees (per page)	\$12.00
Document Fees:	
Comprehensive Plan	\$20.00
Zoning Ordinance	n/a
Subdivision Ordinance	n/a
Complete ordinances, incl zoning & subdivision	\$35.00
Excerpts from Ordinances & Other Town Documents:	
per page and/or double sided per page	\$0.10
Maps 36" x 44"	\$55.00
Contractors List (Class A & B)	\$0.00
New Address Fee	\$25.00
New Road Fee (at cost per MSAG)	

Elevators/Escalators/Lifts	\$60.00
Mobile Offices/Pre-manufactured Units	\$60.00
Tent/Air Support Structures (over 900 sq ft)	\$80.00
Carport or Garage: per sq ft	\$0.18
Accessory building/structure (<150 sq ft)	\$45.00
Deck: per sq ft	\$0.18
Fence (> 8 linear ft. Total)	\$45.00
Fireplace	\$0.00
Foundation	\$60.00
General Government Taxes and Fees	
Real Estate Tax ( \$__/100)	\$0.07
Tangible Property Tax ( \$__/100)	\$0.85
Tangible Property Tax Relief (percent)	65%
Excise Tax; Meals (percent)	5%
Excise Tax; Transient Occupancy (percent)	4%
Vehicle Decals (annual)	\$27.00
Road Suvdivision Review Fee	\$250.00
Side Walk Administrative Fee Maximum of \$200 or 25%	25%
Solid Waste Collection Fee (Residential per week)	\$1.50
Solid Waste Collection Fee (Commercial/Business per week)	\$1.50
Drainage Administrative Fee Maximum of \$200 or 25%	25%
Robert Reed Park, Fishing Vessels (per Day mon - fri)	\$15.00
Robert Reed Park, Fishing Vessels (per Day sat & sun)	\$30.00
Robert Reed Park, Recreational Vessels (\$ per ft. per Day)	\$1.00
Business License Minimum/Maximum	\$50/\$500
Retail, Repair, Personal, Business, Construction (\$0.13/\$100)	\$0.13
Wholesale (\$0.05/\$100)	\$0.05

**WATER RATES, CHARGES AND BILLING FOR FY 14**

A minimum rate applies to all accounts after the minimum allowed usage and an additional dollar amount is applied per 1000 gallons. The following table applies to 5/8 and 3/4 residential, commercial and other size water meter connections, subject to a review by council for a 3% increase each year.

A minimum rate applies to all accounts after the minimum allowed usage and an additional dollar amount is applied per 1000 gallons. The following table applies to 5/8 and 3/4 residential, commercial and other size water meter connections, subject to a review by council for a 3% increase each year. Meter Size (inches)	Minimum Bill (Quarter)	Allowed Usage (gallons)	Per 1,000 gallons Over Allowance

5/8 & 3/4	\$29 residential \$47 commercial	6,000 6,000	\$4.36 \$5.16
1	\$115	15,000	\$5.16
1.5	\$228	30,000	\$5.16
2	\$365	48,000	\$5.16
3	\$727	96,000	\$5.16
4	\$1,135	150,000	\$5.16
6*	\$2,272	300,000	\$5.16
8	\$3,634	480,000	\$5.16

One meter currently in the system is to be charged \$6.52 per 1000 gallons over the allowed usage.

**Connection Fees**

New connections to the water system shall be charged at the rate below plus all additional related costs incurred by the town:

\$670 for a 5/8" or 3/4" Meter connecting pipe

\$1,176 for a 1" connecting pipe

\$1,570 for a 2" connecting pipe

**Availability Fee Schedule**

Meter Size (inches)	Availability Fee
5/8 & 3/4	\$3,708
1	\$9,270
1.5	\$18,540
2	\$29,664
3	\$59,328
4	\$92,700
6	\$185,400
8	\$296,640

Condominiums are charged an availability fee of \$3,819 per living unit but supplied by a master meter with the minimum billing based on the size of the meter.

**Billing and other charges**

- No service shall be reconnected without payment of all delinquent charges plus a reconnecting charge

of \$50.00.

- Any person having service disconnected by the Town for purposes other than plumbing repairs, shall be charged a fee of \$75.00.
- A change of ownership fee of \$50.00
- An administrative fee will be applied to all Water main extensions, by the Town for a maximum of \$200 or 25%

**Water bill adjustments**

If, after checking or testing the meter, the reading is found to be correct, the account will be charged \$50.00. If the meter or reading is found to be faulty or incorrect, the water bill will be adjusted accordingly.

**2. Nominations for 2 New Members of the Cemetery Committee (2-Year Term**

Councilwoman Richardson reported that there were two people who contacted the Town that were interested in serving on the Cemetery Committee.

Mayor Tarr opened the floor for nominations.

Councilman Howard nominated Mr. Kenneth Webb.

Mayor Tarr closed the floor for nominations for the first position. He called for a vote for Mr. Kenneth Webb. All were in favor with the exception of Councilman Jester who was absent.

Mayor Tarr opened the floor for nominations.

Councilman Muth nominated Mrs. Amanda Betts.

Mayor Tarr closed the floor for nominations for the second position. He called for a vote for Mrs. Amanda Betts. All were in favor with the exception of Councilman Jester who was absent.

**3. Discuss the Bid to Replace the Boat Ramp Bulkhead at Chincoteague Veterans' Memorial Park**

Town Manager Ritter advised that the bulkhead on both sides of the boat ramp at the Chincoteague Veterans' Memorial Park is in need of replacing. He explained that they have in the current budget \$18,000, they also budgeted \$22,000 in the upcoming budget. He added that the cost of the project is \$30,000. Fisher Marine was the only bidder to replace the bulkhead and raise the decking.

Councilman Taylor motioned, seconded by Vice Mayor Leonard to approve the bid from Fisher Marine in the amount of \$30,000 to replace the boat ramp bulkhead at the Chincoteague Veterans' Memorial Park. Motion carried.

Ayes: Leonard, Taylor, Muth, Howard, Richardson

Nays: None

Absent: Jester

Mayor Tarr asked about the time frame. He does not want the work to be going on for the July 4<sup>th</sup> holiday weekend. He asked if this needs to be done during the summer months.

There was brief discussion.

He requested a schedule of the work to be approved by Council prior to starting the project.

**4. Possible Adoption of the "Final Report" of the Wastewater Advisory Committee**

Chairman Papadopoulos advised that this was completed with a lot of effort over a two-year period for what they call a Wastewater Management Plan. He advised that they appreciate all the effort particularly with Town Planner Neville who was very instrumental in putting this together. He asked for questions. He added that the report is basically the same with some minor editorial corrections.

Town Planner Neville addressed a couple of points from the report. He stated that two years ago the town was presented with two opportunities. He stated that one was Sunset Bay Utilities offered to extend their private wastewater treatment service to users in the Main Street Corridor. He feels that Council allowing the private investment was a great chance to test out whether a public utility system was appropriate for the Town. The Committee was able to collect a lot of information about the costs. The use of the private investment was a good starting point. The second opportunity was the Atlantic Town Center folks asked if the Town would like to participate in a Wastewater Treatment Plan in Accomack County. He stated that the conclusion and recommendation from the Committee is that a regional plan is bigger than we can handle. He stated that the Plan is intended to reflect the Town's view on these suggestions.

Town Planner Neville advised of the Committee's suggested solutions. 1). Voluntary connections. 2). Phase I could be identified to serve the commercial use corridors, which is where the larger use customers are supporting the Town's economy the most. He stated that the Committee's approach is to take several small steps. He added that the basic proposal is to try to repeat the solution of Sunset Bay Utilities but do this on the Maddox Boulevard corridor.

Councilman Howard commented that this is an excellent report. He read excerpts from the report and stated that it is a sensible approach. He commended the Committee for completing this in a fair way for the business community.

Mayor Tarr thanked Chairman Papadopoulos, Mr. Conklin, Mr. Chesson, Mr. Tolbert and Mr. Clark for serving on this Committee. He suggested a public hearing/open house in September for the public to comment on this prior to Council doing anything further. He asked that the Committee be present during this comment period.

Chairman Papadopoulos stated that the Committee members are willing to continue the planning process as long as Council is prepared to move forward. He also suggested that this may be an opportunity to advertise for a few more members.

Mayor Tarr understands that the Committee doesn't want to feel like the Town has wasted their time. He stated that as an elected official, he feels there should be a public hearing prior to adopting the Plan. He expressed his concern with the 7 points listed in the adoption. He feels there should be further information.

Chairman Papadopoulos stated that this indicates that the Town is taking steps to address this issue.

Mayor Tarr again suggested a public hearing in September.

Supervisor Thornton stated that once the Plan is adopted it is there forever and is referred to. She stated that adopting the Plan is more of an issue than realized. She reminded Council that as

an elected official they have to worry about the ramifications down the road if they adopt this Plan. She feels it should be known inside out. She also feels that the issue for the public is going to be funding. She added that this is a “public” issue not a “private” issue. Supervisor Thornton stated that these are things that can be addressed at a public hearing.

Councilman Howard feels this is very fair and can’t say enough about the Committee and the hard work they’ve put into the Plan.

Chairman Papadopoulos asked about the distribution of the report.

Town Manager Ritter advised it is in the packet and is published on the Town’s website.

Mayor Tarr stated that the report gives Council all the options and a starting point.

Town Planner Neville agreed that if this is to be adopted as an official document of the Town, it should go through the public hearing process.

Mayor Tarr requested they defer the vote. He directed staff to put the document on the website requesting comments.

There was discussion regarding the public hearing.

## **5. Mayor & Council Announcements or Comments**

Councilman Taylor commented how bad the roads are going over to Assateague. He asked if FEMA refunded the cleanup money.

Town Manager Ritter received a memo that the money was wired last week. He will verify.

Councilman Taylor suggested not applying for another grant requiring matching funds unless it is approved in the budget.

Town Manager Ritter reminded Council that Mrs. Edwards with the ANPDC has applied for the Map 21 grant to finish the downtown revitalization project. He added that it looks like the Town will be receiving this grant. He advised that Council already voted to allow Mrs. Edwards to go forward to apply for that grant.

Councilman Taylor stated that this needs to be included in the budget knowing its coming up.

Mayor Tarr commented on the financial process regarding transfers to and from the savings account.

There was further discussion.

Supervisor Thornton suggested only allowing transfers from savings by vote of Council.

Councilman Howard thanked Public Works for filling the potholes along Main Street.

**Adjourn.**

Councilman Howard motioned, seconded by Councilwoman Richardson to adjourn. Motion carried.

Ayes: Leonard, Taylor, Muth, Howard, Richardson

Nays: None

Absent: Jester

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Mayor

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Town Manager

**MINUTES OF THE JUNE 6, 2013  
HARBOR COMMITTEE**

**Members Present:**

J. Arthur Leonard, Chairman  
John N. Jester, Councilman  
Mike Handforth  
Ernie Bowden

**Others Present:**

Robert Ritter, Town Manager  
Wayne Merritt, Harbormaster  
Nancy Lane  
Jim White  
Kenny Wayne Rhodes

**Call to Order**

Chairman J. Arthur Leonard called the meeting to order at 5:00 p.m.

**Open Forum/Public Participation**

There was no public participation.

**Agenda Adoption**

Councilman Jester motioned, seconded by Mr. Mike Handforth to adopt the agenda as presented. Unanimously approved.

**1. Harbormasters Update**

**A. Spring Activity**

Harbormaster Merritt stated there had not been much activity at the Harbor with the exception of a few commercial fishing boats and the rocket launch. He also advised that the sub renting was picking up.

**B. Fuel System**

Harbormaster Merritt advised the committee of the problems with the fuel pumps. He advised them that he can now remotely fix some the issues from home instead of having to come to the Harbor each time there is a problem.

Councilman Jester asked how much a new system like the ones at the local gas stations would cost. He was advised that a new system would cost \$150,000.00.

**C. Ice Machine**

The Harbormaster advised the machine is up and running.

**D. Water Entrance to the Harbor**

Mr. Merritt stated he has been advised that the entrance to the Harbor at a normal low tide is 8 foot. Mr. Ernie Bowden stated he does not feel that is correct. Mr. Bowden stated he feels it is about 5 to 5 1/2 foot. Harbormaster Merritt stated he will be receiving a survey from the Army Corps of Engineers in the near future which will show the actual depth of the entrance.

**E. Dredging of Slips**

Mr. Barry Fisher will be dredging slips 91-96 starting Monday.

**F. Questions of Harbormaster**

Chairman Leonard asked if the bathrooms on the west side were going to remain where they were. He was advised they were going to stay.

**2. Discuss Revenue and Expenditures**

Town Manager Ritter reviewed the statement of revenue & expenditures of the Harbor. He also stated there was money in the budget for new fencing this year. The Committee discussed the different types of fences.

**3. Committee Member Comments**

Mr. Mike Handforth asked about a jetty at the end of the Harbor. Town Manager Ritter stated he spoke with the Army Corps of Engineers and they will be getting back with him soon.

Mr. Ernie Bowden stated the payphone is a waste of money as it doesn't get used much. He would like to see it moved near the Harbormaster's office so that it is easier to see if it has to remain at the Harbor.

Town Manager Ritter discussed the Oyster Reef Grant with the Committee.

Mr. Kenny Wayne Rhodes asked about the subleasing of slips. There was much discussion concerning the subleasing of slips.

The committee discussed slip holders having boats in their slips that are not registered to the slip holder.

**ADJOURN:**

Mr. Ernie Bowden motioned, seconded by Mr. Mike Handforth to adjourn the meeting.



## STAFF REPORT

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To: Mayor Tarr and Town Council Members  
Through: Robert Ritter, Town Manger  
From: Bill Neville, Director of Planning  
Date: June 25, 2013  
Subject: Commercial Sign Ordinance

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- ❖ **Consider public hearing for revision to standards for Commercial Signs on Multiple Buildings (Zoning Ordinance Section 7.13.1)**
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### **Commercial Sign Ordinance Amendment Summary**

The current Town of Chincoteague Sign Ordinance (revised and adopted in June 2008) defines and organizes different sign types in several main groups: 'permitted as a matter of right', 'temporary', 'construction and maintenance', 'prohibited', 'nonconforming', and 'permitted'. Included within the permitted sign group for commercial zoning districts are the following sign types:

- Freestanding signs
- Wall signs
- Window signs
- Hanging signs
- Projecting signs
- Roof and mansard façade signs
- Changeable letter signs
- Directory and incidental signs
- Menu/Sandwich Board Signs
- Banners
- Flags

A combination of standards for maximum size, number, height and location are described in the Ordinance which applies to all signs, whether a sign permit is required or not. Minor revisions have been adopted when the combination of these standards does not meet the purpose and intent of the overall Sign Ordinance.

### **Background**

The Town of Chincoteague Board of Zoning Appeals met on May 9, 2013 to hear an application for multiple zoning variances to permit commercial sign area for the Chincoteague Inn Restaurant located at South Main Street and Marlin Street. This site has served as one example of a large single lot that contains multiple businesses located in separate freestanding buildings.

Town Council requested Planning Commission recommendations for a general amendment to the Commercial Sign Ordinance if needed to address the current limitation of permitted signage for multiple businesses in separate buildings on the same lot.

The Planning Commission met on May 14<sup>th</sup> to review a re-drafting of Sign Ordinance Section 7.13 proposed by Town Attorney Jon Poulson. A report was provided at the Council workshop on May 16<sup>th</sup> which recommended further study. The issue was forwarded back for further consideration by the Planning Commission at their June 11<sup>th</sup> meeting.

Town Attorney Poulson has proposed to re-organize Section 7.13 so that the general standards are incorporated into each section. This would allow a business owner to find which section applies to their situation and determine what can be approved. Permitted signage would then be tied to the business or main structure rather than the lot of record. A new section (7.13.1.3) is proposed to specifically describe the example of one lot containing multiple buildings with multiple businesses. In several places, alternate text has been shown in parentheses () and highlighted by Town Staff. These choices were discussed at the Planning Commission meeting to prepare a recommendation to Town Council.

Recommendations of the Planning Commission are provided as follows:

- Amend the Commercial Sign Ordinance (Section 7.13.1) as drafted by Town Attorney Poulson (highlighted version) with several revisions
  - 1) Section 7.13.1.1 to establish the total combined square footage of all permitted signs shall not exceed one hundred (100) square feet in area for a **permitted business** on a lot of record with one (1) main structure occupied by a single permitted business (green highlight). Delete building width measurement (yellow, red and blue highlights)
  - 2) Section 7.13.1.2 to establish the total combined square footage of all permitted signs shall not exceed one hundred (100) square feet in area for all **such permitted businesses** within one (1) main structure on a lot of record (green highlight). Delete building width measurement (yellow, red and blue highlights). Delete the proposed 'allocation/proportional permit' sentence. Clarify that one additional wall sign or projecting sign of 20 square feet is permitted for each business (red highlight)
  - 3) Section 7.13.1.3 to establish the total combined square footage of all permitted signs shall not exceed a maximum 100 square feet of sign area for **each main structure on a lot of record which may be occupied by more than one permitted business** with an existing business license issued by the Town of Chincoteague. Delete building width measurement (yellow, red and blue highlights).
- Add a reference to Section 2.95 definition of Main Structure in the sign ordinance
- If Projecting Signs up to 20 square feet apply to Section 7.13.1.2, then the same option should be selected for Sections 7.13.1.3 and 7.13.1.11 as well
- Continue to calculate freestanding signs within the 100 square feet of total permitted sign area
- Planning Commission did not vote on proposed Section 7.3.1.8; however the first option (green highlight) is consistent with their general discussion that freestanding signs should be limited to one per separate main structure  
(**Bold emphasis** added to indicate Planning Commission suggested clarification on the intent/wording/interpretation for permitted sign area to be granted per business or per building)

### **Town Staff Analysis / Recommendation**

The proposed changes to the Commercial Sign Ordinance (Section 7.13.1) will create a new and consistent standard to address the recent problems identified by business owners located in 'multi-main structures'. The revised ordinance proposes to remove the provision of Section 7.13.1 that ties maximum permitted sign area to each lot, and to replace it with a calculation based on each main structure with one or more business.

The existing regulation that limits permitted sign area based on building width would be deleted thereby allowing businesses to qualify for up to 100 square feet of permitted sign area for each qualified main structure.

Existing businesses in buildings less than 100 feet wide may qualify for additional signage if this amendment is approved (unless non-conforming signs exceed permitted area).

An additional 20 square feet sign area, over and above the 100 square foot maximum sign area, is guaranteed for each business in a multi-business main building for identification.

This set of amendments stays within the existing framework of Section 7.13.1 without requiring changes to other ordinance sections.

Town Staff recommends a final review by Town Attorney Poulson and scheduling the amendment for a joint public hearing with the Planning Commission in August.

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## PLANNING COMMISSION MEETING 11 June 2013 MINUTES

### Members Present:

Mr. Ray Rosenberger, Chairman

Mr. Tripp Muth, Councilman

Mr. Michael Dendler

Mr. Steve Katsetos

Mr. Jeff Potts

Mr. Spiro Papadopoulos

William Neville, Planning Director

### Members Absent:

Mrs. Mollie Cherrix, Vice Chair

### CALL TO ORDER

Chairman Rosenberger called the meeting to order at 7:00 pm in the Council Conference Room.

The invocation was provided by Chairman Rosenberger, followed by the Pledge of Allegiance led by Chairman Rosenberger.

### PUBLIC PARTICIPATION

Two (2) members of the public were present.

### AGENDA REVIEW/DISCLOSURES

Chairman Rosenberger requested that item 1b be added to the agenda to discuss a BZA application. Commissioner Papadopoulos moved approval of the agenda as revised, seconded by Commissioner Potts. The agenda was unanimously approved.

#### 1. a) Approval of the May 14, 2013 meeting minutes

Commissioner Papadopoulos suggested a change on page 2, item 2 of the minutes to define the applicant as 'Raymond Britton, agent for Chincoteague Inn and Chincoteague Sunsets, LLC'. Councilman Muth moved for approval of the minutes as revised, seconded by Commissioner Potts. The motion passed unanimously.

Chairman Rosenberger asked about the status of the Planning Commission recommendation for adoption of a new parking standard for wayside stands. Town Planner Neville responded that it was reported to Town Council and is waiting to be grouped with other possible ordinance revisions for public hearing.

b) Discussion of BZA agenda item

Chairman Rosenberger described the application of Kruno Filipic (Pinewood Manor) to request a special permit in the R-3 district for 7 additional sites for double-wide mobile homes. Mr. Neville confirmed that this permit is now required because of the change made to the R-3 district regulations during the comprehensive zoning.

Commissioners discussed the topic and indicated that they had no objections for expansion of the existing mobile home park use in this location.

2. Sign Ordinance Amendment – Sec. 7.13 Commercial Districts

Chairman Rosenberger summarized the issues considered at the last Town Council meeting regarding commercial sign ordinance standards for freestanding signs as well as the total permitted sign area for any one lot or business. He confirmed the request from Commissioner Papadopoulos for a graphic illustration of the ordinance requirements to help understand the possible revisions.

Mr. Neville presented a staff report that was organized around the issue of a 100 square foot maximum permitted sign area that applies to all properties regardless of size or number of businesses in separate buildings. The list of permitted signs is separated into the ones that are counted in the maximum 100 square feet and the ones that are not.

Illustrations of the three basic lot/building conditions described in Mr. Poulson's proposed revision were discussed. Mr. Neville pointed out how the third scenario does not identify the problem of the current zoning ordinance which can leave a second building/business owner without signage other than the accessory signs permitted beyond the 100 square foot maximum.

A third exhibit showing the effect of proposed Planning Commission revisions was handed out along with the highlighted copy of Mr. Poulson's memo to Town Council which indicates where decisions need to be made regarding the 100 square foot maximum criterion and whether the measurement of permitted sign area should be tied to building width.

Chairman Rosenberger summarized that there is a problem to be corrected for more than one building/business on larger lots. Mr. Neville added several Town Council comments that each business should have some permitted sign area under all conditions, and that the method of calculating sign area does not have to be the same for each scenario.

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Commissioners asked several questions and considered different alternatives. There was general agreement that the primary business owner has a responsibility to allocate permitted sign area between each business on a lot so that the Town is not left trying to solve the problem with an ordinance revision.

Chairman Rosenberger pointed out that the BZA did grant the second business/building an additional 100 square feet even though it was only a temporary variance. He asked if this could be a resolution to the problem in other locations as well.

Councilman Muth stated that the Commission fears multiple freestanding signs that will be too close together. Commissioner Potts added that other property owners could play the 'lot card' where multiple small lots could each grant a freestanding sign to a separate business.

Mr. Neville encouraged the Commission to work through several questions in the staff report. One important decision to be made is whether freestanding signs should continue to be counted in the maximum 100 square feet of permitted sign area per lot, or counted separately. He explained that the previous recommendation to permit more than one freestanding sign per lot would have to be interpreted as excluding freestanding signs from the maximum per lot calculation. He added if this is changed to permanently implement the recent BZA variance, every business with an existing freestanding sign may have the opportunity to place additional sign area on their lot.

Mr. Neville suggested that the illustrations help to answer the question of whether it is reasonable and fair to apply a maximum 100 square feet of signage per lot, whether it is a small lot with one business or a large lot with several businesses. Chairman Rosenberger stated that this issue could be solved if each business is allowed 100 square feet of signage, rather than each lot.

A question about connecting the permitted sign area to the size of the building was discussed. The current ordinance limits sign area for buildings less than 100 feet wide, and does not allow for more sign area on larger buildings. Several examples were considered if the criteria were applied to businesses located in separate main structures as described in Mr. Poulson's proposed ordinance revision.

Mr. Neville suggested that 'separate main structure' should be a defined term in the Ordinance. He concluded that the best way to move ahead with a recommendation to Town Council would be to build on the revisions proposed by Mr. Poulson, rather than try to unwind that solution and propose something new. This solution includes the addition of a new ordinance

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section (7.13.1.3) that describes multiple businesses located in separate main structures on the same lot, and that ties the 100 square feet of maximum sign area to each business in a separate main structure.

Commissioner Katsetos asked about a multi story structure where one business is located on the first floor and another business is located on the second floor. There was discussion about whether the 100 square feet of sign area would be permitted 'per business' or 'per main structure' in this case.

Section 7.13.1.2 includes a provision for 25 square feet of signage for each business in a multi-business building. Mr. Neville asked if this option should be added to 7.13.1.3 so that every business would have a minimum amount of sign area.

Commissioner Papadopoulos asked if a graphic illustration of Mr. Poulson's ordinance revisions could be prepared. The difficulty of administering Mr. Poulson's proposed allocation of permitted signage among multiple businesses was considered. Discussion continued with the idea that permitted sign area should be calculated for each main structure containing one or more businesses, with freestanding signs included in the maximum area total. Commissioners favored a calculation of 100 square feet or the building foot for foot measure, whichever is greater.

Commissioner Papadopoulos raised several questions including how to measure window signs, and why is a property owner of a lot not responsible for planning how to share the maximum permitted sign area for all uses on his lot. He stated that an owner problem should not become a code problem, and increasing the amount of signage is not the proper solution.

Mr. Neville responded that 100 square feet of sign area may be the right amount for a 1 acre lot but not enough for a 3 acre lot. Chairman Rosenberger stated that the consensus was 'less signage is better' at the time the sign ordinance was adopted, and there have been market changes so that now there is a desire to be 'business friendly' by permitting more signage.

**Commissioner Papadopoulos referred to the proposed revisions prepared by Mr. Poulson and made a motion to recommend Section 7.13.1.1 with a maximum 100 square feet of sign area for a permitted business on a lot of record (green highlight). The motion was seconded by Councilman Muth to allow discussion.**

Commissioners confirmed the intent of the motion is to remove the requirement for measurement of the building width and allow a maximum of 100 square feet of sign area regardless of building size or lot size. This would allow existing businesses that are currently limited to less than 100 square feet

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to increase their signage, and all future single business on a lot of record to be allowed 100 square feet of sign area.

Chairman Rosenberger asked if the maximum 100 square feet would include all permitted signs. Commissioner Papadopoulos confirmed that the intent is not to change what is currently calculated in the maximum permitted sign area (wall signs, window signs, freestanding signs, hanging signs, etc.) and would still permit accessory signs in addition to the 100 square feet (sandwich board, banner, directional, etc.).

**The Chairman called for a vote, and the motion passed (5 in favor, 0 opposed, 1 absent, Chair abstains).**

**Commissioner Papadopoulos made a second motion to recommend Section 7.13.1.2 with a maximum 100 square feet of sign area for all permitted businesses on a lot of record with one main structure occupied by more than one permitted business (green highlight), and one additional wall sign or projecting sign of 20 square feet per business (red highlight). The motion was seconded by Councilman Muth if all of the provisions for allocation of signage are removed. Commissioner Papadopoulos accepted the amendment to the motion. The Chairman called for a vote, and the motion passed (5 in favor, 0 opposed, 1 absent, Chair abstains).**

Chairman Rosenberger discussed proposed Section 7.13.1.3 - permitted business on a lot of record with two or more separate main structures, multi-main structures, where on each such main structure may be occupied by one or more separate licensed businesses. He identified a problem for a 'mall type' building which would be overwhelmed by signage if each business in the building was permitted 100 square feet. Mr. Poulson's proposed revision appears to tie the maximum permitted signage to each main building in this section which would solve the problem. Commissioners requested that this interpretation be clarified by Mr. Poulson and Mr. Lewis.

**Commissioner Papadopoulos made a third motion to recommend Section 7.13.1.3 with a maximum 100 square feet of sign area for each main structure on a lot of record which may be occupied by more than one permitted business (green highlight) subject to verification by Mr. Poulson. The motion was seconded by Councilman Muth. The Chairman called for a vote, and the motion passed (5 in favor, 0 opposed, 1 absent, Chair abstains).**

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### 3. Information/Discussion Items – Work Plan Update

Commissioners approved of the revised Work Plan that now includes columns for comments and next steps. Mr. Neville indicated that a decision was still needed about which zoning revisions should be forwarded to Town Council for a combined Ordinance Update hearing.

Chairman Rosenberger stated that the Planning Commission would not meet in July. Mr. Neville will prepare the list of zoning revisions for action by the Commission at the next meeting in August and will prepare the first of several agenda items for a Subdivision Ordinance review.

Commissioner Papadopoulos requested that the topic of private roads be scheduled for the October meeting since he will not be able to attend the August or September meetings. Discussion of sidewalks/crosswalks will be scheduled for the September meeting instead.

### 4. Commission Members Announcements or Comments

Chairman Rosenberger reviewed the presentation held recently about the renovated Island Theater.

Commissioner Papadopoulos spoke about a concern expressed by George Bowden. Along North Main Street across from the Sanctified Church there is an area of bamboo that has been cut off above ground level that poses a safety hazard for people walking or biking by. He also mentioned the final report from the Wastewater Advisory Committee that will be presented to the Town Council on June 20<sup>th</sup>.

Mr. Neville informed the Commission about the start of dredging operations, the design of the fishing pier, and the parking area under construction by Mr. Whippy's. This site was presented as a good example of why a review of the Subdivision Land Development Code is needed.

The next meeting is scheduled for August 13<sup>th</sup>, 2013.

### ADJOURN

Commissioner Potts moved to adjourn the meeting, seconded by Commissioner Katsetos. The motion was unanimously approved.

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Mr. Raymond R. Rosenberger Sr., Chairman

## Sec. 7.13 Commercial districts

Within a commercial district, all business signs require a permit unless specifically exempted hereunder and are subject to the following provisions:

7.13.1.1 Lot of record occupied by one (1) business with existing business license issued by the Town of Chincoteague.

The number of signs for a permitted business on a lot of record with one (1) main structure occupied by a single permitted business shall be limited to two (2), not including incidental, directory, or directional signs, unless otherwise specifically provided for and permitted hereunder. The total combined square footage of all permitted signs shall not exceed one hundred (100) square feet in area not exceed one (1) square foot for each foot of building width at the front set back line or one hundred (100) square feet, whichever is the lesser(greater). Sign bases not containing a commercial message are not included in the computation of area.

No sign shall exceed sixty four (64) square feet in area nor exceed a height equal to the lowest point of the roof of the structure to which it may be affixed, unless otherwise provided for and permitted under Sec. 7.13.7. Roof and mansard facade sign.

Two additional signs shall be permitted not to exceed twenty five (25) square feet each if the main business structure faces more than one public street or a navigable waterway.

7.13.1.2 Lot of record occupied by a building containing more than one business, “multi-business main structure”, with an existing business license issued by the Town of Chincoteague.

The number of signs for a permitted business on a lot of record with one main structure occupied by more than one permitted business, a multi-business main structure, shall be limited to two (2) per business, not including incidental, directory or directional signs, unless otherwise specifically provided for and permitted hereunder.

The total combined square footage of all permitted signs for such businesses shall not exceed one hundred (100) square feet in area not exceed one (1) square foot for each total foot of building width at the front setback line or one hundred (100) feet, whichever is the lesser(greater). Such permitted square footage area shall be allocated or proportioned between or among such permitted businesses based on the width of the part of the main building structure occupied by each such business relative to the total width of such structure at the front setback line, unless otherwise agreed in writing by all such businesses or as stipulated in writing by the record owner of such building with the permitting official. Sign bases not containing a commercial message are not included in the computation of area.

No sign shall exceed sixty four (64) square feet in area nor exceed a height equal to the lowest point of the roof of the structure to which it may be affixed, unless otherwise specifically provided for and permitted under 7.13.1.7. Roof and mansard façade signs. In addition to the maximum allowed combined total area permitted for such businesses in a multi-business main structure, there shall be permitted one additional wall sign or projecting sign, not to exceed (twenty (20))(six (6)) square feet for business identification for each such business.

Two additional signs for the multi-business main structure shall be permitted not to exceed twenty five (25) square feet each if the multi-business main structure faces more than one public street or navigable water.

7.13.1.3 Lot of record occupied by two or more separate main structures each containing one or more separate businesses, “multi-main structures” with an existing business license issued by the Town of Chincoteague.

The number of signs for a permitted business on a lot of record with two or more separate main structures, multi-main structures, whereon each such main structure may be occupied by one or more separate licensed businesses shall be limited to two (2) per business, not including incidental, directory, or directional signs, unless specifically provided for and permitted hereunder.

The total combined square footage of all permitted signs for such businesses within each such main structure shall (not exceed one hundred (100) square feet in area) (not exceed one (1) square foot for each foot of building width at the front setback line or one hundred (100) square feet, whichever is the (lesser)(greater). When any such separate main structure contains more than one such licensed business, such permitted square footage area shall be allocated or proportioned between or among such permitted businesses based on the width of the part of the main building structure occupied by each such business relative to the total width of such structure at the front setback line, unless otherwise agreed in writing by all such businesses or as stipulated in writing by the record owner of such main structure with the permitting official. Sign bases not containing a commercial message are not included in the computation of area.

No sign shall exceed sixty four (64) square feet in area nor exceed a height equal to the lowest point of the roof of the structure to which it may be affixed, unless otherwise specifically provided for and permitted under 7.13.1.7. Roof and mansard façade signs.

In addition to the maximum allowed combined total area permitted for such businesses in a separate main structure, there shall be permitted one additional wall sign or projecting sign, not to exceed (twenty (20)) (six (6)) square feet for business identification for each such business.

Two additional signs for the separate main structure shall be permitted not to exceed twenty five (25) square feet each if the separate main structure faces more than one public street or navigable water.

7.13.1.4 Multiple incidental and directory signs.

Signs on the interior of a lot shall be allowed and do not require a permit. The square footage of these signs is not included in determining the total permitted sign area. Such signs must relate to the business being conducted on the lot and such signs shall not be advertising for a business located off premise.

7.13.1.5 Signs hung on marquees.

No sign shall be hung on a marquee, canopy, awning, or portico if such sign shall extend beyond the established street line. The area of any such sign shall be included in determining the total permitted area.

7.13.1.6 Signs, advertising occupants, etc.

Signs advertising only the name of the occupant of a store, office or building, the business or occupation conducted or the products sold therein may be placed on show windows; provided, that not more than 30 percent of the area of such windows shall be covered. The square footage of any such sign shall be included in determining the total permitted area of signs.

7.13.1.7 Roof and mansard façade signs.

Any such roof or mansard façade sign shall not exceed 32 square feet in sign area. The area of any such sign shall be included in determining the total permitted sign area. Signs on mansard façade shall not extend above the highest point of the mansard façade. Roof signs shall begin one foot from roof edge and not extend more than four vertical feet from that point.

7.3.1.8 Free standing signs

(There shall be no more than one (1) free standing sign for any separate main structure whether occupied by one or more licensed businesses on a lot of record.) (Each such licensed business occupying a separate main structure shall be permitted one (1) free standing sign on a lot of record.) The maximum area of any such free standing sign shall be sixty four (64) feet and such free standing sign shall not exceed twelve (12) feet in height. The area of such sign shall be included in determining the maximum square footage area permitted any such business or structure, as applicable under Sec. 7.13. The height of the free standing sign shall be determined from existing grade within a radius not to exceed six (6) feet from the support system of the free standing sign. The base of any sign without a commercial message is not included in the computed permitted sign area. Sign bases are included in the overall height. Each free standing sign must incorporate a legally assigned street number for the business that it identifies or advertises. Free standing signs shall not be placed within the established sight distance triangle.

7.13.1.9 Window signs.

A window sign shall be considered as a wall sign, and shall not exceed more than 30% of the window area in which they are displayed and shall not be placed higher than ten (10) feet above the entrance of the door sill plate. Such signs shall be limited to a maximum combined area of 64 square feet total and shall not exceed ten (10) feet in height. The area of any such sign shall be included in determining the total permitted sign area.

7.13.1.10 Flags, Commercial.

Two flags, displaying a commercial message, with a maximum area each of fifteen (15) square feet shall be permitted for any business. Flags must be mounted securely to a wall or from a permanent flag pole. A home occupation is allowed one flag with a commercial message no greater than 15 square feet. Flags not exceeding 15 square feet in area and displaying an art design which reflects merchandise sold on the premises without any commercial wording, or “open and welcome flags” are permitted. The area of any such flags shall not be included in determining the total permitted sign area.

7.13.1.11 Projecting signs.

One projecting sign shall be permitted for any licensed business fronting on any public road or parking lot with public entrance to such business. Any such sign shall not exceed twelve (12) feet in height from grade and shall not exceed ~~six (6)~~ (twenty (20)) square feet in area. Such sign shall maintain a vertical clearance from any sidewalk, adjacent to said business of not less than nine (9) feet and shall not extend beyond the outside edge of the public sidewalk. If such sign extends over a public right-of-way, a Land Use Permit is required. The area of any such sign shall be included in determining in the total permitted sign area of any such business.

7.13.1.12 Changeable letter signs.

Manually changeable sign(s) shall be permitted when built as an integral part of the business identification sign(s). The area of the changeable letters portion of the business identification sign(s) shall not exceed fifteen square feet or one third of the total area of the sign(s) whichever is less. The total area of the changeable letter area shall be included in determining the total permitted sign area for any such business and shall meet any applicable sign height restrictions.

Nonprofit and charitable organizations shall be permitted stand alone changeable letter signs which conform to Section 7.4.2. Temporary signs nonprofit and charitable organizations.

# Commercial Signs

(Town of Chincoteague Zoning Ordinance Section 7.13)

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The following list of permitted commercial signage is intended for comparison and analysis only. Business owners are required to follow the full requirements of the Sign Ordinance and permit process and should not rely on this list.

## Commercial Signs included within the maximum 100 square foot sign area permitted per lot

- 2 signs per business
- Total sign area permitted upon any lot shall not exceed 100 sq.ft
- 1 sq.ft. per 1 foot of building width, whichever is less
- 64 sq.ft. maximum size of any one sign
- Free standing signs, limit 1 per lot, maximum 64 sq.ft., not more than 12 feet high
- Hanging Signs, Canopy, Awning, Portico, or Marquee signs
- Tenant Window Signs, maximum 30% of window area
- Roof and mansard signs, maximum 32 sq.ft.
- General window signs
- Flags, limit 2 per lot, maximum 15 sq.ft. each
- Projecting sign, 1 sign per occupancy along any public road, maximum 6 sq.ft., not more than 12 feet high
- Changeable letter signs, maximum 15 sq.ft. or 1/3 of sign area

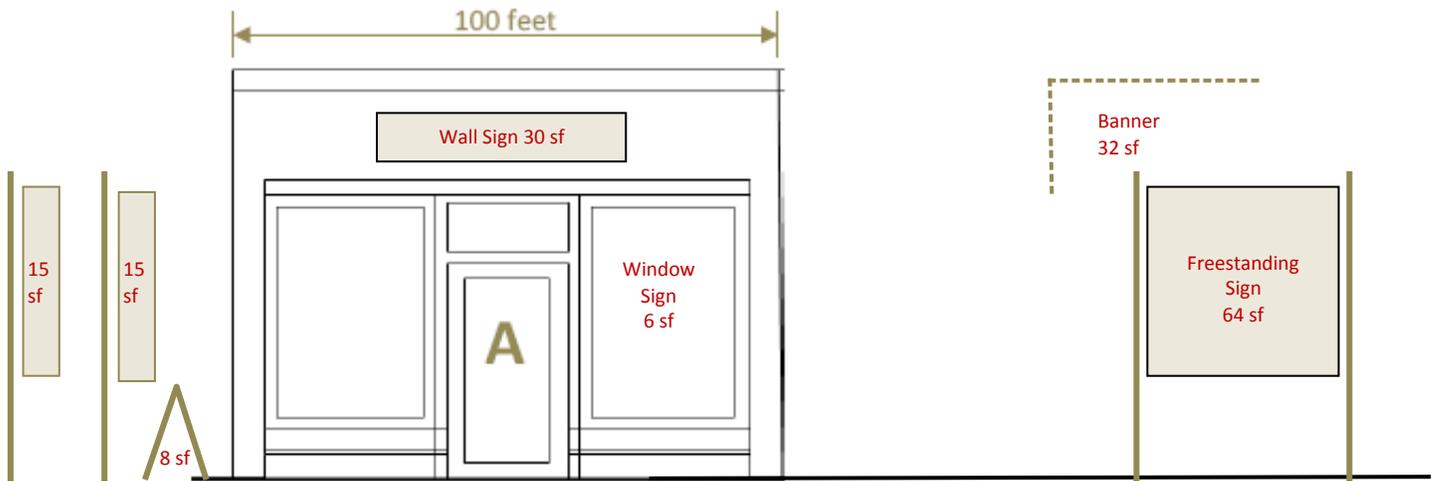
## Commercial Signs not calculated in the maximum 100 square foot sign area permitted per lot

- 2 signs per building, 25 sq.ft. each, if facing more than one street right of way or waterfront
- Incidental and directory signs
- Flags, 15 sq.ft. each with art design/open/welcome message
- 1 wall or projecting sign per business in a multi business building, maximum 20 sq.ft.

Freestanding Sign Area?

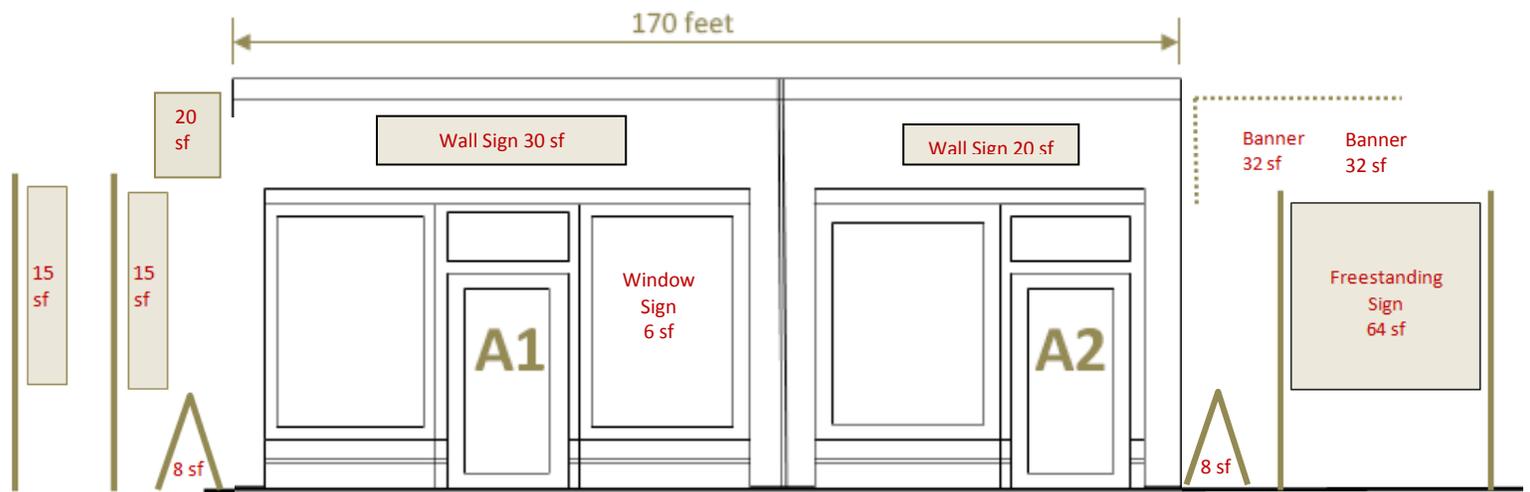
## Other signs permitted by right or as temporary signs

- Directional signs, maximum 4 sq.ft. each, located 5 feet from property line
- Menu/Sandwich Board signs, 1 per business, maximum 8 sq.ft., located on private property
- Real Estate signs, 1 per property, maximum 4 sq.ft., up to 6 feet high, located 15 feet from roadway
- Banners, 1 per business or 1 per lot for each 100 feet of street frontage, maximum 32 square feet, maximum 8 weeks display per year
- Special Event, 1 per lot, maximum 16 sq.ft., located 25 feet from right of way, remove following event
- Pennants, 100 feet per lot, 2 times per year, not to exceed 2 weeks each time



One Lot / One Business (Sec. 7.13.1.1)

**A – 100 sf (+70 sf)**



One Lot / One Building / Multiple Businesses (Sec. 7.13.1.2)

**A1 – 100 sf (+75 sf)**

**A2 – 20sf (+55 sf)**



One Lot / Multiple Buildings / Multiple Businesses (Sec. 7.13.1.3)

**A – 100 sf (+55 sf)**

**B – 0sf (+55 sf)**