



MIDDLE PENINSULA CHESAPEAKE BAY PUBLIC ACCESS AUTHORITY

MEMORANDUM

TO: MPCBPAA
FROM: Harrison P. Bresee III, PAA Staff
DATE: April 1, 2014
RE: April 11, 2014 MPCBPAA Meeting

This announcement serves as notice to call a meeting of the Public Access Authority on Friday, April 11, 2014 at or about 11 a.m. The meeting will be held in the MPPDC Regional Board Room in Saluda. Lunch will be provided.

If you have any questions, please call (804-758-2311) or email me (hbresee@mppdc.com) at your convenience.

AGENDA

1. Call to Order
2. Approval of February 2014 Minutes
3. Financial Report
4. Public Comment
5. 2014-15 Work Plan Draft
6. Virginia Interactive Update
7. Legal Closing Cost Funding Update
8. General Assembly Budget Amendment Update
9. Essex County
 - a. CZMA draft proposal for land donation / marketing update
10. Gloucester County
 - a. Capt. Sinclair Recreation Area update
 - i. NFWF- Living Shoreline Proposal Update
 - ii. Road Maintenance Update
 - iii. Insurance Update-damage to property
 - iv. Virginia Sea Grant- VCU proposal
 - b. Perrin Wharf update
11. Mathews County
 - a. Hall Donation Site Update
12. Other Business
13. Chairman Observations
14. Next Meeting: June 13, 2014
15. Adjourn

MEMBERS

Essex County

Hon. Margaret H. Davis
(Vice Chair)

Gloucester County

Hon. Christopher A. Hutson

King and Queen County

Hon. Doris Morris

King William County

Mr. Trenton Funkhouser

Mathews County

Ms. Melinda Moran
(Chair)

Middlesex County

Mr. Matthew Walker

Town of Tappahannock

Mr. G. Gayle Belfield, Jr.

Town of Urbanna

Vacant

Town of West Point

Mr. John B. Edwards, Jr.
(Treasurer)

Saluda Professional Center

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MIDDLE PENINSULA CHESAPEAKE BAY PUBLIC ACCESS AUTHORITY
MINUTES
February 14, 2014
Middle Peninsula Planning District Commission
Saluda, Virginia

1. Call to Order

Mr. Harrison Bresee, staff, called the meeting to order for the election of officers. Attending: Mr. Reese Peck, Essex County, Ms. Margaret H. Davis, Essex County, Mr. Tom Swartzwelder, King and Queen County, Ms. Melinda Moran, Mathews County, Mr. Matt Walker, Middlesex County, Mr. Brett Schardein, King William County, Mr. John Edwards, Town of West Point, Ms. Holly McGowan, Town of West Point, Ms. Louise Theberge, Gloucester County, Mr. Chris Hutson, Gloucester County, and MPPDC Staff, Mr. Lewis Lawrence and Mr. Harrison P. Bresee III.

Mr. Tom Swartzwelder moved that the election of officers, agenda item #5, be moved to the front of the agenda. Ms. Melinda Moran seconded the motion. Mr. Bresee handed out a copy of the by-laws and asked for any discussion. Motion carried by a unanimous vote.

Mr. Tom Swartzwelder nominated Ms. Melinda Moran for Chair. Mr. Matt Walker seconded the motion. Mr. Bresee asked for any discussion. Motion carried by a unanimous vote.

Mr. Tom Swartzwelder nominated Ms. Margaret H. Davis for Vice-Chair. Mr. Matt Walker seconded the motion. Ms. Melinda Moran, Chair, asked for any discussion. Motion carried by unanimous vote.

No vote was deemed necessary for the other officers. Mr. Lewis Lawrence will remain the Secretary and Mr. John Edwards will remain the Treasurer.

2. Approval of December 2013 Minutes

Ms. Melinda Moran requested a motion to approve the December 2013 minutes. Ms. Louise Theberge moved that the minutes be approved. Ms. Margaret Davis seconded the motion. Ms. Melinda Moran, Chair, asked for any discussion. Motion carried by unanimous vote.

3. Approval of February 2013 Financial Report

Reviewed the financial report and staff noted that the general fund balance, unrestricted funds, are becoming more and more limited. Staff continues to look for new revenue sources. Ms. Melinda Moran, Chair, requested a motion to approve the February 2014 financial report subject to audit. Ms. Margaret Davis moved that the financial report be approved. Ms. Louise Theberge seconded the motion. Ms. Melinda Moran, Chair, asked for any discussion. Motion carried by unanimous vote.

4. Public Comment

None.

5. New Members/Election of Officers (see motion in Item #1)

A welcome was made to Mr. Chris Hutson, Gloucester County, and Mr. Matt Walker, Middlesex County, on their appointments to the MPCBPAA Board.

6. Virginia Interactive Update

Mr. Lawrence updated the board on the progress of setting up a virtual reservation system for fees on the PAA lands. Virginia Interactive's prototype demo is still in the works. No contract has been signed yet. Updates will be made at future meetings.

7. Financial Assistance from TNC for legal cost

Mr. Lawrence updated the Board on his conversation with The Nature Conservancy about their potential willingness to help the MPCBPAA with legal costs associated with closing costs on donated properties. No final agreement has yet been reached.

8. General Assembly Budget Amendment Update

Mr. Lawrence directed the Board to page 22-30 of the agenda packet. Senator Norment's letter indicated support for a bi-partisan budget Amendment for the MPCBPAA in the amount of \$150,000 (\$75,000 per year for 2 years). The Amendment has been submitted to the General Assembly. Mr. Lawrence will report back to the Board on the outcome of this request at future meetings.

9. Essex County

a. CZMA draft proposal for land donation /marketing

Mr. Lawrence discussed the grant proposal to the VA CZM program that is designed to promote the MPCBPAA in Essex County for land donations including materials, travel and staff time to pursue a campaign. Ms. Davis recommended that staff approach the Countryside Alliance in Essex for money to support a marketing and promotion campaign. Staff inquired and is awaiting response from Countryside Alliance. Staff will report back when/if any funding is approved.

10. Gloucester County

a. Lands End/Capt. Sinclair Recreation Area Update

i. NFWF – Living Shoreline Proposal

Mr. Lawrence discussed the NFWF funding opportunity stemming from "Hurricane Sandy" money. The MPPDC proposal is to: "design & implement a shoreline Resiliency Program to offer revolving loans/grants to homeowners to install living shorelines." This proposal partners with the MPCBPAA on the Capt. Sinclair Recreation Area to build several

living shoreline demonstration areas. Staff will report back when/if any funding is approved.

ii. DGIF Grant Application Discussion

The DGIF grant to fund the “Crew Dock” at the Capt. Sinclair Recreation Area was not funded. DGIF does not currently recognize the MPCBPAA as able to fund the long term maintenance of a facility. Staff will work with DGIF to resolve this issue for future grant applications.

11. Mathews County

- a. Hall Donation Site Update – Mr. Bresee reported that Mr. Jim Smith and Scout representatives had met with Hall property neighbors in December to discuss the project. There have been no further official meetings, but another meeting should be scheduled in spring 2014. Further, Mr. Jim Smith indicated that visiting the property to assess the site would happen when the weather was drier. Staff will continue to update on any progress.

12. Middlesex County

- a. New Donation Site Update – Staff discussed the potential for the transfer of 17 acres on the Piankatank River outside of Deltaville from the Middle Peninsula Land Trust. At the current time, the MPCBPAA budget has limited funds to pay for some of the legal work associated with closing costs. Those costs are generally between \$3,000 and \$4,000.
- b. Stampers Bay DGIF Grant Application
The DGIF grant to fund the 10 slip gravel parking area at Stampers Bay was not funded. DGIF does not currently recognize the MPCBPAA as able to fund the long term maintenance of a facility. Staff will work with DGIF to resolve this issue for future grant applications.

13. King and Queen County

- a. Haworth – Mr. Bresee discussed the possibility from NFWF to fund a Technical Assistance grant. Mr. Bresee is in discussing with several approved providers to see if they are interested in submitting an application that would help the MPCBPAA decide how to best utilize/reshape/plant the Haworth are after the timber thinning is complete.

14. King William County

- a. TNC Land Transfer discussion
Mr. Lawrence discussed the ongoing conversation with the Nature Conservancy about land they own that they would potentially like to transfer to the MPCBPAA.

The Board discussed the opportunity and directed staff to continue the discussion. No action was taken.

15. Other Business

- a. Mr. Lawrence discussed the ongoing pothole issue with the gravel road on Capt. Sinclair Recreation Area. Staff is working with the neighbor and the Crew Team to find a permanent solution to maintaining the road. There is a need for some gravel to maintain the road due to the wet weather that has occurred. Staff will continue to update the Board on solutions and issues with the road.

16. Chairman Observations

None.

17. Next Meeting

The Next Middle Peninsula Chesapeake Bay Public Access Authority Meeting is scheduled for June 13, 2014 at 11:00 am in the Middle Peninsula Planning District Commission's Regional Board Room.

18. Adjourn

On a motion by Mr. John Edwards and seconded by Ms. Louise Theberge, and by unanimous vote, the meeting adjourned at 1:32 pm.

DRAFT

Agencywide Line Item Revenues and Expenditures

Run Date: 04/01/2014
Run Time: 11:52:47 am
Page 1 of 1

Middle Peninsula Chesapeake Bay Public Access Autho

Period: 07/01/2013 to 03/31/2014

Without Indirect Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
Revenues					
40100 DEQ (CZM)	6,000.00	0.00	6,000.00	0.00	100.00%
40200 Interest Income	50.00	2.06	10.13	39.87	20.26%
40210 Miscellaneous Income	0.00	10,505.82	10,505.82	-10,505.82	0.00%
40211 Hunting Fees	1,600.00	0.00	1,100.00	500.00	68.75%
40212 Rental Income	12,960.00	0.00	7,776.00	5,184.00	60.00%
40213 Timber Sales	38,000.00	0.00	44,606.52	-6,606.52	117.39%
40214 Wharf Tie-Up Fees	8,000.00	0.00	0.00	8,000.00	0.00%
Revenues	66,610.00	10,507.88	69,998.47	-3,388.47	105.09%
Expenses					
52100 Property Insurance	2,612.00	0.00	0.00	2,612.00	0.00%
52101 Facilities Maintenance	0.00	0.00	1,065.00	-1,065.00	0.00%
52102 Flood Insurance	9,330.00	0.00	3,767.00	5,563.00	40.38%
52110 Utilities	600.00	38.51	193.00	407.00	32.17%
53002 Supplies	0.00	0.00	5.25	-5.25	0.00%
53003 Meeting Supplies	0.00	0.00	99.18	-99.18	0.00%
53004 Equipment	0.00	0.00	148.38	-148.38	0.00%
55000 Workshops/Conferences	0.00	0.00	50.00	-50.00	0.00%
56001 Consulting/Contractual	7,125.00	0.00	11,466.28	-4,341.28	160.93%
56003 Accounting	3,125.00	0.00	109.84	3,015.16	3.51%
56004 Legal	5,000.00	0.00	10,408.79	-5,408.79	208.18%
56006 Construction	5,400.00	0.00	6,676.00	-1,276.00	123.63%
56007 Fees & Permits	0.00	0.00	60.00	-60.00	0.00%
56008 Public Officials Insurance	448.00	0.00	0.00	448.00	0.00%
57900 Miscellaneous Expense	0.00	12.00	846.89	-846.89	0.00%
Expenses	33,640.00	50.51	34,895.61	-1,255.61	103.73%
Agency Balance	32,970.00	10,457.37	35,102.86		

Balance Sheet

Middle Peninsula Chesapeake Bay Public Access Authority

Period From : 07/01/13 to 03/31/14

Run Date: 4/1/14
Run Time: 11:50:26 am
Page 1 of 2

Assets:

10000	Checking	13,060.93
10100	LGIP	26,161.80
11001	Browne Tract	254,849.00
11002	Clay Tract	907,695.00
11003	Haworth Tract	174,000.00
11004	Hall Tract	305,700.00
11005	Shenk Property	226,500.00
11006	Lands End	1,423,600.00
11007	Perrin Wharf	16,151.00
11008	Sloop Landing	49,400.00
11009	Dutchmans Point	167,900.00

Total Assets: \$3,565,017.73

Liabilities:

20000	Accounts Payable	110.38
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Total Liabilities: \$110.38

Projects

30014	Administration_FY14	10,642.77
31003	Haworth Tract Administration	26,161.75
31006	Lands End Property Administration	7,545.43
32000	Perrin Wharf Improvements	-1,100.80
32001	Sloop Landing	-4,318.50
32002	Dutchmans Point	-3,827.79
39000	General Fund Balance	3,529,804.49

Total Projects \$3,564,907.35

Total Liabilities and Projects 3,565,017.73

Net Difference to be Reconciled \$0.00

Total Adjustment \$0.00

Unreconciled Balance \$0.00

Balance Sheet

Middle Peninsula Chesapeake Bay Public Access Authority

Period From : 07/01/13 to 03/31/14

Run Date: 4/1/14
Run Time: 11:50:26 am
Page 2 of 2

Reconciling Items

(1) Paid Salaries are	0.00	
Timesheets show	0.00	
Difference		0.00
(2) Leave accrued this year	0.00	
(3) Fringe Pool is	0.00	
Fringe allocated	0.00	
Difference		0.00
(4) Indirect Pool is	0.00	
Indirect Allocated	0.00	
Difference		0.00

Total adjustments	<u>0.00</u>
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Middle Peninsula Chesapeake Bay Public Access Authority
FY14 Budget

		FY14		FY15 Draft		
	Revenues					
LOCAL	LOCAL					Restricted - Hayworth/Clay
						Restricted - Land Acquisition (
						Restricted Perrin Wharf
STATE	STATE					
FEDERAL	FEDERAL		\$6,000.00		\$0.00	
	Dept of Envir Quality (Perrin Wharf)	\$6,000.00				
	Dept of Envir Quality (Lands End Master Plan)	\$0.00				
PRIVATE	PRIVATE				\$6,000.00	
	VEE			\$3,000.00		
	Hillsdale Foundation			\$3,000.00		
	Virginia Interactive			\$0.00		\$37,000 Match
OTHER	PROGRAM INCOME		\$60,560.00		\$173,880.00	
	Rent (Sinclair Tenant House)	\$12,960.00		\$12,960.00		
	Rent (Sinclair Big House)			\$9,720.00		
	Hunting Licenses/Fees	\$1,600.00		\$1,200.00		
	Timber Sales Hayworth	\$30,000.00		\$5,000.00		
	Timber Sales Clay			\$142,000.00		
	Timber Thinning Sinclair	\$8,000.00		\$0.00		
	Perrin Wharf Fees	\$8,000.00		\$3,000.00		
	Sinclair Access Fees					
	MISCELLANEOUS		\$50.00		\$25.00	
	Interest Income (General Fund)	\$50.00		\$0.00		
	Interest Income (Hayworth)			\$25.00		
	General Fund	\$0.00				
Total Revenue			\$66,560.00		\$179,905.00	
	Unrestricted Revenue				\$23,905.00	\$147,000 \$6,000 \$3,000
	Expenses					
EQUIPMENT AND SUPPLIES EXPENSE	EQUIPMENT/SUPPLIES		\$375.00		\$0.00	
	Accounting System	\$375.00		\$0.00		
CONSULTANT/CONTRACTUAL EXP	CONTRACTUAL/CONSULTING		\$20,275.00		\$33,222.00	
	MPPDC Staff Support	\$7,125.00		\$7,000.00		
	Construction	\$5,400.00		\$0.00		
	Legal	\$5,000.00		\$7,000.00		
	Accounting	\$2,750.00		\$522.00		
	Other			\$4,000.00		
	Timber Sales Commissions			\$14,700.00		
MISCELLANEOUS EXPENSE	MISCELLANEOUS		\$12,990.00		\$14,900.00	
	Liability & Property Insurance	\$3,060.00		\$3,233.00		
	Flood Insurance	\$9,330.00		\$3,767.00		
	Electricity(Lands End)	\$600.00		\$400.00		
	Property Maintenance (Brown/Hayworth/Clay)			\$500.00		
	Property Maintenance (Sinclair)			\$4,000.00		
	Property Maintenance (Perrin)			\$3,000.00		
Total Expense			\$33,640.00		\$48,122.00	\$22,200 \$6,000 \$3,000
	Unrestricted Expenses				\$16,922.00	
	General Fund Requirement		\$0.00		0	
	Required Matching Funds		\$5,000.00		0	
	Unrestricted Fund Balance Beg of Year		\$4,644.00		\$10,700.00	
	Anticipated Unrestricted Fund Balance EOY		\$17,564.00		\$17,683.00	
	Restricted Funds Balance EOY		\$20,000.00		\$148,962.00	
NONCASH AWARDS	Technical Assistance Awards		\$12,000.00		0	

MIDDLE PENINSULA CHESAPEAKE BAY PUBLIC ACCESS AUTHORITY

FY '15: July 1, 2014 – June 30, 2015

PROGRAMS WILL BE OPERATED IN THE FOLLOWING GENERAL AREAS:

- (1) MPCBPAA ADMINISTRATION and LOCAL PUBLIC ACCESS TECHNICAL ASSISTANCE
- (2) PUBLIC ACCESS LAND TRANSFERS and VDOT RESEARCH
 - a. General Road Ending Transfer Assistance: Prince Street (Tappahannock)
- (3) CAPT. SINCLAIR: WATERFRONT PROPERTY RE-USE/VA SEA GRANT
- (4) VIRGINIA INTERACTIVE: ONLINE RESERVATION SYSTEM
- (5) ABERDEEN CREEK HARBOR DREDGING/FINANCE
- (6) MATHEWS HERITAGE PARK (YOUTH/SCOUT CAMP)
- (7) HAWORTH, CLAY TRACT, AND CAPT. SINCLAIR TIMBER MANAGEMENT
- (8) WATER ACCESS STRATEGIC PLANNING
 - a. Continue Regional Public Access Master Plan Update
 - b. Perrin Wharf Management
 - c. Develop Draft MOU with Middlesex County
 - d. Stampers Bay Boating Access
 - e. Private Land Donations

Financial Summary

PAA Funds utilized -

\$16,922 Unrestricted

\$16,500 Restricted (net timber, timber commissions = \$14,700)

Available Resources	Beginning	Ending
Unrestricted	\$10,700	\$17,683
Restricted	\$24,162	\$148,962

1. Program: General PAA Administration and Local Technical Assistance

Restricted: \$3,500

Unrestricted: \$15,922

Description:

This program allows the Overall Program to function by supporting the individual projects and operation of the Authority, as well as by responding to daily requests for assistance from local government staff. In order to properly manage the workload, requests should be channeled through Authority members to PAA lead staff.

Activities:

Personnel administration; financial management; administrative grant reporting; and other general Authority functions. Consultation on public access related issues; review of local public access projects; GIS and other public access technical assistance provision as necessary.

- a. *Liability & Property Insurance FY13* (\$3,233 PAA General Fund/Rental Income)
- b. *Flood Insurance FY13* (\$3,767 Rental Income)
- c. *Electricity (Lands End)* (\$400 PAA Rental Income)
- d. *Accounting (MPPDC Staff)* (\$522 PAA General Fund/Rental Income)
- e. Direct project expense
 - i. *Site Maintenance* (\$4,500 PAA Hunting Revenue, Rental Income)
 - ii. *MPPDC Staff Support* (Up to \$7,000 Coastal TA/Timber Revenue)

Responsibility: MPPDC Executive Director, Regional Planner

Support: PAA General fund, Rental Income, Hunting Income, Timber Revenue, and MPPDC-DEQ Coastal Zone Management Program

2. Program: Public Access Land Transfer

\$0

Description:

This program continues to research legal and planning issues related to VDOT road endings. Staff will assist the Town of Tappahannock with the transfer of a portion of Prince Street from VDOT to the Town of Tappahannock.

Activities:

- 1. VDOT Road Ending Research/Transfer (RTP \$10,000)
 - a. Finalize Prince Street Transfer
 - b. Ongoing research as requested

Responsibility: MPPDC Executive Director, Regional Planner, PAA Legal Assistance

Support: RTP

3. Program: Capt. Sinclair: Waterfront Property Re-use/VA Sea Grant

\$0

Description:

This project seeks faculty-student teams (as independent teams or as part of capstone or practicum courses) to research property reuse options and propose a community development strategy for a suite of waterfront properties on the Middle Peninsula. The options and strategies should meet the diverse socio-economic objectives of the rural coastal community.

Activities:

VCU has been awarded the contract. VCU proposes to produce a development strategy for waterfront properties comprising 96.81 acres on the Severn River in

Gloucester County. The strategy will be comprehensive, multi-faceted, and economically viable, and we will use best efforts to ensure that it reflects the preferences of, and is therefore enthusiastically embraced by the community. The strategy will include several development alternatives, and our report will include a rich base of data which the Middle Peninsula Planning District Commission can use to inform decision making and development, regardless of which course of action it chooses.

Responsibility: Regional Planner

Support: VA Sea Grant/VCU \$60,365.00

4. Virginia Interactive Online Reservation System

Restricted: \$4,000

Unrestricted: \$0

Description:

Virginia Interactive and the MPCBPAA will develop an on-line reservation system that will allow users to register and pay for any fees associated with the use of MPCBPAA public access sites.

Responsibility: MPCBPAA (\$4,000 restricted timber revenue)/Virginia Interactive (\$37,000 match)

5. Program: Preserving Aberdeen Creek Working Waterfront

\$0

Description: Virginia Sea Grant (VASG) and the MPPDC are partnering to provide a 12 week, full-time summer internship in coastal resource policy to assess innovative financing and policy strategies similar to Tax Incremental Financing (TIF) in order to conduct local dredging projects that maintain working waterfronts in Aberdeen Creek, Gloucester County, Virginia. The outcome will be a white paper outlining cost estimate scenarios and new approaches for TIF based revenue projections to dredge Aberdeen Creek and maintain essential working waterfront public infrastructure.

Responsibility: VASG (\$3,220) / CZM (\$4,000)/MPPDC

6. Program: Mathews Heritage Park (Billips Creek Access)

\$0

Description:

This program will continue to use grass roots, citizen driven strategies to work towards the development of a partnership between Mathews County citizens and youth and the Mathews County Scouts that will result in the proposal of a plan to utilize the Mathews Heritage Park as a camp for the youth in Mathews County.

Responsibility: Regional Planner
Support: Coastal TA

7. Program: Haworth, Clay and Lands End Tract Timber Management \$0

Description: This program will work on maximizing the natural resources on PAA public land for habitat and recreational improvements.

Activities:

- a. Harvest trees on Haworth, Clay, and Capt. Sinclair tract in coordination with the PAA adopted Habitat Management Plan
 - i. Finish harvest on Haworth Tract -\$4,500 (expected net revenue)
 - ii. Begin harvesting on Clay Tract - \$127,800 (expected net revenue)
 - iii. Begin harvesting on Capt. Sinclair Tract - \$0 (no harvesting expected in this budget year. No logging bids at this point due to small size of Capt. Sinclair thinning project. One logger interested, but will bid when he bids on adjoining property. Staff will continue pursuing the thinning and updating the Board.)
 - iv. Interest income - \$25

Responsibility: Regional Planner
Support: Self Sustaining- Revenue from tree harvest and Coastal TA staff support.

8. Program: Water Access Strategic Planning and Access Infrastructure Management
Restricted: \$9,000
Unrestricted: \$1,000

Description: Those activities, which promote and support efforts to study and plan for local and regional water access needs including: access studies; infrastructure planning and development; project coordination assistance to the Authority and local governments in public access grant funding programs; Working Waterfront Preservation; as well as project administration and coordination of public access infrastructure improvement projects.

- Activities: Ongoing Acquisition Planning and Management
- i. Continue Regional Public Access Master Plan (Coastal TA DEQ staff support)
 - ii. Perrin Wharf Management - \$3,000.00 (Fee income)
 - iii. Middlesex County – develop draft MOU for partnership on managing Middlesex County public water access sites
 - iv. Stampers Bay public access site in Middlesex County – help Middlesex County and VDOT develop a strategy to manage the site for greater public boating access (RTP support) – *Re-submittal of Application*
 - v. Develop and manage private land donation program in partnership with the MPPDC - legal fees \$7,000 (Foundation Grants, General Fund)

Responsibility: MPPDC Executive Director, Regional Planner
Support: (Coastal TA, RTP, Hillsdale Foundation, General Fund)

**MPCBPAA
PERRIN WHARF
2014
MOORING PERMIT
SLIP# _____
EXPIRES: _____**

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The way to grow your business.

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Perrin Wharf Improvement Project
is funded by NOAA's National Coastal Zone
Management Program Task # 52
FY10 #NA10NOS4190205



Virginia Coastal Zone
MANAGEMENT PROGRAM

