TOWN COUNCIL
Public Hearing & Regular Meeting
January 15, 2026
Cape Charles Civic Center, 500 Tazewell Avenue
6:00 p.m.

CALL TO ORDER
Mayor Adam Charney called the Town Council Public Hearing and Regular Meeting to order at approximately 6:00 p.m.

ROLL CALL
Council Members in attendance: Mayor Charney; Vice Mayor Buchholz; Councilmen Butta, Grossman and Newman, Councilwomen Ashworth and Holloway. A quorum was established.

Others in attendance: Town Manager Rick Keuroglian, Planning & Zoning Director Katie Nunez, Code Official Jeb Brady, Treasurer Marion Sofield, Police Chief Jim Pruitt, Assistant to the Town Manager Pam Endlein, Town Clerk Libby Hume.

There were 14 members of the public in attendance.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
Council observed a moment of silence followed by the Pledge of Allegiance.

PUBLIC HEARING
Mayor Charney opened the public hearing at 6:02 p.m.

A. *Conditional Use Permit Application (CUP 2026-01) from the Cape Charles Rosenwald School Restoration Initiative*
Planning & Zoning Director Katie Nunez presented the staff report and provided a detailed overview of the Conditional Use Permit (CUP) application. She explained that the applicant sought approval for a freestanding sign exceeding the zoning ordinance's maximum allowable height of 10 feet and maximum allowable sign area of 24 square feet. The proposed sign measured approximately 59 square feet. She reviewed the purpose and intent of the Town's recently adopted sign ordinance, noting that it was developed to balance visibility, traffic safety, and community character. She emphasized that the ordinance included a conditional use permit process to allow site-specific flexibility where ordinance standards might not anticipate every circumstance. Katie Nunez summarized the Planning Commission public hearing held January 6, 2026, at which no written or verbal public comments were received. She described Planning Commission discussion regarding requested square footage and height, legibility standards including discussion of letter sizing and speeds along Old Cape Charles Road, comparisons to other signs, and concerns about precedent. The Planning Commission unanimously recommended approval of CUP 2026-01 with conditions: the sign not exceed 36 square feet, be no greater than 10 feet in height, and comply with applicable lighting provisions.

Vice Mayor Buchholz disclosed that he was the contractor associated with the sign installation and asked if Council had objections to his participation. No objections were raised.

Elise McMath, Director of Programming and Communications for the Impact Center, addressed Council stating that the request was fundamentally about visibility, wayfinding, and recognition of the Impact Center as a historic, public-facing institution serving education, workforce development, and preservation of African American history. She emphasized the need for the

sign to provide clear identification, including the 911 address, and incorporate a changeable letter board to communicate programs and events, particularly for residents who did not use social media. (Please see attached.)

PUBLIC HEARING COMMENTS

Dianne Davis, resident

Ms. Davis addressed Council and spoke in support of the application. She stated that she is an alumnus of the Cape Charles School and emphasized that the building's location and lack of lighting on the roadway make visibility important. She noted that many people did not use social media and that signage was an important means of communication and outreach. She went on to state that the sign would help ensure that the public would become aware of the building and its programs and urged Council to support the requested sign size. She emphasized the historic significance of the Rosenwald School as the only African American structure of this type in Cape Charles and asked Council to consider that significance when making its decision.

Mark Usry, resident

Mark Usry, a board member of the Cape Charles Rosenwald School Restoration Initiative, also spoke in support. He stated that the board sought to include multiple elements on the sign to recognize the site's past and its future as the Impact Center, including the former school identity and Washington Rosenwald history, and to allow for changeable messaging about programming. Mr. Usry acknowledged concerns about exceptions to ordinances but stated that well-reasoned, logical exceptions would not "blow the lid off" a policy. He discussed historic school board decisions that placed the school out of sight and argued that allowing a larger sign would be a meaningful way to make the site visible and help correct historic exclusion. He requested Council approval of the larger sign.

Council discussed sign size, letter sizing, legibility, comparisons to other signs within the town's limits for comparable examples, and the importance of applying the adopted ordinances consistently while also recognizing the site's historic significance.

B. *Amend Comprehensive Plan Page 41 Regarding Housing - Accessory Dwelling Units and Page 12 – Future Land Use – Mixed Use Designation*

Katie Nunez explained that the proposed Comprehensive Plan amendment would remove language stating that Accessory Dwelling Units (ADU) may not be rented for fewer than 30 days, to align Comprehensive Plan policy with the proposed Zoning Text Amendment allowing ADUs to be used as Short-Term Rentals (STR) under defined conditions. She reviewed the background and noted the Planning Commission reviewed the Comprehensive Plan Amendment and Zoning Text Amendment together because they were interdependent.

PUBLIC HEARING COMMENTS

Claudette Lajoie, President of the Historic District Civic League

Ms. Lajoie addressed Town Council regarding concerns about the handling of Town policies and procedures related to recent discussions on allowing accessory dwelling units (ADUs) to be used as short-term rentals. Ms. Lajoie stated that the topic had been discussed over several months at multiple Planning Commission and Town Council meetings with consistent public participation, and she questioned the timing and presentation of staff concerns referenced in the meeting materials. She expressed concerns regarding transparency, consistency, and process, citing issues related to draft ordinance language, meeting documentation, and procedural clarity. Ms. Lajoie emphasized the importance of accountability, adherence to established processes, and maintaining public trust in Town decision-making, particularly as the Town moves forward with future planning efforts. (Please see attached.)

Town Clerk Libby Hume read letters from Julie Jones and Sam Jones into the public hearing record regarding CPA 2026-01. (Please see attached.)

C. *Amend Cape Charles Zoning Ordinance Sections 4.1(J)(2)(a) and 4.14(B) new item 4*
Ms. Nunez reviewed the proposed zoning text amendments, explaining that the changes would allow either the primary dwelling unit **or** the accessory dwelling unit on a lot to operate as a short-term rental in a given calendar year, but not both. She explained that the amendments maintain existing ADU size limitations, setback requirements, and occupancy restrictions. She also reviewed enforcement provisions, documentation requirements, and consistency with the Town's existing STR ordinance.

There were no additional comments to be heard, nor any additional letters submitted prior to the meeting.

Motion made by Councilman Grossman, seconded by Vice Mayor Buchholz, to close the public hearing. The motion was approved by unanimous vote.

The public hearing closed at 6:57 p.m.

Recognition of Visitors / Presentations / Recognitions

A. *Recycling Presentation – Gaelan Patel of GP Backroad Recycling*
Mayor Charney recognized Gaelan Patel of GP Backroad Recycling, who presented a curbside recycling proposal for the Town.

Mr. Patel began by informing Council that Cape Charles threw away over 2.6M pounds of trash each year including about 836K pounds of recyclable material with glass being a significant component. About 32% of trash going to the landfill could be recycled instead. Mr. Patel proposed biweekly pickup, preferably on Fridays, at an estimated cost of $20 per month per household if the Town provided the carts, and $25 per month if the vendor provided the carts. A Town-wide contract was preferable, but he could provide an option for residents to opt out. In order for the program to be viable, approximately 950 homes and businesses would need to participate. (Please see attached.)

Council asked about cart procurement costs and Mr. Patel stated that one quote, for approximately 1,200 carts, totaled about $70K. Council discussed whether participation should be Town-wide, how carts would be counted for business participation, and how additional carts for businesses would be priced. It was noted that recycling was often requested by residents, so this could be something to discuss further during the FY 2027 budget meetings.

Mayor Charney thanked Mr. Patel for the presentation.

PUBLIC COMMENTS (3 minutes per speaker for topics not subject to this evening's public hearings)
Barry Gabler, resident
Mr. Gabler addressed Council regarding flooding conditions around his property and surrounding streets. Mr. Gabler provided background that he and his family discovered after Hurricane Matthew that the area was prone to significant flooding, which they commonly refer to as "Lake Madison." He described the area as a low point in Town and stated that flooding could occur when high tide coincides with heavy rain. He explained that flooding conditions could become severe, including impacts to vehicles. Mr. Gabler stated that he understood the complexity of drainage and flooding issues but requested that the Town support a safety improvement by advocating for warning signage, specifically, signage along Plum Street alerting visitors that the area was prone to flooding so that vehicles were not caught in hazardous conditions. Mr. Gabler stated that he understood that VDOT involvement would be required and requested Town support. He stated he would be willing to pay

for and install signs if permissions and approvals could be obtained. Mr. Gabler thanked Council for consideration.

Mayor Charney thanked Mr. Gabler, and staff requested clarification regarding Plum Street and the flood-prone area.

Consent Agenda

A. Approval of Agenda Format
B. Approval of Minutes
   - December 4, 2025 Town Council Special Meeting
   - December 18, 2025 Town Council Regular Meeting
   - January 8, 2026 Town Council Special Meeting
C. Approval of November 2025 Financial Report

Councilman Grossman requested that the financial report be pulled out for separate discussion.

Motion made by Councilman Grossman, seconded by Vice Mayor Buchholz, to approve the Consent Agenda items of (A) Approval of Agenda Format and (B) Approval of Minutes as submitted. The motion was approved by unanimous vote.

C. *Approval of November 2025 Financial Report (Pulled for Separate Discussion)*
Councilman Grossman requested staff explanation regarding revisions to the financial report.

Treasurer Marion Sofield apologized to Council and explained that a spreadsheet linkage error resulted in a portion of the revenue versus expenditures sheet showing zeros in the original packet and that the spreadsheet was corrected to link to the appropriate cell. She stated the correction cascaded through the spreadsheet but did not create a major impact. She also explained that on the real-time project tracking report, $5,168 in rent for November had been miscoded and therefore not reflected in the year-to-date totals shown in the report, and that this had been corrected. Process changes would be implemented to prevent similar issues in the future.

Motion made by Councilman Grossman, seconded by Councilman Butta, to approve the revised November financial report as distributed. The motion was approved by unanimous vote.

UNFINISHED BUSINESS

A. *Vote on Temporary Downtown Restroom Unit*
Town Manager Rick Keuroglian reviewed the status of the temporary downtown restroom trailer purchase. He explained that after the prior meeting, staff confirmed that the unit being built was designed for direct sewer connection only and would not meet the Town's operational needs as initially believed and that a substitution was necessary. Council discussed options and referenced the comparison chart of available tanked trailer models.

Motion made by Councilwoman Holloway, seconded by Councilman Grossman, to move forward with the purchase of the Oahu Plus Series temporary restroom unit. The motion was approved by unanimous vote.

B. *Review of Updated Possible Comparable Communities from Rural Resilience Advisors for Town Council Selection of 3*
Katie Nunez led the discussion regarding selection of comparable communities for the Railyard and Harbor Master Planning process. She reminded Council that Rural Resilience Advisors presented an initial list of comparable coastal communities at the December 4, 2025 meeting, and

Council narrowed the list to four communities while also requesting analysis of two additional communities for possible consideration. She reported that the updated memorandum and ranking analysis had been provided in the Council packet and reviewed the six communities evaluated: St. Michaels, MD; Beaufort, NC; Edenton, NC; Southport, NC; Rockport, MA; and Bald Head Island, NC. She reviewed the updated similarity ranking provided by Rural Resilience Advisors and noted that the Town's contract scope called for selection of 3 comparable communities.

Motion made by Councilwoman Ashworth, seconded by Councilman Grossman, to select the top three comparable communities recommended by Rural Resilience Advisors: St. Michaels, MD; Beaufort, NC; and Edenton, NC. The motion was approved by unanimous vote.

NEW BUSINESS

A. *Conditional Use Permit Application 2026-01 from Rosenwald School*
Mayor Charney noted that staff presentation had been given during the public hearing and moved directly into Council discussion. Council discussed the conditional use permit mechanism, how it was intended to function within the sign ordinance, and the importance of balancing flexibility with uniform enforcement.

Motion made by Councilwoman Ashworth, seconded by Vice Mayor Buchholz, to approve CUP 2026-01 as submitted for 59 square feet with a height of no greater than 10 feet with the caveat that no additional signage be allowed to be mounted on the sides of the building. The motion failed by majority vote with Councilwoman Ashworth and Vice Mayor Buchholz in favor, and all others opposed.

Motion made by Councilman Grossman, seconded by Councilman Newman, to accept the Planning Commission's recommendation and approve CUP 2026-01 with the following conditions: the sign cannot exceed 36 square feet, be no greater than 10 feet in height, and comply with the lighting requirements as laid out in the Zoning Ordinance. The motion failed by majority vote with Councilmen Grossman and Newman in favor, and all others opposed.

Motion made by Councilwoman Holloway, seconded by Councilman Butta, to approve CUP 2026-01 with a sign size of 49 square feet, not to exceed 10 feet in height, and comply with the lighting requirements as laid out in the Zoning Ordinance. The motion was approved by majority vote with Councilman Grossman opposed.

B. *Comprehensive Plan Amendment (CPA 2026-01) – Accessory Dwelling Units*
Council discussed the proposed deletion of the Comprehensive Plan sentence prohibiting rentals under 30 days. Councilman Grossman noted that the sentence being deleted had been truncated in the distributed language and proceeded to read the full sentence.

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to approve Resolution 20260115A for adoption of the Town of Cape Charles Comprehensive Plan Amendment 2026-001 as presented. The motion was approved by unanimous vote. Roll call vote: Ashworth, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes; Newman, yes.

C. *Zoning Text Amendment (ZTA 2026-01) – Accessory Dwelling Units*
Council discussed the ordinance provisions limiting short-term rental activity to either the principal dwelling unit or the accessory dwelling unit on a lot within a given calendar year, but not both. Discussion also addressed occupancy limitations, including the removal of the "plus-two" prohibition for ADUs used as short-term rentals adding that ADUs operating as STRs would be subject to the Town's existing STR regulations.

Council also discussed a request raised by Mr. Scott Simms during the Planning Commission meeting regarding whether a property owner should be permitted to switch a short-term rental (STR) designation from an accessory dwelling unit to the principal dwelling in situations involving medical needs. Councilwoman Ashworth expressed the view that residents should be allowed to make such a change for any personal reason, without being required to disclose the reason to the Town. She stated that under such a process, the property owner would notify Town staff of the intent to switch the STR designation and would be required to complete the STR application and permitting process for the alternate structure. It was noted that no refunds would be issued for any remaining period on the original STR permit.

There was much discussion regarding amending the language in the last paragraph of the Ordinance to coincide with their intent. The language was amended to read "*…there will be no allowance for both dwelling structures to be utilized as a Short-Term Rental concurrently in the same calendar year. For each change, an additional permit and license will be required. If the ADU is applying for a STR Zoning Permit, the requirements outlined in the STR Ordinance must be met to establish the number of applicable bedrooms for occupancy for the STR."*

Motion made by Councilwoman Ashworth to adopt Ordinance 20260115B, as amended, to amend the Cape Charles Zoning Ordinance to allow accessory dwelling units to obtain permits for short-term rentals, seconded by Councilwoman Holloway. The motion was approved by unanimous vote. Roll call vote: Ashworth, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes; Newman, yes.

Councilman Grossman stated that this discussion should have occurred at the Planning Commission level. Councilwoman Holloway added that the information being discussed should have been provided earlier in the process, noting that both the Planning Commission and Town Council require all pertinent information when evaluating a project of this scope. She stated that the timing placed Council in a difficult position and was also unfair to the public. Councilwoman Holloway further expressed concern with last-minute additions to meeting agendas and stated her preference for adhering to the one-week advance distribution practice previously followed, noting that late additions could result in missed information. Mayor Charney concurred, stating that he also preferred receiving materials earlier for review prior to the meeting.

TOWN MANAGER COMMENTS

Town Manager Rick Keuroglian provided comments including follow-up and operational updates: i) He thanked Mr. Gabler who raised flooding concerns and stated staff would look into the issue and advocate as appropriate; ii) He thanked Councilwoman Holloway for her comments adding the importance of accountability and a greater stance of excellence. The adjustments would be made so that Council and the public would have adequate time to review the agenda material. He thanked everyone for all the comments on behalf of this matter; iii) Jeremiah Camp, our Public Works seasonal employee, completed his seasonal assignment assisting with holiday preparation and events, and staff looked forward to bringing him back in the spring; iv) Katie Lewis, who was previously the Deputy Treasurer with Northampton County, would begin with the Town on January 27 as the new business specialist supporting STRs, filling the position vacated when Ryan Silvey moved; v) A mandatory Defensive Driving class had been assigned to all staff; vi) During the period over the holiday when the Library was closed for renovations, staff completed many classes from the Niche Academy and NeoGov; vii) Katie Nunez and Paula Davis participated in one of the Supervisory and Leadership classes titled *Feedback That Builds Trust and Performance*; viii) Chief Jim Pruitt took a class through Virginia Risk Sharing Association on Effective Force; ix) Employees continue to utilize the online training portal through NeoGov.

Mayor & Council Comments

Councilman Grossman commented as follows: i) He advised that county real estate assessments would be issued in February and reminded residents that assessments occurred every two years; ii) He asked for an update on survey participation. Rick Keuroglian reported that the Town had received approximately 400 survey responses. The hard copies had been input into the online survey and Google Forms automatically created charts which would save staff some time. Additional notices were sent throughout the week reminding everyone to complete the survey.

Vice Mayor Buchholz reminded the public that the Rosenwald/Impact Center Ribbon Cutting Ceremony was being held on Monday, January 19th, (Martin Luther King, Jr. Day). It would also be broadcast on WESR and The Cape. He will be representing the Town for Mayor Charney who was scheduled to be out of Town. Councilwoman Holloway added that the Open House was from Noon to 2:00 p.m. and encouraged everyone to attend.

Councilman Butta announced that registration for the Academy of Lifetime Learning had opened with lots of great courses such as pickleball, flower arranging, etc. He encouraged residents to go to the website to review the course offerings. The cost was $30 per semester.

ADJOURNMENT

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to adjourn the Town Council Public Hearing & Regular Meeting. The motion was approved by unanimous vote.

The meeting adjourned at 8:33 p.m.

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Adam Charney, Mayor

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Libby Hume, Town Clerk

Elise McMath, Impact Center Director of Programming & Communications

Considerations Supporting a Sign Larger Than 24 Square Feet

Good evening, Members of Town Council. Thank you for your continued service to our community, and for the opportunity to speak with you tonight.

We're grateful that many of you will be joining us for the Impact Center's Grand Opening this Monday. In some ways, the timing of this public hearing is a little unfortunate, because much of what I'm going to attempt to convey this evening will be evident and on full display then. Still, I appreciate the opportunity to share why this request matters—not only in practical terms, but in what it communicates about the Town and the community the Impact Center is meant to serve.

This request is not truly about square footage. It's about visibility—and what we choose to make visible in our shared landscape reflects what we value.

The scale of a sign communicates more than basic information. It signals importance, care, and public commitment. For a historic, public-facing institution like the Impact Center, signage is part of how a community acknowledges what belongs in its civic landscape. An appropriately sized sign helps convey the seriousness of the Center's purpose—education, workforce development, and the preservation of African American history.

We already recognize this in Cape Charles. Just down Stone Road, as you are driving into town, the historic Palace Theatre is marked by a sign of approximately 64 square feet, including both its name and a letterboard. That sign does not detract from the town's character; in fact, it strengthens it. It clearly communicates to those passing by, that The Palace Theater is an important landmark. That it matters to the town.

And we certainly respect legibility standards, including readability from a vehicle traveling at 25 mph down Old Cape Charles Rd. At the same time, legibility alone does not convey presence. Scale here also plays a role in whether a sign feels purely functional or whether it reflects the significance of the institution it represents.

In historic settings, scale matters—but larger does not mean intrusive. When signage is thoughtfully designed and well-proportioned, it reinforces historic character rather than diminishing it.

This consideration carries particular weight when it comes to African American history in Cape Charles. Much of that history has long been difficult to see in the physical landscape, particularly for newcomers. Entire blocks of what were once segregated neighborhoods have changed dramatically over time. Buildings that held priceless cultural, social, and architectural significance have been demolished. Longtime residents have been displaced. New construction has often replaced, rather than reflected, the historic fabric of those communities. As a result, the story of African American life here is too often invisible—or absent altogether—from the town's visual record.

In that context, visibility is not cosmetic. It is corrective. A larger, carefully designed sign is one small but meaningful way to ensure that this history is not hidden, not forgotten, and not treated as incidental. It signals that African American history is a valued and intentional part of Cape Charles' identity, worthy of recognition in the same public, visible ways as other historic institutions in town.

There are also practical reasons for this request. Visibility supports participation, sustainability, and long-term impact. The Impact Center's programs address two of Northampton County's most pressing needs—workforce development and access to high-quality education. Awareness supports strong enrollment, meaningful outcomes, and the continued funding that allows this building to remain active and serving the community over time.

Operationally, a modestly larger sign allows the 911 address to be displayed clearly, improving access and reducing delivery challenges that we are already experiencing. From a wayfinding perspective, this is the only visible building on its road, and clearer signage helps visitors immediately understand that they have arrived at the correct location.

The letterboard is also an important component. On the Eastern Shore, word of mouth remains one of the most effective ways information is shared. A permanent letterboard provides a cost-effective, long-term way to communicate programs and events without relying on temporary signage or online outreach alone.

From a design standpoint, the additional size improves legibility, balance, and clarity, particularly given the amount of text in our new logo. The sign is intended to serve as a welcoming focal point, complemented by landscaping, and designed to fit comfortably within Northampton County's established signage character.

Finally, this facility represents a significant investment of public trust, philanthropic support, and community effort. Allowing modest flexibility in signage size helps ensure that investment is fully realized by increasing awareness, participation, and use of the space.

This is not a request for excess. It is a request for alignment—between the importance of the institution, the history it preserves, and the message the Town sends about what it chooses to recognize and support. A larger sign allows Cape Charles to express that commitment clearly and confidently.

Thank you for your consideration. I'm happy to answer any questions regarding the sign itself.

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Claudette Lajoie, President of the Historic District Civic League

Members of the Town Council and Town Management,

I am here to express my concerns regarding the application of Town policies and procedures by Town Staff, as highlighted by the second paragraph of page 112 of 177 of your meeting packet tonight. Specifically, referring to the topic of Accessory Dwelling Units as Short Term Rentals in which,

> *...the Building Official has some concerns about implementation that he would like to raise with Town Council. He was on a scheduled absence from the office at the end of last week and was not able to get his written comments finalized for inclusion in this staff report...*

The ADU as STR discussions have been ongoing for 5 months which equates to 2 public meetings per month of the Planning Commission and Town Council. We as the community have taken the time and shown up for every meeting and participated in all of the discussions. Town Staff has had more than ample time to be part of the discussions to express any concerns including last week's Planning Commission Public Hearing. Over the last 5 months, we, as the community, have shown up and endured the overstep of self-direction with the insertion of language by Town Staff into draft ordinances not discussed or agreed upon by the Planning Commission or this Town Council, missing meeting recordings and minutes, and deceitful appearing stall tactics including this one tonight.

Citizens rely on clear, consistent, and transparent governance. When policies are subject to self-discretionary interpretation by Town Staff, it becomes difficult for residents to understand how decisions are made or how they can meaningfully engage in the process and ultimately undermines our confidence in Town decisions, processes, and governance as a whole.

This erosion of trust negatively impacts confidence not only in Town Staff, but also in Town Management, Boards, Commissions, and ultimately you as the Town Council. This issue is especially troubling at this time, when our Town is emerging on the largest master planning effort it has ever undertaken. The strategic core values, planning and zoning processes, and development standards of our Town require open dialogue and transparency to preserve the long-term character of the community. It is most important that the evident cracks in the foundation of our town government, this topic as one example, cannot be ignored.

Development of agreed upon core and professional values by our Town Staff and Town Council is important. Regardless of the acronym of PAR or CAPE; they have no merit in restoring lost confidence in Town governance and reinforcing the commitment to public trust if there is no accountability for when those values have been neglected or ignored. Addressing the lack of adherence to these values is critical to restoring public confidence and ensuring fair, predictable, and policy-driven processes that serve the best interests of the community.

Claudette L. Lajoie, PhD
President – Cape Charles Historic District Civic League

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Julie Jones, resident
Good evening Mr. Mayor, Town Council, and Town Manager,

My name is Julie Jones.

My husband, Sam, and I live at 538 Monroe Avenue, in the historic district.

At last night's meeting of the Historic District Civic League, president Claudette Lajoie shared that there are approximately 18 accessory dwelling units in the Historic District.

With the loss of the Seabreeze apartments, these 18 ADUs represent the last of affordable housing options available in the town of Cape Charles.

If you vote to approve the planning commission's recommendation to allow ADUs to be used as short term rentals, don't be surprised if tomorrow some, or maybe all of these ADU landlords tell their tenants that they need to find another place to live, because they can make more money renting that ADU as an STR.

Then where will these people live?

Where will they go?

Before you vote, search your hearts.

Thank you for your service to our little town.

You have a very hard job to do.

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Sam Jones, resident
Good evening. My name is Sam Jones and my wife Julie and I live at 538 Monroe Avenue. Thank you for the opportunity to speak and for your service.

As you consider whether to allow ADU's to be used for short-term rental, I ask that the following zoning requirements remain, or be put in, place.

1. As recommended, zoning language be added that only one STR can exist on a given property. That is, either the primary dwelling or the ADU may be used as an STR, but not both.

2. That all aspects of Section 4.1 E Accessory Buildings shall continue to apply. These generally relate to building locations, setbacks, size and height.

3. That under Section 4.1.J Accessory Dwellings, language allowing property owners to use an ADU for family and personal guests by right remains in place.

4. That parking requirements remain in compliance with Section 4.5B3 Off-Street Parking and Loading Standards which state that the minimum number of off-street parking parking spaces required by an ADU is one off-street space per unit.

As noted, other than adding language allowing only 1 STR on a property, these requirements are currently in place and require no action by the Town Council. Of course, a more fundamental question is whether the Town needs additional STRs within its borders, or is the market now saturated.

Thank you again for the opportunity to comment.

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GP BACKROAD RECYCLING

Recycle Today For A Better Tomorrow

A curbside recycling proposal for the Town of Cape Charles, Virginia

Who is GP Backroad Recycling?

- Locally operated recycling service focused on small communities
- **Mission**: *Recycling Today For A Better Tomorrow*
- **Commitment**: Keep recyclable materials out of the landfill and in the circular economy
- Focus on simple, reliable curbside collection

What Cape Charles throws away today

- Over **2,624,000 pounds** of trash produced each year
- About **839,680 pounds** of that is recyclable material
- That means roughly **32 percent** of what goes to the landfill could be recycled instead

Why this matters

- Fewer tons to landfill can reduce long term disposal costs
- Less strain on transfer and landfill capacity
- Cleaner image for residents and visitors
- Aligns with regional and statewide sustainability goals
- Educates the next generation about responsible waste habits

Our solution

Single Stream Curbside Recycling

- One cart for all recyclable materials
- Simple "all together" system, no sorting required by residents
- Biweekly pickup on Friday
- Materials delivered to RDS in Portsmouth for processing

How it works

Fill the Cart

Place accepted recyclable materials loose in the cart. No bags, no sorting need.

Set it Out

Roll the cart to the curb the night before the scheduled pickup

We take it from there

GP Backroad Recycling collects and hauls the material. Loads delivered to RDS in Portsmouth for processing.

What you can recycle
Cardboard and paper
Paperboard and cartons
Metal cans (aluminum and steel)
Plastic bottles and containers (by number, as allowed)
Glass bottles and jars
Exact material list will match RDS guidelines to keep contamination low.

Environmental Impact
Diverts up to 839,680 pounds of material from landfill each year, based on current estimates
Reduces the volume of trash transported and buried
Cuts the lifetime environmental footprint of glass, metals, and plastics

Let's keep recyclable material out of the landfill and give Cape Charles a program that matches the pride people already feel in this town
Thank you
GP Backroad Recycling
GPBackroadRecycling@gmail.com
(757-695-0947)
29464 Lucilles Lane,
Cape Charles, Virginia 23310

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MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
November 30, 2025

Cash on Hand	10/31/2025	11/30/2025	Increase/ (Decrease)
Atlantic Union Bank Checking Account	$78,651	$51,955	-$26,696
Atlantic Union Bank Money Market Account	$15,139	$15,170	$32
LGIP Account 1 - 0565 - Unrestricted	$122,118	$122,527	$409
LGIP Account 2 - 0195 - Unrestricted	$388,152	$389,452	$1,299
Virginia Investment Pool Liquidty Unassigned - 5003	$16,875,893	$16,932,775	$56,881
Virginia Investment Pool 1-3 Year Unassigned 0001	$1,126,129	$1,131,417	$5,288
Taylor Bank Operating Cash Account	$280,316	$629,665	$349,349
Taylor Bank Sweep Account	$1,010,017	$1,011,553	$1,536
Total Cash On Hand	**$19,896,416**	**$20,284,513**	**$388,098**

Restricted and Reserved Cash Balances	10/31/2025	11/30/2025	Increase/ (Decrease)
Atlantic Union Bank Checking Account - Police Funds	$431	$431	$0
LGIP Account 2 - Restricted for USDA loan covenant	$30,120	$30,120	$0
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsrvd (Utilities)	$0	$0	$0
Total Cash Held in Reserve	**$30,551**	**$30,551**	**$0**
Total Cash - All Accounts	**$19,926,966**	**$20,315,064**	**$388,098**

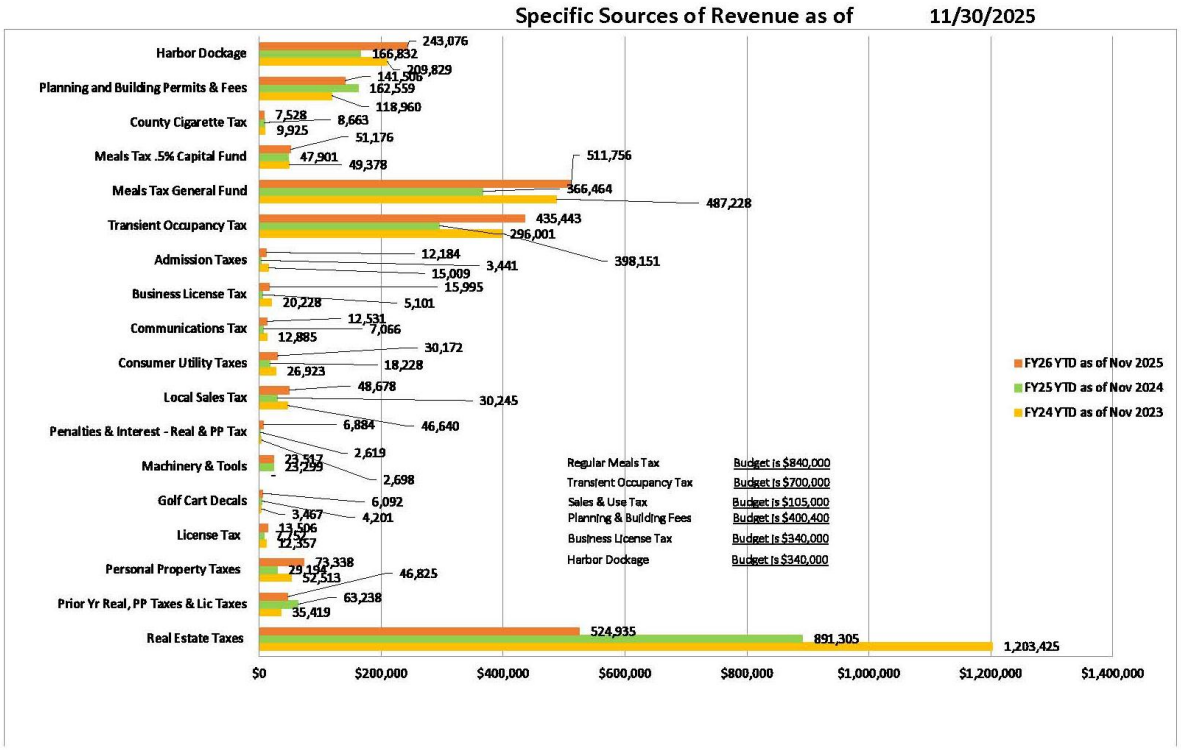
MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
November 30, 2025

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	CURRENT YEAR-TO-DATE	ANNUAL BUDGET	% REALIZED/ EXPENDED FY25
GENERAL Fund				
REVENUE	$838,614	$2,526,300	$5,870,099	43.04%
EXPENDITURES	$291,799	$2,391,612	$5,870,099	40.74%
NET	**$546,815**	**$134,688**	**$0**	
GENERAL Capital Fund				
REVENUE	$5,319	$1,551,176	$6,837,456	22.69%
EXPENDITURES	$36,079	$2,481,321	$6,837,456	36.29%
NET	**($30,760)**	**($930,146)**	**$0**	
GENERAL Debt Service Fund				
REVENUE	$0	$1,595,121	$1,655,121	96.37%
EXPENDITURES	$10,886	$1,510,886	$1,655,121	91.29%
NET	**($10,886)**	**$84,235**	**$0**	
GENERAL Special Activities Fund				
REVENUE	$0	$0	$0	0.00%
EXPENDITURES	$0	$0	$0	0.00%
NET	**$0**	**$0**	**$0**	
PUBLIC UTILITIES Fund				
REVENUE	$586	$82,575	$80,000	103.22%
EXPENDITURES	$0	$80,042	$80,000	100.05%
NET	**$586**	**$2,534**	**$0**	
HARBOR Fund				
REVENUE	$48,761	$912,214	$1,000,631	91.16%
EXPENDITURES	$46,200	$426,818	$1,000,631	42.65%
NET	**$2,561**	**$485,397**	**$0**	
SANITATION Fund				
REVENUE	$1,899	$98,718	$361,177	27.33%
EXPENDITURES	$29,495	$158,910	$361,177	44.00%
NET	**($27,597)**	**($60,192)**	**$0**	

FY 26 Capital Improvement Project Tracking Report

As of: 11/30/2025	% of Current Year Budget	FY26 Budgeted	QTR 1 Expended	QTR 2 Expended	QTR 3 Expended	QTR 4 Expended	FY26 YTD Expended	(Over)/Under Budget
General Capital Fund								
Municipal Space Replacement	0%	$3,087,981.00	$ 2,004	$ 13,417	$ -	$ -	$ 15,421	$ 3,072,560
ADA Parking	14%	$60,000.00	$ 5,667	$ 2,469	$ -	$ -	$ 8,344	$ 51,656
Library Repair & Renovation	2%	$ 310,000	$ 610	$ -	$ -	$ -	$ 5,979	$ 304,021
Beachfront Revitalization	0%	$ 45,000	$ -	$ -	$ -	$ -	$ -	$ 45,000
Beach Restroom/Bathhouse	0%	$ 45,000	$ -	$ -	$ -	$ -	$ -	$ 45,000
Sidewalk Infill	0%	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ 100,000
Mason Ave. Electrical	0%	$ 164,000	$ -	$ -	$ -	$ -	$ -	$ 164,000
Keck Wells Water Line Return	19%	$ 565,000	$ -	$ 105,000	$ -	$ -	$ 105,000	$ 460,000
Subtotal		**$ 4,376,981.00**	**$ 8,281**	**$ 120,886**	**$ -**	**$ -**	**$ 29,744**	**$ 3,782,237**
Harbor Fund								
Fuel Tank Improvements	0%	$ 42,000	$ -	$ -	$ -	$ -	$ -	$ 42,000
Fixed Dock Rehab	0%	$ 25,000	$ -	$ -	$ -	$ -	$ -	$ 25,000
Replace Boardwalk With Synthetic Decking	10%	$ 129,000	$ 11,785	$ 1,650	$ -	$ -	$ 13,435	$ 115,565
Subtotal		**$ 196,000**	**$ 11,785**	**$ 1,650**	**$ -**	**$ -**	**$ 13,435**	**$ 182,565**
TOTAL		**$ 4,572,981**	**$ 20,066**	**$ 122,536**	**$ -**	**$ -**	**$ 43,179**	**$ 3,964,802**



FY 26 Real Time Project Tracking Report

As of: 1/9/2026	% of Budget	FY26 Budgeted	FY26 YTD Expended	(Over)/Under Budget
Restroom Trailer	49%	$ 70,000	$ 34,582.50	$ 35,417.50
Interim Town Hall Costs				
Moving Costs				
Repairs & Improvments			$ 35,312.97	
Information Technology & Computer Hardware			$ 39,492.59	
Furnishings			$ 39,767.98	
Contingency			$ 7,689.93	
Subtotal	122%	$ 100,000	$ 122,263.47	$ (22,263.47)
Lease		$ 62,019	$ -	
Total	75%	$ 162,019	$ 122,263.47	$ 39,755.53