



# TOWN COUNCIL REGULAR MEETING

March 04, 2024 at 7:00 PM

*Council Chambers – Town Municipal Center*

## AGENDA

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**CALL TO ORDER** – *Mayor Leonard*

**INVOCATION** – *Councilman Taylor*

**PLEDGE OF ALLEGIANCE** – *Mayor Leonard*

**CONSIDER REMOTE PARTICIPATION** – *Mayor Leonard*

**PUBLIC COMMENT** – *Mayor Leonard*

**DISTRICT 1 SUPERVISOR REPORT** - *Supervisor Tarr*

**AGENDA ADOPTION** – *Mayor Leonard*

**STAFF REPORTS** - *Mr. Tolbert*

1. [General Government February 2024](#)
2. [CPD Report February 2024](#)
3. [Public Works Report February 2024](#)
4. [Emergency Services Report February 2024](#)

**COMMITTEE REPORTS** – *Council*

5. [Public Works Committee Minutes](#)
6. [Budget and Personnel Committee Minutes](#)
7. [Planning Commission Minutes](#)

**ADOPTION OF MINUTES** - *Mayor Leonard*

8. [Council Meeting Minutes February 5, 2024](#)
9. [Council Workshop Minutes February 15, 2024](#)

**CHINCOTEAGUE ISLAND LIBRARY REPORT** - *Mr. Bryce VanStavern*

**CONSIDER LETTER OF SUPPORT AND RESOLUTION - ACCOMACK COUNTY** - *Mr. Tolbert*

10. [Letter of Support](#)
11. [Route 175 Improvement Resolution](#)

**CONSIDER COMMUNITY SUPPORT POLICY - *Mr. Tolbert***

12. [Community Support Memo](#)
13. [Community Support Policy](#)
14. [Community Support Application Form](#)

**MAYOR AND COUNCIL COMMENTS – *Mayor Leonard***

**CLOSED MEETING**

15. [Closed Meeting Motion](#)

**CERTIFICATION OF CLOSED MEETING *in Accordance with § 2.2-3712 (D) of the Code of Virginia***

16. [Certification Motion](#)

**ADJOURN**

# General Government – January 2024

## Community Center

The center hosted 6 events in February, along with our morning walkers. We had 36 email requests for more information, booked 3 weddings, a wrestling match for August, an additional blood drive for the Red Cross (also in August) and received multiple registrations for the job fair on March 23<sup>rd</sup>.



On Wednesday the 7th, the center hosted Island Roots for a Valentine’s themed succulent garden with 19

On Tuesday the 20<sup>th</sup> Island Roots also did a resurrection dish garden with 20 people.



On Thursday February 15<sup>th</sup>, the Chamber of Commerce held their annual membership meeting which was attended by 55 people. Guest speakers from NASA and Virginia Spaceport Authority informed the members of upcoming launches and the progress happening at Wallops Island.



The Chincoteague Volunteer Fire Company held their annual awards banquet at the center on Saturday February 17<sup>th</sup>. A large crowd attended and by all accounts was a great night celebrating the success of the organization's members.

We have a new brochure!!



*Make the Chincoteague Center the choice for your next special event!*

Centrally located in the heart of Chincoteague Island, the Center is an idyllic setting for your next event.

Our premier, state of the art event rental facility is the perfect venue for:

- Conventions • Corporate Events
- Festivals • Meetings • Concerts
- Conferences • Weddings • Reunions



**757-336-6519**

6155 Community Drive

Chincoteague Island, VA 23336

email: [center@chincoteague-va.gov](mailto:center@chincoteague-va.gov)

website: [thechincoteaguecenter.com](http://thechincoteaguecenter.com)



### OUR LOCATION

The Chincoteague Center is a unique event venue on the Eastern Shore of Virginia, surrounded by the peaceful beauty of Assateague Island National Seashore and the Chincoteague National Wildlife Refuge. We are centrally located within walking distance of hotels, shops, art studios, restaurants, museums, and in close proximity to the NASA Wallops Flight Facility, The Mid-Atlantic Regional Spaceport and NOAA. Our natural beaches, wild ponies, boating, biking, fishing – even rocket launches – make the Chincoteague Center an unforgettable event setting.



### OUR FACILITY

Our modern, spacious building can host 40 to 400 guests in 9,000 sq./ft. Simply by arranging our walls, our flexible facility can accommodate a small, intimate reception or a large, lavish affair.

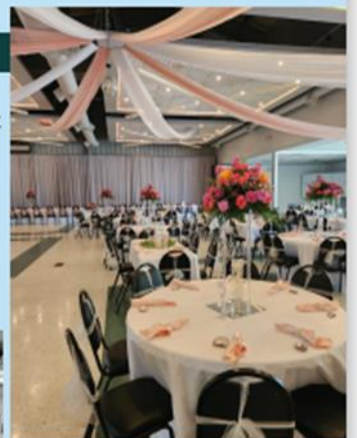
- Banquet-style seating for up to 400
- Modular multi-purpose rooms
- 14' x 32' multi-tiered stage
- 120" HD projector screen and HD projector
- Handicap accessible



### OUR SERVICES

Professional consultants are available to make sure your event runs as smoothly as possible, including:

- Floor plans and seating
- Beverage and bar service
- Catering facilities
- Free, high speed internet
- Executive business amenities



*Reserve your date now!*

*"Great facility! The staff are super nice and very friendly and cooperative."*

Eric P.



**757-336-6519**

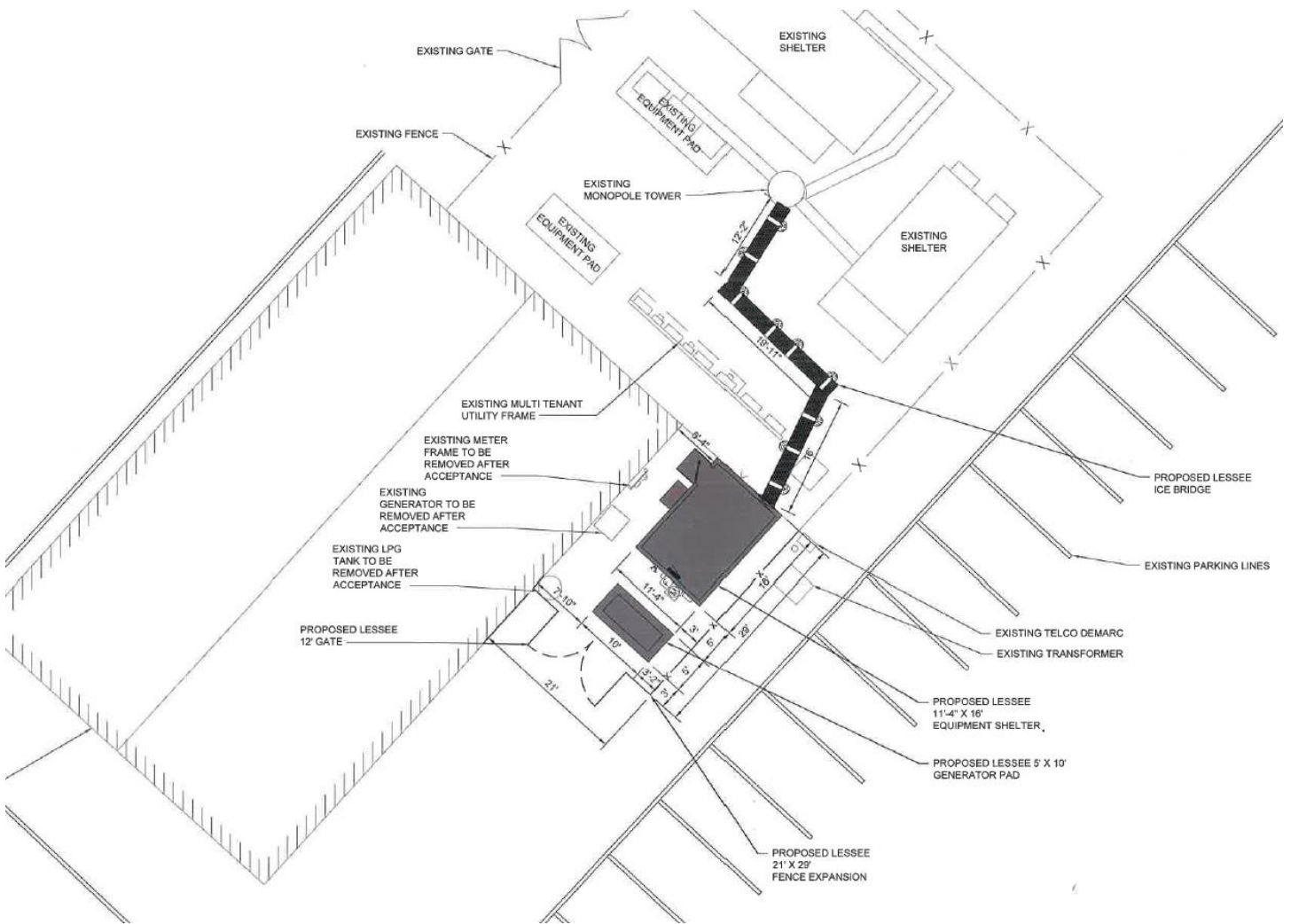
6155 Community Drive  
Chincoteague Island, VA 23336

**911 Project**

The new 911 system project is well underway. During planning, the County was able to include 2 new dispatch consoles in their grant for the Town of Chincoteague. At this time, the Town will be receiving both Symphany consoles, installed by the contractor, L3 Harris, at no cost to the Town. This will allow the town to seamlessly interface with other dispatch services and emergency providers in both counties. We will be responsible for our share of the colocation of a broadcast antenna on the tower and the annual maintenance and licensing costs for the consoles. The total annual cost should, however, save the Town approximately \$4,700 per year over the agreement we have with our current cloud dispatch service provider.

As part of the project, contractors will build a new equipment shelter and standby generator at the base of our tower East of our public works equipment shed to house the associated equipment.

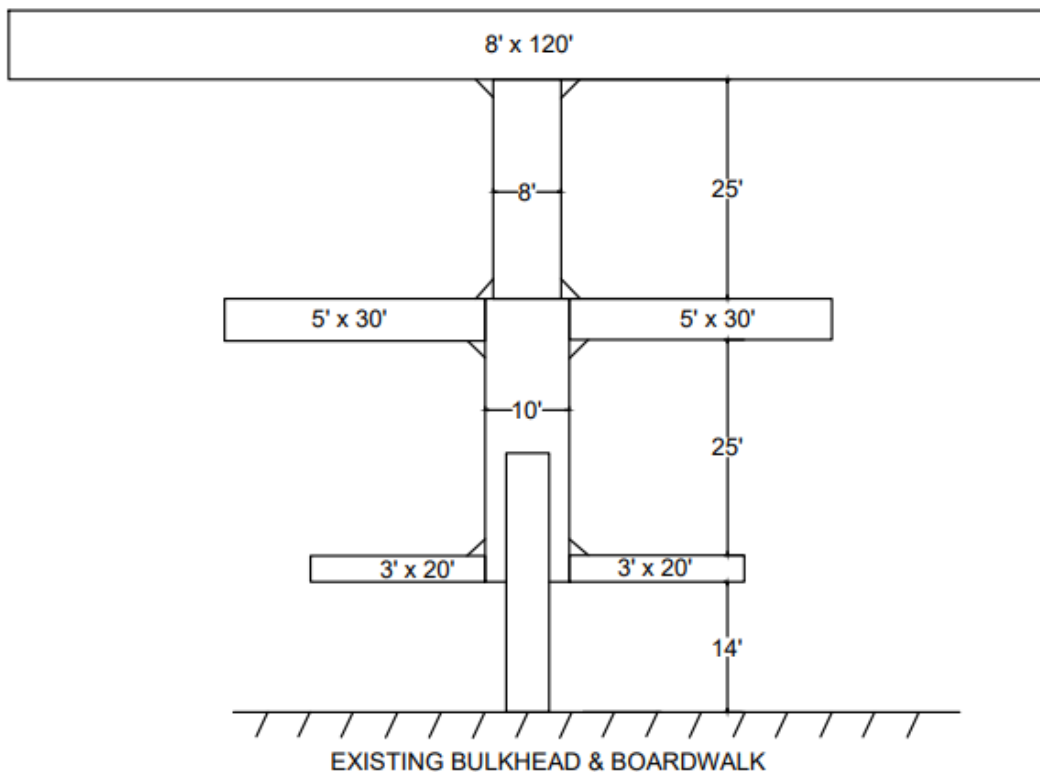
The project is currently in the final phase of planning and construction should begin in March. Testing of the system will commence before October and full-scale operations of the new system are scheduled to begin by February 2025.



**Grants:**

**Water TA** – Several months ago, I applied to the EPA’s Water Technical Assistance (TA) program. The Water TA program exists to assist communities with applications for federal funding, for water and sewer infrastructure projects. With the current available funding through the Bipartisan Infrastructure Law (BIL) this program will be very important in helping us obtain our share of the available funds. I intend to apply for funding for our new sewer system as well as the relocation of our wells from WFF property. I have had the first meeting with our advisory team from the University of Maryland to review our plans and they confirmed that our projects should qualify for funding. They are currently working on a plan to fund a well relocation study. This study will identify potential properties, routes and costs associated with relocating our wells and transporting that water to our existing distribution system.

**VPA** – I have submitted the formal application for our planned floating dock project at Robert Reed Park to the Virginia Port Authority. Vernon and I presented the project to the VPA Board of Directors on February \_\_\_ Via Zoom. We should know if we received funding or not by June. This project would greatly enhance the downtown area by making water access to Robert Reed Park much more convenient allowing boaters to dock and patronize the downtown businesses with very little effort.



**SLPP** – The Septic Local Partners Program provides funds for the repair or replacement of failing septic systems. You will remember that the Town was awarded \$750K by the DEQ under this grant. After several months of work, I reviewed and signed the Septic Local Partners Program (SLPP) agreement last Wednesday and returned it to the DEQ. We are now working on the program application form and will get that posted as soon as it is finished. The program allows either 50% or 100% reimbursement for each project depending on the applicant’s income. The program will require a committee to review and approve applications and select projects for inclusion in the grant.

RSG – The Local Assistance Division of VDOT operates a program entitled Ready Set Go. RSG is designed to provide localities with free planning support to develop eligible Transportation Alternative Program (TAP) applications. I submitted an application for this program a few months ago and we were notified last Wednesday of our selection. The project that I submitted is 1 mile of new sidewalk on South Main Street connecting the existing sidewalk just south of Beebe Rd. to Curtis Merritt Harbor. The recent development in this area will undoubtedly produce more pedestrian traffic. If successful, A TAP grant could cover much of the cost of this project.







Billy King continues to do a great job as our Director of Transportation. The Name the trolley survey will be completed on March 22. Chincoteague Elementary School Students were given 4 choices of names for the new trolley. All were names of famous Chincoteague Ponies. The name with the most votes will be proposed for the name of the new trolley that we took delivery of last Fall.

Trolley service will begin again on May 3 for the 2024 season but right now, we are preparing for the March 13 visit of the Virginia Tourism Commission Conference to be held at the Community Center. Billy obtained permission from DRPT to use the trolleys to transport the conference attendees to the various events that Mary Esther has scheduled for them.

Billy has proposed 3 new trolley stops for the 2024 season. They would be at Deep Hole and Hibiscus Dr., Seaweed Dr. and Main St and Ridge Rd. at Beebe Ranch. These stops would serve previously underserved areas of the Island.

**Sewer Collection System:**

Davis Bowen and Friedel is now actively working on the collection system design for our initial public sewer system. I'm sure that most of you have noticed the surveying crews in and around Maddox Blvd and Main Street. Surveying work along the defined route began late last month and will continue for several more weeks.

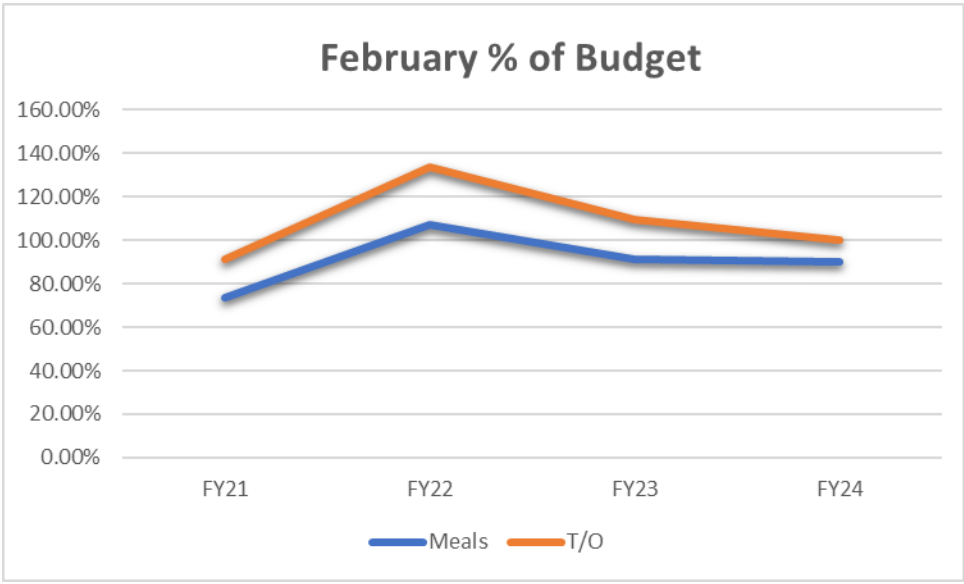
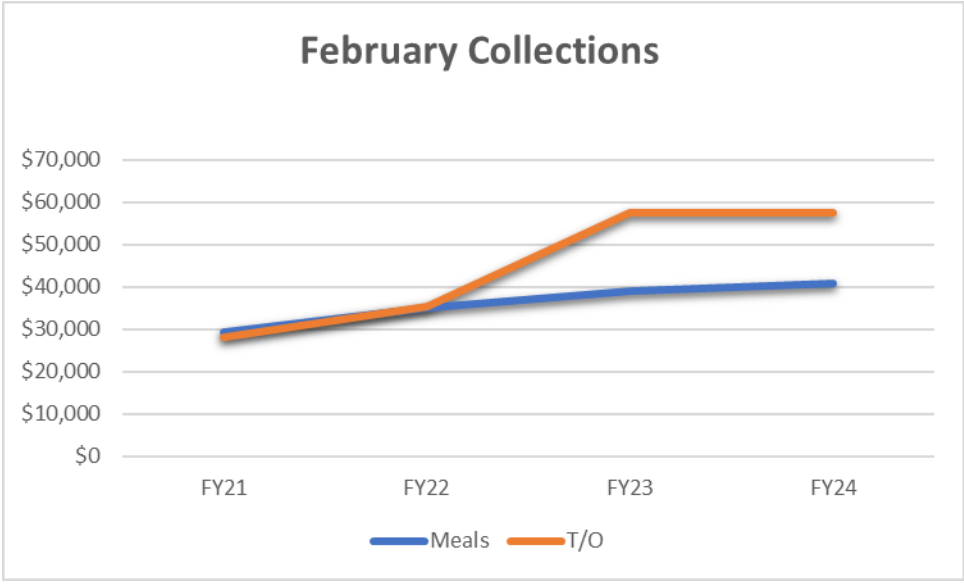


**Meals and TOT:**

The data in the table below represent collections for the month of February which reflect the level of business by food and lodging establishments in Town for the month of January. Both meals and TOT are up slightly for the month year over year and easily exceed the two-year average. TOT is basically at 100% of budgeted revenue and Meals Tax should achieve its budget by the end of April.

Figures shown are for accounts posted by 02-28-24.

Meals and TOT February (January Activity)					
February Collections			Fiscal Year		
Meals Tax	Tax Collected	2 year average	Budget	YTD	% of Budget
FY21	\$29,259	\$37,041	\$1,100,000	\$812,034	73.82%
FY22	\$35,131		\$1,000,000	\$1,073,943	107.39%
FY23	\$38,950		\$1,200,000	\$1,094,524	91.21%
FY24	\$40,949		\$1,300,000	\$1,169,905	89.99%
<b>Deviation from 2 yr. Meals Tax Avg.</b>		<b>\$3,909</b>			
T/O Tax	Tax Collected	2 year average	Annual Budget	YTD	% of Budget
FY21*	\$28,298	\$46,482	\$1,290,000	\$1,175,241	91.10%
FY22	\$35,452		\$1,400,000	\$1,871,234	133.66%
FY23	\$57,511		\$1,700,000	\$1,860,076	109.42%
FY24	\$57,548		\$2,000,000	\$1,996,989	99.85%
<b>Deviation from 2 yr. T/O Tax Avg.</b>		<b>\$11,067</b>			
*Increase in T/O Tax from 4% to 5% effective 1-1-21					



The summary below reflects the Town’s overall budget picture as of February 27, 2024, for the first 8 months of FY24. As stated previously, the expenses at the Community Center will fall in line once end of year transfers are made. The spring budget amendment that we will present in April will bring this summary more in line with previous years.

<b>BUDGET vs ACTUAL - February 2024</b>							
<b>10 GENERAL FUND</b>	<b>FY24 Budget</b>	<b>FY23 MTD</b>	<b>FY24 MTD</b>	<b>FY23 YTD</b>	<b>FY24 YTD</b>	<b>Variance</b>	<b>%</b>
GENERAL FUND REVENUE TOTAL	\$ 7,563,652.00	\$ 225,343.07	\$ 304,987.92	\$ 7,054,008.04	\$ 6,175,874.56	\$ (1,387,777.44)	82%
GENERAL FUND EXPENSE TOTAL	\$ 7,563,652.00	\$ 299,535.60	\$ 448,593.40	\$ 3,495,409.24	\$ 4,412,368.32	\$ 3,151,283.68	58%
GENERAL GOVERNMENT EXPENSE TOTAL	\$ 2,469,519.00	\$ 78,008.40	\$ 158,453.24	\$ 1,029,894.16	\$ 1,364,977.22	\$ 1,104,541.78	55%
EMS EXPENSE TOTAL	\$ 1,304,989.00	\$ 58,219.14	\$ 79,213.49	\$ 591,413.14	\$ 656,739.39	\$ 648,249.61	50%
PUBLIC WORKS EXPENSE TOTAL	\$ 1,302,870.00	\$ 41,029.01	\$ 69,088.32	\$ 753,231.36	\$ 833,695.50	\$ 469,174.50	64%
MOSQUITO CONTROL EXPENSE TOTAL	\$ 138,241.00	\$ -	\$ 8,391.91	\$ 159,796.42	\$ 65,973.78	\$ 72,267.22	48%
ROADS EXPENSE TOTAL	\$ 705,160.00	\$ 5,929.60	\$ 13,743.50	\$ 139,876.24	\$ 431,423.42	\$ 273,736.58	61%
POLICE EXPENSE TOTAL	\$ 1,313,220.00	\$ 97,301.79	\$ 99,113.96	\$ 645,955.95	\$ 866,874.23	\$ 446,345.77	66%
DISPATCHER EXPENSE TOTAL	\$ 329,653.00	\$ 19,047.66	\$ 20,588.98	\$ 175,241.97	\$ 192,684.78	\$ 136,968.22	58%
<b>30 CURTIS MERRITT HARBOR</b>	<b>FY24 Budget</b>	<b>FY23 MTD</b>	<b>FY24 MTD</b>	<b>FY23 YTD</b>	<b>FY24 YTD</b>	<b>Variance</b>	<b>%</b>
CURTIS MERRITT HARBOR REVENUE TOTAL	\$ 868,284.00	\$ 7,366.00	\$ 4,200.00	\$ 219,783.73	\$ 476,478.51	\$ (391,805.49)	55%
CURTIS MERRITT HARBOR EXPENSE TOTAL	\$ 868,284.00	\$ 165,656.56	\$ 20,167.55	\$ 739,513.85	\$ 388,237.78	\$ 480,046.22	45%
<b>70 TROLLEY</b>	<b>FY24 Budget</b>	<b>FY23 MTD</b>	<b>FY24 MTD</b>	<b>FY23 YTD</b>	<b>FY24 YTD</b>	<b>Variance</b>	<b>%</b>
TROLLEY REVENUE TOTAL	\$ 259,833.00	\$ -	\$ -	\$ 35,253.46	\$ 225,001.39	\$ (34,831.61)	87%
TROLLEY EXPENSE TOTAL	\$ 259,833.00	\$ (35.02)	\$ 3,610.96	\$ 38,043.83	\$ 52,000.35	\$ 207,832.65	20%
<b>80 WATER</b>	<b>FY24 Budget</b>	<b>FY23 MTD</b>	<b>FY24 MTD</b>	<b>FY23 YTD</b>	<b>FY24 YTD</b>	<b>Variance</b>	<b>%</b>
WATER REVENUE TOTAL	\$ 1,015,000.00	\$ (409,363.19)	\$ 97,938.90	\$ 227,591.24	\$ 814,899.95	\$ (200,100.05)	80%
WATER EXPENSE TOTAL	\$ 1,015,000.00	\$ 54,654.78	\$ 34,869.45	\$ 418,385.31	\$ 426,731.46	\$ 588,268.54	42%
<b>85 CENTER</b>	<b>FY24 Budget</b>	<b>FY23 MTD</b>	<b>FY24 MTD</b>	<b>FY23 YTD</b>	<b>FY24 YTD</b>	<b>Variance</b>	<b>%</b>
CENTER REVENUE TOTAL	\$ 194,650.00	\$ 9,625.00	\$ 1,500.00	\$ 322,245.17	\$ 140,639.92	\$ (54,010.08)	72%
CENTER EXPENSE TOTAL	\$ 194,650.00	\$ 2,097.27	\$ 9,891.93	\$ 85,113.43	\$ 391,638.48	\$ (196,988.48)	201%
REVENUE TOTAL	\$ 9,901,419.00	\$ (167,029.12)	\$ 408,626.82	\$ 7,858,881.64	\$ 7,832,894.33	\$ (2,068,524.67)	79%
EXPENSE TOTAL	\$ 9,901,419.00	\$ 521,909.19	\$ 517,133.29	\$ 4,776,465.66	\$ 5,670,976.39	\$ 4,230,442.61	57%
Difference					\$ (2,161,917.94)	\$ 2,161,917.94	

**Building and Zoning:**

From January 28,2024 to February 28, 2024, the Building and Zoning Department issued 28 building permits, conducted 42 inspections and 11 case activity inspections.

8 Business License site visits.

16 code cases

16 zoning site visits.

15 building permit plans' reviews.

27 walk- ins for building and zoning questions.

**The total value for the building cost of construction. \$1,179,010.00**

**The total building permit fees collected were \$ 4,323.65.**





# Permit Fee Report

01/28/2024 - 02/28/2024

permit type	LOCATION ADDRESS	Permit Issuance Date	Total Building and Zoning	Total General	Estimated Cost of Construction	Primary Contractor
Reroof	6286 Popular St.	2/27/2024		54.00	9,989.00	TIGER ROOFING
Reroof	5384 North Hibiscus Drive	2/22/2024		54.00	9,000.00	SHORE LINE BUILDING
ALTERATION	3304 Main Street	2/22/2024	96.00		22,700.00	MATTHEW REED
Fence	6349 Circle Drive	2/22/2024		54.00	7,769.00	ANDERSON FENCE
New Residential Construction	LOT 2 BUNKER HILL RD Parcel: 04500A0000009A2	2/22/2024	1,523.20		250,000.00	BIC INC
ACCESSORY BUILDING	LOT R-75 TOMS COVE	2/21/2024		54.00	6,000.00	BEAUTIFUL FLOORS AND MORE
Fence	4423 Eastwinds	2/21/2024		54.00	3,000.00	DON GLOVER
Reroof	6438 Annamessex Lane	2/21/2024		54.00	11,991.00	SPICER BROS CONSTRUCTION
Demolition	8187 Sea Gull Drive	2/16/2024	36.00		1,500.00	OWNER
Reroof	7282 Jones Lane	2/16/2024		54.00	9,344.00	SPICER BROS CONSTRUCTION
Reroof	7722 East Side Road	2/16/2024		54.00	12,000.00	OWNER
ACCESSORY BUILDING	5094 Richardson Street	2/15/2024		54.00	10,000.00	BACKYARD BARNs
Reroof	7153 Holly Ridge Drive	2/13/2024		54.00	7,000.00	PROJECT SERVICES UNLIMITED
FOUNDATION REPAIR	4437 Eastwinds	2/12/2024	96.00		2,000.00	JORGENSEN CONSTRUCTION
Fence	6473 Phipps Lane	2/9/2024	54.00		700.00	OWNER
ACCESSORY BUILDING	Parcel: 031A003000011B0	2/8/2024	54.00		3,000.00	SPANGLER CONSTRUCTIO
BULKHEAD	2383 Main Street		108.00		45,000.00	BIC INC
Reroof	5290 Meadow Drive	2/5/2024		54.00	14,500.00	PENINSUAL ROOFING COMPANY

ACCESSORY BUILDING	4460 Williams Lane	2/5/2024	54.00		5,400.00	OWNER
New Residential Construction	Piney Island, Woodland Dr, Lot 3B-2 0310004000003B2	2/23/2024	608.00		450,000.00	BAYSIDE CONSTRUCTION CO LLC
Demolition	8170 Seahorse Drive	2/2/2024		36.00	6,500.00	JOHN HOWARD
Zoning	6341 Church Street	2/1/2024	54.00		0.00	
ACCESSORY BUILDING	7079 Wayne Road	2/1/2024	96.00		9,427.00	BACKYARD BARN
Reroof	6415 Leonard Lane	1/31/2024		54.00	24,291.00	SPICER BROS CONSTRUCTION
ADDITION	7452 Memorial Park Drive	1/31/2024	168.96		120,000.00	BILLY REED CONSTRUCTION
ACCESSORY BUILDING	5300 Meadow Drive	1/30/2024	107.52		8,000.00	OWNER
DECK	5064 Wildcat Lane	1/29/2024	96.00		9,899.00	SHORE SIDING
Renovations	3365 Peaceful Lane	1/29/2024	403.20		120,000.00	BIC INC
			<b>3,554.88</b>	<b>684.00</b>	<b>1,179,010.00</b>	

Total Records: 28

2/28/2024



**CHINCOTEAGUE POLICE DEPARTMENT**

**MONTHLY REPORT TO COUNCIL  
FEBRUARY 2024**

The Chincoteague Police Department received 267 calls for service which resulted in 15 investigations of criminal offenses that included 1 strangulation of another, 2 driving under the influence, 2 drunk in public, 1 refusal to take a breath test, 1 grand larceny, 1 hit and run, 3 cruelty to animals, 1 theft from a vehicle, 1 utter/forged check, 1 driving after forfeiture of license and 1 construction fraud. There were 6 arrests with 11 charges as a result of the investigation.

The Department also responded to 3 animal complaints, 3 alarms, 2 suspicious activities, 2 civil problems, 1 control burn check, 7 assisting other agencies and 7 welfare checks.

In addition, 123 security checks and 10 public service calls were conducted.

The Department issued 11 citations and 15 warning tickets.

In support of the Fish and Wildlife Service in Virginia (Assateague) the department dispatched 1 drunk in public and 1 suspicious activity.

On February 1<sup>st</sup> and 2<sup>nd</sup> SRO Carmody and SRO Geminiani attended an active shooter class in Hampton, Va.

On February 6<sup>th</sup> Chief Greenley and Dispatcher Lewis attended a meeting with Deputy 911 Director, Krista Kilmon in reference to an active shooter class for dispatchers.

On February 12<sup>th</sup> – 15<sup>th</sup>, 2024, Pfc. Stevens attended FTO certification training class at HRCJTA.

On February 27<sup>th</sup>, 2024, Inv. Barnes and SRO Geminiani attended an intoxilyzer recertification class in Virginia Beach.

*Public Works: February*

Water Department: In addition to regular daily activities, seven new services were installed as well as three service leaks that were repaired/replaced.



Used rainy days to perform routine maintenance, grease and clean equipment.





Built shelving for storage at Brianna’s Park bathroom and at the Center in what used to be the boiler room.





Several trees down on the unpaved nature trail.

Additional wind screens at the tennis courts.



**Items Planned to be completed in March.**

- **Send out bid package for Spring Paving**
- **Harbor and Robert Reed pier replacement complete with the exception of one pier.**
- **Trail and Exercise Equipment @ Brianna's Park.**
- **Continue routine maintenance of equipment and vehicles.**

## TOWN OF CHINCOTEAGUE EMERGENCY SERVICES MONTHLY REPORT

### EMERGENCY MEDICAL SERVICES DIVISION

**Reporting Period:** 02/01/2024 – 02/27/2024

#### **TOTAL EMS RESPONSES: 61**

(7 MORE THAN IN SAME PERIOD 2023): 54

ADVANCED LIFE SUPPORT: **24**

BASIC LIFE SUPPORT: **19**

OTHER: **18** (Fire Stand-by, Public Assist Calls, etc.)

HAZMAT: **0**

### COMMUNITY SERVICE

#### **BP SCREENINGS**

Five BP screenings were conducted at the station this month.

### PLANNING

#### **ROCKET LAB LAUNCH**

There is a projected launch on March 20<sup>th</sup> for Rocket Lab. The current launch window is 0230, so no additional staffing will be needed for the time period.

### LOGISTICS

#### **NEW AMBULANCE**

The ambulance arrived at the dealer in Yorktown, VA on February 20 and was shown at the 2024 Virginia Rescue Conference in Virginia Beach. There are still a few punch list items to be completed by the dealer. The ambulance should arrive in Chincoteague in early March and be in service by mid-March.

#### **NEW HIRES**

The CEMS hiring process was conducted on February 7 and 8, 2024. The following are the selected candidates and their placement:

Steven Wilson, Advanced-EMT (A Shift)

Paul Stoa, EMT (B Shift)

Jean Jones-Baker, Advanced EMT (C Shift)

Rose Dize, EMT (D Shift)

#### **NEMSIS v3.5 REPORTING**

Patient care reporting software has been revised to meet the new NEMSIS v3.5 reporting standards ahead of the initial timeline. The new timeline from the state was recently moved to June 30, 2024, but we were ready and switched to reporting 3.5 data as the state is equipped to receive that format.



## **TRAINING**

### **CONTINUING EDUCATION**

Staff participated in the following four hours of continuing education in February:

- Immunological Diseases
- EMS Research

### **EMERGENCY MANAGEMENT DIVISION**

- Weather and situational awareness monitoring.
- Attended NASA range schedule workgroup meeting.
- Attended meeting with VDEM Hurricane Planner to discuss the elimination of Hurricane Evacuation Zone D from the upcoming hurricane season. Zone D is the spine of the Eastern Shore and provides faulty numbers when referencing evacuations. This will help with planning inside the newly formed workgroup with Maryland and Delaware for a full-scale evacuation exercise to be conducted in September 2025. State Coordinator Talmadge will have to sign off on the request as well as FEMA Region 3. The next meeting of the exercise planning workgroup will be March 5.

**Public Works Committee Meeting  
February 6, 2024  
Council Chambers  
Minutes**

**Members Present:**

Mrs. Ellen Richardson, Chairperson  
Mr. Arthur Leonard, Mayor  
Mr. Chris Bott, Vice Mayor

**Absent:****Staff Present:**

Mr. Michael T. Tolbert, Town Manager  
Mr. Wes Parks, Public Works Director

**Call to Order**

Chairperson Richardson called the meeting to order at 6:00 p.m.

**Public Participation**

There was none.

**Agenda Adoption**

**Mayor Leonard motioned, seconded by Vice Mayor Bott, to adopt the agenda as presented. Unanimously approved.**

**Review of DBF Progress**

Town Manager Tolbert explained that he and Public Works Director Parks met with the people who make the grinder pumps. There was further discussion.

**Review of Spring Paving Options**

Public Works Director Parks reviewed the Spring Paving Options. He discussed options of where to start, improvements, milling, pavement markings, and possible costs.

They discussed specific drainage repair/upgrade, remarking pavement in areas, cost and where to begin.

**Mayor Leonard motioned, seconded by Vice Mayor Bott to pave Willow Street and investigate doing the storm drain crossings on Piney Island. Unanimously approved.**

**Adjournment**

**Mayor Leonard motioned, seconded by Vice Mayor Bott to adjourn. Unanimously approved.**

**MINUTES OF THE FEBRUARY 13, 2024  
BUDGET AND PERSONNEL COMMITTEE MEETING  
Council Chambers**

**Members Present:**

Mr. Christopher Bott, Chairman  
Ms. Denise Bowden, Councilwoman  
Mr. William T. McComb, Jr., Councilman

**Members Absent:**

**Other Members Present:**

Mrs. Ellen Richardson, Councilwoman

**Staff Present:**

Michael T. Tolbert, Town Manager  
Tyler Greenley, Acting Chief of Police  
Bryan Rush, Director of Emergency Medical Services

**Call to Order**

Vice Mayor Bott called the meeting to order at 6:00 p.m.

**Public Comment**

There was none.

**Agenda Adoption**

**Councilwoman Bowden motioned, seconded by Councilman McComb to adopt the agenda as presented. Unanimously approved.**

**Review General Government, Police Department, and EMS Expenditures**

Town Manager Tolbert briefly reviewed the expenses for each General Government Department.

They discussed donations in depth and Council agreed there should be a donation policy and application process. They also discussed scholarships.

Town Manager Tolbert continued with the review of the General Government expenses and end of year transfers to other funds and reserves.

There was further discussion and Council agreed to give 3; \$1,000 scholarships.

Town Manager Tolbert continued with expenditures for EMS, and Police Department.

There was further discussion.

**Closed Meeting**

**Closed Meeting pursuant to §2.2-3711 A (1) of the Code of Virginia for the purpose of discussion of performance of employees.**

**Councilwoman Bowden, seconded by Councilman McComb to go into a closed meeting pursuant to §2.2-3711 A (1) of the Code of Virginia for discussion and review performance of employees. Unanimously approved.**

**Ayes: Bott, Bowden, McComb**

**Nays: None**

**Absent: None**

**Certification of Closed Meeting in Accordance with §2.2-3712(D) of the Code of Virginia.**

**Councilwoman Bowden, seconded by Councilman McComb to certify that to the best of each Committee Member's knowledge:**

- 1. Only public business lawfully exempted from open meeting requirements was discussed and**
- 2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.**

**Unanimously approved.**

**Ayes: Bott, Bowden, McComb**

**Nays: None**

**Absent: None**

**Adjournment**

**Councilwoman Bowden, seconded by Councilman McComb to adjourn the meeting.**

**Unanimously approved.**

**MINUTES OF THE  
PLANNING COMMISSION MEETING  
TOWN OF CHINCOTEAGUE, VIRGINIA  
FEBRUARY 13, 2024 - 7:00 P.M. – Council Chambers**

**Commission Members Present:**

Mr. Ray Rosenberger, Chairman  
Mr. David Britton  
Mrs. Mollie Cherrix  
Mr. Michael Dendler  
Mr. Steve Katsetos

**Commission Members Absent:**

Mr. K. Savage, Councilman  
Mr. Robert Shendock

**Staff Present:**

Mr. Michael T. Tolbert, P.E., Town Manager

**Call to Order**

Chairman Rosenberger called the meeting to order at 7:00 p.m.

**Invocation**

Chairman Rosenberger offered the invocation.

**Pledge of Allegiance**

Chairman Rosenberger led in the Pledge of Allegiance.

**Public Participation**

Chairman Rosenberger opened the floor for public participation, there was none.

**Adoption of Agenda**

**Mr. Katsetos motioned, seconded by Mr. Britton to adopt the agenda as presented. All present were in favor and the motion was carried.**

**Approval of the Minutes**

**Mr. Katsetos motioned, seconded by Mr. Britton to approve the minutes of the November 14, 2023, meeting as presented. All present were in favor and the motion was carried.**

**Election of Officers for 2024**

Chairman Rosenberger turned the meeting over to Building and Zoning Administrator Bowden to preside over the election of officers.

Building and Zoning Administrator Bowden asked for nominations for the chairman of the Planning Commission.

Mr. Katsetos nominated Mr. Ray Rosenberger. There were no further nominations.

Building and Zoning Administrator Bowden closed the nominations. He called for a vote for Mr. Rosenberger as Chairman. All present were in favor and Mr. Rosenberger was declared the Chairman for 2024.

Building and Zoning Administrator Bowden asked for nominations for the Vice Chairman of the Planning Commission.

Mr. Katsetos nominated Mrs. Mollie Cherrix. There were no further nominations.

Building and Zoning Administrator Bowden closed the nominations. He called for a vote for Mrs. Mollie Cherrix as Vice Chairwoman. All present were in favor and Mrs. Cherrix was declared the Vice Chairwoman.

Chairman Rosenberger asked for nominations for the secretary of the Planning Commission.

Mr. Katsetos nominated Building and Zoning Administrator Bowden as Secretary of the Planning Commission. There were no further nominations.

Chairman Rosenberger closed the nominations. He called for a vote for Building and Zoning Administrator Bowden as Secretary. All present were in favor and Building and Zoning Administrator Bowden is declared the Secretary.

### **Sample Cottage Regulations**

Chairman Rosenberger explained that this started last October. It concerns how the Town will administer a proliferation of house boats.

Building and Zoning Administrator Bowden advised he has received calls this week regarding houseboats.

Mr. Britton asked who has jurisdiction over this.

Building and Zoning Administrator Bowden advised that where the Town has jurisdiction, it would be if it's moored to a dock, using utilities, or used for rentals.

Chairman Rosenberger feels the big issues are within navigable waters, docking and mooring units, if they're associated or have contact with the shore.

Building and Zoning Administrator Bowden feels if it's a houseboat and they come in parking beside a dock for a day or two it would be considered a marine vessel, licensed and doing what it is supposed to do. However, if they pull up to a dock or bulkhead and anchor keeping it there for a long period of time and try to use it as a rental, that is where they need guidance. He added that you can have a private pier and have your houseboat tied to it. But, when you get into other aspects of that, you have to have parking and sanitation.

There were comments and further discussion about sanitation.

Building and Zoning Administrator Bowden stated that if the Planning Commission is okay with the regulations, he will forward it to Council to schedule a joint public hearing.

**Mr. Katsetos motioned, seconded by Mr. Britton to send the regulations to Council for a joint public hearing. All present were in favor and the motion was carried.**

### **Section H HOUSEBOATS**

#### **Definitions.**

Definitions under this section are in addition to the definitions within Article II which are expressly incorporated herein.

"Houseboat" means a structure or facility floating or non-floating, on or in any waterway, including but not limited to so-called liveaboards, which is designated and/or fitted out to be used as living quarters or personal or commercial overnight accommodations for one or more persons, whether permanent or seasonal and whether owned by or leased, rented, or licensed to the user.

"Liveaboard" means any vessel on any waterway which has been outfitted to include living quarters either on a permanent or temporary basis.

"Transient" means to occupy for less than 30 consecutive days.

#### **Use and occupancy of houseboats; houseboat occupancy permits.**

- A. No houseboat or liveaboard may be used for habitation on a permanent basis or for more than 30 consecutive days.

The owner of a houseboat or liveaboard, with respect to A above, may use and occupy such vessel or structure for habitation on his or her property or in a commercial marina. A houseboat or liveaboard may be moored at the owner's private dock or private marina to the extent permitted by law if all of the following requirements are met:

- (1) The houseboat or liveaboard is equipped with one of the following:
  - (a) An operable coast guard certified marine sanitation device;
  - (b) Any sewage system approved by the Virginia Department of Health.
- (2) The houseboat or liveaboard is capable of and outfitted for self-propelled navigation.
- (3) The houseboat or liveaboard does not obstruct navigation.
- (4) The houseboat or liveaboard is moored in compliance with all applicable state and federal laws.

- B. No person shall use, occupy or permit the use or occupancy of a houseboat or liveaboard for habitation for any length of time within town limits, by renting, leasing, subletting, licensing, or otherwise offering, either permanently or on a temporary basis, except if such vessel or structure is located within a legal commercial marina operated pursuant to the town zoning ordinance. Any use or occupancy of a houseboat or liveaboard for habitation by renting, leasing, subletting, licensing, or otherwise offering shall be on a transient basis only.

A houseboat or liveaboard may be moored in a commercial marina if all of the following requirements are met:

- (1) The houseboat or liveaboard is equipped with one of the following:
    - (a) An operable coast guard certified marine sanitation device;
    - (b) Any sewage system approved by the Virginia Department of Health.
    - (c) A legal connection to a permitted public sewer system.
  - (2) The houseboat or liveaboard is capable of and outfitted for self-propelled navigation.
  - (3) The houseboat or liveaboard is moored in compliance with all applicable state and federal laws.
- C. A houseboat or liveaboard may be anchored in a waterway for up to 30 consecutive days if all of the following requirements are met:
- (1) The houseboat or liveaboard is equipped with one of the following:
    - (a) An operable coast guard certified marine sanitation device;
    - (b) A self-contained portable toilet or other on-board portable sewage reception system that prevents the overboard discharge of treated or untreated excrement, sewage, or other waste matter or contaminant of any kind.
  - (2) The houseboat or liveaboard is capable of and outfitted for self-propelled navigation.
  - (3) The houseboat or liveaboard does not obstruct navigation.
  - (4) The houseboat or liveaboard is moored in compliance with all applicable state and federal laws including the displaying of lights as prescribed by federal and state laws, rules and regulations regarding anchor lights in inland waters

### **Violations.**

- A. Subject to applicable law, the Town may seek any remedy at law, including, but not limited to, court order for the removal of any Houseboat in violation of this section and for an individual's refusing to comply with the provisions of this section.
- B. The violation of any provision of this section shall be punishable by a fine of up to three hundred dollars (\$300.00) per violation. Each day of continuing violation shall constitute a separate offense.
- C. The ordinance from which this chapter is derived shall take affect and be enforced on \_\_\_\_\_.

Building and Zoning Administrator Bowden then reviewed the draft Vacation Rentals regarding cottages.

There was specific discussion and clarifications about the list, accessory dwellings, occupancy characteristics, and other requirements.



### **Review of 2025 Comprehensive Plan**

Chairman Rosenberger advised that Mr. Shendock asked the Commission Members to go chapter by chapter to make a list of the issues.

Building and Zoning Administrator Bowden advised he would send a reminder before the next meeting to review the 2025 Comprehensive Plan so they can address specific things.

### **Announcements or Comments**

There were none.

### **Adjourn**

**Mr. Katsetos motioned, seconded by Mr. Britton to adjourn. All present were in favor and the motion was carried.**

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Chairman, Mr. Ray Rosenberger

**MINUTES OF THE FEBRUARY 5, 2024  
CHINCOTEAGUE TOWN COUNCIL MEETING  
Council Chambers**

**Council Members Present:**

J. Arthur Leonard, Mayor  
Christopher D. Bott, Vice Mayor  
Denise P. Bowden, Councilwoman  
William T. McComb, Jr., Councilman  
Ellen W. Richardson, Councilwoman  
K. Jay Savage, Councilman  
Gene W. Taylor, Councilman

**Council Members Absent:****Staff Present:**

Mr. Michael T. Tolbert, Town Manager  
Mr. E. Bryan Rush, Director of Emergency Services  
Mr. Tyler Greenley, Acting Chief of Police  
Mr. Wes Parks, Public Works Director

**Call to Order**

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

**Invocation**

Councilman Taylor offered the invocation.

**Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

**Public Comment**

Mayor Leonard opened the floor for public comment.

- Mrs. Paula Nees, 6417 Canal Lane, approached Council for an update on the reinstatement of the Adopt-a-Road Program.

Town Manager Tolbert advised the new Adopt-a-Road Program has been developed and should be on the website within the next couple of weeks.

**Agenda Adoption**

**Councilman McComb motioned, seconded by Councilwoman Bowden to adopt the agenda as presented. Unanimously approved.**

**Staff Reports****General Government**

Town Manager Tolbert gave the Chincoteague Center Report for January. The Center hosted 4 busy events in January along with the morning walkers. January was a busy month for bookings which included 61 email requests for more information, weddings, a 50<sup>th</sup> anniversary part, 2

Quinceaneras, 1 Celebration of Live, and 2 family reunions. He added that Center Director Leonard has also organized a Job Fair to be held March 23<sup>rd</sup> from 10am – 1pm.

Town Manager Tolbert gave a detailed update on HRSD and the sewer collection system. The engineering work should be 60% done by April. The plant capacity will be increased in stages. He explained the discharge, equipment replacement, and it should be a very efficient plant. Permitting capacity is 76,500 gallons per day. They are in the process of obtaining the U.S. Coast Guard's plant which would increase the capacity to 82,500 gallons per day plus additional permitting. The plan is to have a new plant which will be able to treat that much. Surveying is underway by Davis, Bowen, and Fradel. The Town Office has listed 160 current and potential customers, which represents all of the commercial customers from Sunset Bay on Main Street to Maddox Boulevard and down Maddox Boulevard to McDonalds. Staff did an analysis of the water usage for the 160 potential customers and passed the information to Davis, Bowen, and Fradel and HRSD. He added that the 350,000 gallons per day capacity exceeds the current use from the 160 customers. The new plant should be able to handle all the current customers in the initial identifying service area.

There was discussion as to when they would know about the hookup costs. They won't know until it goes to bid next October and the renovations of the plant itself. The costs would go by the capacity, maintenance, etc. The businesses won't be required to hook up at this time. They also discussed the Town's financial responsibility of \$250,000 toward the renovations to the plant. They reviewed the water use graph. There was discussion regarding the EDU charge and hookup that Sunset Bay charged, which was approximately \$10,000 for up to 300 gallons per day. There is a potential schedule, December of 2026 is the completion date as they have to expense all of the ARPA funds by that time.

Town Manager Tolbert then reviewed the Meals and Transient Occupancy Tax collections for January.

Councilwoman Bowden commented that the Town has lost restaurants, and some are closed 2-3 days a week or with reduced hours. She wonders if it will ever be back to normal. She added that restaurants are hurting and lack help.

Town Manager Tolber continued with the financial report as well. He reviewed the Building and Zoning Report for January. The total value for the building cost of construction was \$6.8 million, and the total building permit fees collected were \$3,300.

#### Police Department

Acting Chief Greenley reported on the Officer training, and Cpl. Gladding attended a DMV workshop so the Department could apply and receive DMV Grants for speed enforcement. He advised that they had their accreditation reassessment. The assessors advised they didn't see anything that would prevent them from being reaccredited. The actual Commission meeting for recertification will be at the Chincoteague Center on March 7<sup>th</sup>. He also reported on the status of the new Durango and Ram truck which should be on the road fully equipped within the next couple of weeks.

Councilwoman Bowden advised that a local business owner, stated that during his hotel ownership he had to call the Police a few times. He stated that he is so proud of the Department for the professionalism and engagement that the officers have shown.

Acting Chief Greenley stated that this makes him proud that they do a good job. He thanked her for the message.

#### Public Works Department

Public Works Director Parks reported that the Department cleaned the drop inlets and jetting pipes in an effort to help drainage with the heavy rains this month. They are planning to reduce the lip at the entrance of the Hampton Inn and Suites on Main Street, finger piers were replaced at the Harbor, roads were graded in Ocean Breeze and Twilley Drive. He advised that in February they plan for spring paving, continue finger pier replacement at the Harbor, install the trail and exercise equipment at the Brianna's Kindness Park, and continue routine maintenance of equipment and vehicles.

#### Emergency Services

Emergency Management Coordinator Rush advised there were 46 calls in January which were 20 less than last year. He explained that the staff tries to find the appropriate help for those who call frequently, which helps to lessen the calls. He reported that he has seen the new 3-1 ambulance, and it should be shipped to Yorktown next week. It should be in the station around the 24<sup>th</sup> or 25<sup>th</sup> and be in-service by mid-March. He added that there is no grant money available for the spring grant cycle. The CVFC has signed another contract for another new ambulance as it takes 20 – 30 months to build.

There was discussion of the cost of a new ambulance, which is \$340,000, and a new fire engine is now up to \$1,000,000 and no grant monies for the ambulance at this time. When the money becomes available all of the entities will be in line.

Emergency Management Coordinator Rush reported on the EMS Advisory Board elected officers, reviewed, and approved a digital triage system, but would continue with the paper system, especially for mass casualty events. They reviewed 911 dispatcher training standards. He advised of the EMS Bills in the Senate to appropriate the funds to the Office of EMS for the grants that were already awarded. He also reported that they are continuing with weather monitoring. He added that the tides will be up over the next couple of days. Rocket Lab has a nighttime launch scheduled for March 20<sup>th</sup>, APEP plans to launch miniature rockets during the solar eclipse on April 8<sup>th</sup>. VDEM has canceled the PodEx that was scheduled but there may be plans for a local Pod exercise in the near future.

Emergency Management Coordinator Rush stated they met with the Village Neighbors where they discussed the weather and how to age safely in their homes. He reminded everyone to prepare now for emergencies.

There were comments about reinstatement of EMS training back in the high school and that it starts at the state level.

## **Village Neighbors**

Mrs. Lisa Cannon, with the Village Neighbors introduced the Coordinator, Ms. Cathy Chappel.

Ms. Chappel updated Council on the membership and volunteers. She asked the Town for a contribution of \$5,000 to help with the expenses. She advised they are dedicated to assisting older Island residents. She explained that they provide friendly home visits, give rides to doctor appointments, pharmacy and grocery pickups, errands, technology help, light chores, and handyman services. She referred to their brochure. She reported that the volunteers spent over 650 hours in helping village neighbors last year. They had a dramatic growth from 111 to 582 services. They are very proud of their accomplishments in 2023 and plan to expand in 2024. Their goal is to increase Island residents and volunteers to handle their requests. The cost is \$20 per month and there are sponsors for those who can't afford it. They plan to reach out to the businesses, organizations, and individuals on the Island and advised they are soliciting the Town's support. They are a fully volunteer organization with one part-time paid administrator who is essential in managing the complex operations of pairing members' needs with the volunteer services. She thanked Council for their time and invited questions.

Mayor Leonard and Councilman Taylor thanked the Village Neighbors for their time and effort.

## **Chamber of Commerce Annual Report**

Chamber Executive Director Shotwell reviewed the Chincoteague Chamber of Commerce Annual Report 2023. She reviewed the statistics for revenue, marketing expenses and value, earned media, membership, events, and projects. She thanked the Town for their support and all they do for the Chincoteague Chamber of Commerce.

Mayor Leonard asked if they could see the rocket launches from the Chamber's webcam at the Harbor and was advised they could.

## **Committee Reports**

### Recreation and Community Enhancement

Councilman Taylor reported they met January 23<sup>rd</sup>. There was discussion regarding filling and planting grass at the Donald Leonard Park, repairing the baseball field at Memorial Park, repair guttering at the Donald J. Amrien Recreation Center along with gym floor inspection, and looking into rubber coating, moving the batting cages from the gym when the Little League builds their new building, constructing the walking trail around the Brianna's Kindness Park, dock surfaces; maintenance and replacement, riprap replacement and the possibility of installing a dock along the Carnival parking lot, and grading and drainage at the Veterans Memorial Park.

## **Adoption of the Minutes**

**Councilwoman Bowden motioned, seconded by Councilman McComb to adopt the minutes of the January 2<sup>nd</sup> and January 18<sup>th</sup> Council meetings. Unanimously approved.**

## **Approval of FY25 Fees**

Town Manager advised they reviewed the FY25 Fees at the January Council Workshop meeting but didn't vote.

## Town of Chincoteague General Government Fees:

### FY 2025 Proposed Taxes and Fees

Category	Fee	Comments
<b><u>Building and Zoning</u></b>		B&Z fees increased 20% in FY23
<b>Residential Building</b>		
<b>New Construction:</b>		
- per sq ft	\$0.22	
- minimum fee	\$96.00	
<b>Remodeling &amp; Alterations:</b>		
- per sq ft	\$0.16	
- minimum fee	\$72.00	
<b>Commercial Building</b>		
<b>New Construction</b>		
- per sq ft	\$0.28	
- [plus \$5 per plumbing fixture (Chincoteague)]		
- minimum fee	\$132.00	
<b>Remodeling &amp; Alterations:</b>		
- per sq ft	\$0.22	
- minimum fee	\$108.00	
<b>Mobile Homes:</b>		
- per sq ft	\$0.22	
<b>Demolition of Structure:</b>		
- Residential	\$36.00	
- Commercial	\$36.00	

<b>Removal/Installation fuel tanks:</b>		
- 1000-3000 gallon capacity	\$138.00	
- Each additional 1000 gallon capacity	\$30.00	
<b>Installation of radio or communication tower:</b>		
- Up to 100 feet	\$138.00	
- Each additional 100 feet	\$54.00	
- Each Additional Attachment		
<b>Piers or Bulkheads:</b>		
- Up to 300 linear feet	\$108.00	
- Each additional 100 linear feet	\$13.20	
<b>New Docks:</b>		
- per sq ft	\$0.22	
- Boat ramps & groins	\$138.00	
<b>Swimming Pools:</b>		
- Permanent Above-ground	\$72.00	
- In-ground	\$96.00	
- Commercial	\$96.00	
<b>Re-roofing/siding</b>		
- (adding 1 layer to existing)	\$54.00	
- Installing New Sheathing-Residential while re-roofing		
- Installing New Sheathing-Commercial while re-roofing		
- Re-siding	\$54.00	
<b>Moved Buildings</b>	\$96.00	
<b>For other work not listed:</b>		
- Residential – Minimum Fee	\$72.00	

- Commercial – Minimum Fee	\$108.00	
<b>Certificate of Occupancy (except when issued in conjunction w/a building permit):</b>	N/A	
<b>No inspection required</b>	\$36.00	
<b>Inspection required:</b>		
- Per sq ft	\$0.16	
- Minimum fee	\$72.00	
<b>Appeals to the Building Board of Appeals</b>	\$540.00	
<b>Administrative Fees:</b>		
- Lost permit (reissue)	\$36.00	
- Permit amendment (reissue)	\$36.00	
- Change of use	\$60.00	
- Permit 6-month extension (2 ext. maximum)	\$36.00	
<b>For beginning constr. prior to obtaining Building Permit:</b>		
- First offense	\$60.00	
- Second offense	\$240.00	
- Re-inspection fee	\$60.00	
- State Code Academy Surcharge	2.00%	
<b>Refunds: (% of amount paid)</b>		
- Permit issued, no inspections	75%	
- Foundation inspection completed	75%	
- Framing & foundation inspection completed	25%	
<b>Subdivision Review Fees (per each submitted plat):</b>		
<b>Up to 10 lots:</b>		



- Base fee	\$240.00	
- Each lot (in addition to base fee)	\$12.00	
<b>Over 10 lots or required new road construction:</b>		
- Base fee	\$600.00	
- Each lot (in addition to base fee)	\$24.00	
<b>Zoning Fees:</b>		
- Zoning inspections	\$0.00	
- Special use permit	\$540.00	
- Conditional use permit	\$1,800.00	
- Conditional use permit for Windmills	\$540.00	
- Variance application	\$180.00	
- Special use permit & variance application processed & presented at same time.	\$648.00	
- Appeal decision of Zoning Administrator	\$540.00	
- Proposed rezoning change	\$876.00	
- Amendment to the zoning ordinance	\$396.00	
- Vacating any subdivision plat or any part thereof	\$300.00	
- Certification of zoning compliance (includes home occupation)	\$36.00	
- Site evaluation (subdivision)	\$120.00	
<b>Travel Trailer Park Fees:</b>		
- Up to 25 trailers	\$600.00	
- 26-49 trailers	\$1,200.00	
- 50 or more trailers	\$2,400.00	
- Base fee		

- Each lot if over 4 lots (plus base fee)		
<b>Sign Permit Fees:</b>		
- Less than or equal to <b>25</b> square feet	\$54.00	
- Each sq ft in excess of <b>25</b> sq ft	\$1.20	
<b>Mobile Home Park Fees:</b>		
- 4-25 mobile homes	\$1,200.00	
- 26-40 mobile homes	\$2,400.00	
- 41 or more mobile homes	\$6,000.00	
- Base fee		
- Each lot if over 4 lots (plus base fee)		
<b>Transcript Fees (per page)</b>	\$14.40	
<b>Document Fees:</b>		
- Comprehensive Plan	\$24.00	
- Zoning Ordinance	n/a	
- Subdivision Ordinance	n/a	
- Complete ordinances, incl zoning & subdivision	\$42.00	
- Excerpts from Ordinances & Other Town Documents: per page and/or double sided per page	\$0.12	
- Maps 36" x 44"	\$66.00	
- Contractors List (Class A & B)	\$0.00	
<b>Miscellaneous Building Fees</b>		
- New Address Fee	\$30.00	
- New Road Fee (at cost per MSAG)	cost	
- Elevators/Escalators/Lifts	\$72.00	
- Mobile Offices/Pre-manufactured Units	\$72.00	
- Tent/Air Support Structures (over 900 sq ft)	\$96.00	

- Carport or Garage: per sq ft	\$0.22	
- Accessory building/structure (<150 sq ft)	\$54.00	
- Deck: per sq ft	\$0.22	
- Fence (> 8 linear ft. Total)	\$54.00	
- Fireplace	\$0.00	
- Foundation	\$72.00	
- Fill Permit	\$0.00	
<b><u>General Government Taxes and Fees</u></b>		
- Real Estate Tax	\$0.059	
- Tangible Property Tax	\$0.72	
- Tangible Property Tax Relief		
- Qualified Personal Use Vehicle under \$15,000	65%	
- Qualified Personal Use Vehicle under \$1,000	100%	
- Excise Tax; Meals	5%	
- Excise Tax; Transient Occupancy	5%	Increased 1% Jan. 2021
- Vehicle Decals (Tax)	\$27.00	
- Road Subdivision Review Fee	\$250.00	
- Sidewalk Administrative Fee – Maximum of \$200 or	25%	
- Solid Waste Collection Fee	\$2.30	Increased \$0.20 in FY24
- Drainage Administrative Fee – Maximum of \$200 or	25%	
- Robert Reed Park, Fishing Vessels – (Mon – Fri)	\$15.00	
- Robert Reed Park, Fishing Vessels – (Sat & Sun)	\$30.00	
- Robert Reed Park, Recreational Vessels	\$1.00	

- Dog Park License	\$35.00	
- Boat Ramp User Fee	-	
- First Boat	\$20.00	
- Each Additional Boat	\$1.00	
- Park Usage Fee	\$50.00	
- Business License – (Minimum/Maximum)	\$50/\$500	
- Retail, Repair, Personal, Business, Construction	\$0.13	
- Wholesale	\$0.05	

**Councilwoman Bowden motioned, seconded by Councilman McComb to approve the FY25 Fees. Unanimously approved.**

**Council Comments**

Councilwoman Bowden stated that baseball season is coming, “Go Yankees!”.

Councilman McComb stated that the Super Bowl comes first, “Go Niners!”.

Councilman Taylor feels they are blessed to have the volunteers on the Island. He thanked them for their willingness to serve others and prays it will continue to be their want and desire to serve. He added, “Stay Strong!”.

Councilman Savage thanked Ms. Chappel and the Village Neighbors community. He added that he has realized just how valuable they are. He also thanked Chamber Executive Director Shotwell for a great presentation. He concluded with, “Keep on, Keeping on!”.

Mayor Leonard thanked the volunteers of the Village Neighbors. He stated that the people of Chincoteague have long been known for taking care of their own. He feels it fits well with the Island and there are a lot of people that need more care. He added that it is a call to action and to be a good neighbor.

**Closed Meeting – In accordance with §2.2-3711(A) (3) of the Code of Virginia for the consideration of the acquisition of real property.**

**Councilwoman Bowden motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3712 (A) (3) of the Code of Virginia for the consideration of the acquisition of real property. All present were in favor and the motion was carried.**

**Ayes: Bott, Bowden, McComb, Richardson, Savage, Taylor**

**Nays: None**

**Absent: None**

**Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia**

**Councilwoman Bowden motioned, seconded by Councilman McComb to certify the Closed Meeting was in accordance with §2.2-3712 (D) of the Code of Virginia. All present were in favor and the motion was carried.**

**Ayes: Bott, Bowden, McComb, Richardson, Savage, Taylor**

**Nays: None**

**Absent: None**

**Adjourn**

**Councilwoman Bowden motioned, seconded by Councilman McComb to adjourn.**

**Unanimously approved.**

\_\_\_\_\_  
J. Arthur Leonard, Mayor

\_\_\_\_\_  
Michael T. Tolbert, Town Manager

**MINUTES OF THE FEBRUARY 15, 2024  
CHINCOTEAGUE TOWN COUNCIL MEETING  
Council Chambers**

**Council Members Present:**

J. Arthur Leonard, Mayor  
Christopher D. Bott, Vice Mayor  
Denise P. Bowden, Councilwoman  
William T. McComb, Jr., Councilman  
Ellen W. Richardson, Councilwoman  
K. Jay Savage, Councilman  
Gene W. Taylor, Councilman

**Council Members Absent:**

**Staff Present:**

Mr. Michael T. Tolbert, Town Manager  
Mr. Tyler Greenley, Acting Police Chief  
Mr. Bryan Rush, Director of Emergency Management

**Call to Order**

Mayor Leonard called the meeting to order at 6:00 p.m.

**Invocation**

Councilman Savage offered the invocation.

**Pledge of Allegiance**

Mayor Leonard led in the Pledge of Allegiance.

**Consider Remote Participation**

**Councilman Savage motioned, seconded by Councilman McComb to allow remote participation by Vice Mayor Bott. Unanimously approved.**

**Public Comment**

There was none.

**Agenda Adoption**

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

**Salary Study Results**

Town Manager Tolbert advised that they conducted a recent salary survey for the EMS and CPD which resulted in salary increases for both departments. He has completed a salary survey for the General Government and Public Works staff. This study resulted in an increase totaling \$25,000.

**Vice Mayor Bott motioned, seconded by Councilwoman Bowden to approve the budget for salary increases of \$25,000 as presented making it retroactive to December 2<sup>nd</sup>, 2023.**

### **FY25 Budget Review – Salaries, Benefits, and Capital Improvements**

Town Manager Tolbert reviewed the FY25 salaries comparing to past years, open and created positions in each department.

There were comments.

Town Manager Tolbert continued to review the benefit increases and decreases, and the 5-year Capital Improvements Plan in detail. He asked Council to review the costs and decide what they want to do.

There were brief discussions and comments.

### **Mayor and Council Comments**

Councilman Taylor commented that hopefully the people will still come visit the Island, motels, and the beach and they will be able to take care of the employees. He also expressed how blessed we are.

**Closed Meeting – In accordance with 2.2-3711(A) (1) of the Code of Virginia for the discussion of specific personnel and department performance.**

**Councilwoman Bowden motioned, seconded by Councilman McComb to go into a closed meeting in accordance with §2.2-3712 (A) (1) of the Code of Virginia for the discussion specific personnel and department performance. Unanimously approved.**

**Certification of Closed Meeting in Accordance with §2.2-3712 (D) of the Code of Virginia**  
**Councilwoman Bowden motioned, seconded by Councilman McComb to certify the Closed Meeting was in accordance with §2.2-3712 (D) of the Code of Virginia. Unanimously approved.**

### **Adjourn**

**Councilwoman Bowden motioned, seconded by Councilman McComb to adjourn. Unanimously approved.**

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J. Arthur Leonard, Mayor

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Michael T. Tolbert, Town Manager

# Town of Chincoteague, Inc.



March 4, 2024

To: Commonwealth Transportation Board,

The Chincoteague Town Council strongly supports Accomack County's 2025 Smart Scale project, Route 175 Improvements. This road is critical to the general welfare and economic viability of our community and this proposed project will solve numerous existing problems.

The 3,400 full-time residents of this community rely completely on the safety, integrity and efficiency of route 175 for everyday needs including food, energy and access to healthcare. Most of these services are located off the Island and require traversing Route 175.

Route 175 in its current 2-lane, 2-way traffic configuration limits access to the Island and hinders travel to and from the mainland. Further, safety issues inherent in this configuration with the current volume of traffic lead to multiple accidents with injury annually. A large majority of Island citizens work outside the community, traveling Route 175 twice daily for work. The numerous hidden turns and private driveways associated with this road and its lack of turn lanes and shoulders exacerbate this problem.

The Island is home to 35 hotels and other guest quarters, 53 restaurants and food establishments and nearly 800 short-term rentals. Our permanent population of 3,400 expands to 5 times that number during the season, ensuring that at least 50% of the Town's annual revenues are derived from tourism activities. There is no question that the health of our economy is substantially dependent on tourism and the volume of associated traffic demands safe and efficient routes of travel.

The Chincoteague National Wildlife Refuge and co-located Assateague National Seashore receive over a million visitors each year with the only access being from Route 175 through Chincoteague Island. The continued efficient access to these popular attractions is critical to Chincoteague's economy and the welfare of its residents. Route 175 is key to the economic viability of the refuge/park and the gateway community of Chincoteague. Past studies regarding the economic benefits of visitation to the Chincoteague area found more than \$150 million annually in associated economic output in the two nearest counties.



## Town of Chincoteague, Inc.

Safe and efficient access to the Chincoteague area via Route 175 cannot be overstated. The effects on both The Town of Chincoteague and Accomack County as a whole are enormous, eventually rippling through the entire Eastern Shore. This project is long overdue and is now critical to the Island's continued health and prosperity.

Thank you for your leadership in this regard and your continued support of Eastern Shore transportation projects.

Respectfully,

John A. Leonard, Mayor



**Resolution of Support for Route 175 Improvements  
Accomack County's 2025 Smart Scale Application**

**WHEREAS**, the Smart Scale application cycle is open in 2025; and

**WHEREAS**, Route 175 is a critical road to the Town of Chincoteague and Accomack County; and

**WHEREAS**, Route 175 is the only road providing access to Chincoteague Island and its 3,400 fulltime residents and tens of thousands of part time residents; and

**WHEREAS**, Route 175 provides the only access to the Chincoteague National Wildlife Refuge and Assateague National Seashore and its over 1 million annual visitors; and

**WHEREAS** Route 175 in its current 2-lane, 2-way traffic configuration presents a substantial safety issue to the traveling public; and

**WHEREAS**, Route 175 in its current 2-lane configuration does not support fast and efficient access by emergency vehicles; and

**WHEREAS**, Route 175 in its current 2-lane configuration severely hinders the growth of an area in which billions of taxpayer dollars have been and continue to be invested;

**NOW THEREFORE BE IT RESOLVED**, that the Chincoteague Town Council fully supports Accomack County's Smart Scale Project to expand Route 175 to 3 lanes thereby increasing its safety, capacity and efficiency.

Approved this 4<sup>th</sup> day of March 2024 by the Chincoteague Town Council.

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John Arthur Leonard, Mayor

# Town of Chincoteague, Inc.



TO: Mayor Lenoard and Members of Council  
FROM: Michael Tolbert, Town Manager  
DATE: March 4, 2024  
SUBJECT: Community Support Policy

At a previous meeting, Council asked the Town Manager to propose a policy governing donations. This general policy is suggested to provide a more orderly approach to the support of community groups and programs with taxpayer funds.

**Council is asked to vote to approve the policy guidelines and application form and/or to provide additional guidance on this subject.**



# Town of Chincoteague

## Policy for Support to Community Organizations

### **Purpose**

The purpose of this policy is to establish a uniform procedure by which community organizations may request financial and in-kind participation from the Town of Chincoteague in support of projects, programs, and events which meet the eligibility requirements described below.

### **Limitations and Special Provisions**

The Town Council has established certain fiscal limitations on the amount of taxpayer funds it can set aside for support to community projects and organizations. The aggregate amount is established by the Council during the annual budget process and may vary year to year to align with priorities, available revenues and liabilities.

The Town's participation may be contingent upon the characteristics of the project or event, and may also require that appropriate insurance coverage be provided by the applicant at the applicant's cost.

### **Eligibility**

Eligibility is restricted to applicants which are recognized community service organizations, organized and federally designated as non-profit corporations, or a government agency. Other applicants should apply through such an organization that will serve as their sponsor.

### **Award Criteria**

All applications for municipal support will be reviewed and considered to the extent that the stated purpose for the request serves the Town's citizens in relation to any or all of the following general criteria:

- Promotion of commerce and industry.
- Celebration of the Town's culture or history.
- Contributions to the education, growth or development of Town youth.
- Observance of local, regional, or national historic dates or events.
- Contribution to the general public good in areas of education, safety, health, welfare, or recreation.
- Expected participation of a significant number of citizens who will benefit from the program, event, or activity.
- Individuals who merit special consideration because of their accomplishments that bring recognition to the community.

### **Availability of Funds Process**

All funding requests must be submitted on a "Community Support Application Form" which is available at the Town Office or from the Town's website at [Chincoteague-va.gov](http://Chincoteague-va.gov). Requests will normally be submitted to the Town Manager who will present all requests to the Budget and Personnel Committee for consideration and recommendation to the Council. All requests will be considered collectively at a regular Council meeting held during budget deliberations. Applicants will be notified of the meeting and should plan to attend to respond to any questions or clarifications which may arise during Council's review. A percentage of budgeted funds may be reserved at Council's discretion for future requests.



# Town of Chincoteague Community Support Application Form:

The Town of Chincoteague receives multiple requests for support annually. It is the policy of the Town to include funds for community support in its annual budget and to consider written requests for funding during budget preparation. Applicants for support must complete this form in full and submit it to the Town Manager by December 31 of each year.

Date of Request: \_\_\_\_\_

Requesting Organization: \_\_\_\_\_ IRS Non-Profit Designation & EIN \_\_\_\_\_

Contact Name: \_\_\_\_\_, Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Please describe how the donation, if awarded would be used and how this use relates to any of the Award Criteria in the Town's Policy for Support to Community Organizations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the Town of Chincoteague contributed to the requesting organization in the past? No \_\_\_\_ Yes \_\_\_\_

If yes, what amount(s) and When? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list your organization's top 5 funding sources (Fund Raiser, Corporate, Government, Individuals, other NPO) and the amounts received from these sources in the last two years.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

The undersigned hereby certifies that the information provided in this application is true and correct to the best of his or her knowledge and that the IRS non-profit designation has not been revoked, cancelled or modified.

X: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Signature Title Date

# Town of Chincoteague, Inc.



March 4, 2024 Council Meeting

CLOSED MEETING MOTION:

**In accordance with Section § 2.2-3711,A, 1,3 of the Code of Virginia  
I move that the Council convene a closed session for the purpose of  
discussion and review of appointment and assignment of specific  
personnel and the acquisition of real property.**

**Certification Motion:**

**In accordance with section 2.2-3712(D) of the Code of Virginia, I will entertain a motion that the Council certify that to the best of each members' knowledge:**

- 1. Only public business lawfully exempted from open meeting requirements was discussed and**
- 2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered.**

*Ask for a vote by show of hands*