



TOWN COUNCIL

Regular Meeting

July 17, 2025

Trinity United Methodist Church Fellowship Hall

6:00 PM

1. Call to Order
 - A. Roll Call
 - B. Establish quorum
2. Moment of Silence and Pledge of Allegiance
3. Recognition of Visitors / Presentations / Recognitions
 - *A. [Coast Guard Station Cape Charles Appreciation Proclamation](#)
 - B. Cape Charles Museum Presentation
4. Public Comments (3 minutes per speaker)
5. *Consent Agenda
 - A. Approval of Agenda Format
 - B. [Approval of Minutes](#)
 - C. [Approval of May 31, 2025 Financial Report](#)
6. Unfinished Business:
 - A. None
7. New Business:
 - *A. [Community Development Block Grant](#)
 - i. Railroad & Harbor Area Master Plan
 - ii. Project Management Team
 - *B. [Architectural Services Contract Amendment](#)
 - *C. [Resolution of Intent – Zoning Text Amendment Request from Historic District Civic League](#)
 - *D. [Reappointment of Library Board Member](#)
8. Town Manager Comments
9. Mayor & Council Comments (5 minutes per speaker)
10. Announcements
 - August 2, 2025 – Shriner's Parade
 - August 2, 2025 – Coast Guard Appreciation Day
 - August 2-3, 2025 - Crab Slam
 - August 7, 2025 – Town Council Special Meeting
 - August 21, 2025 – Town Council Public Hearing & Regular Meeting
11. Adjournment

TOWN OF CAPE CHARLES
PROCLAMATION 20250717
COAST GUARD APPRECIATION DAY – AUGUST 2, 2025

WHEREAS, Coast Guard Station Cape Charles provides service to The Nation and our region by being always ready - “Semper Paratus” - to perform their mission; and

WHEREAS, Coast Guard Station Cape Charles embodies the U.S. Coast Guard core values of Honor, Respect and Devotion to Duty; and

WHEREAS, Coast Guard Station Cape Charles is committed to excellence by supporting and executing operations in a proficient and professional manner; and

WHEREAS, Coast Guard Station Cape Charles leads by example, facing challenges each day to protect and serve the maritime community to ensure the safety and security of the people on our waterways; and

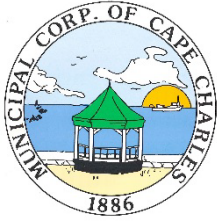
WHEREAS, Coast Guard Station Cape Charles conducted 130 Law Enforcement Boardings and 61 Search and Rescue missions over the past year, including the rescue of a swimmer in distress and suffering from hypothermia more than a quarter mile off the Cape Charles beach on June 14, 2025; and

WHEREAS, the U.S. Coast Guard was founded 235 years ago on August 4, 1790; now

THEREFORE, BE IT PROCLAIMED, that the Town Council of the Town of Cape Charles, Virginia, hereby recognizes August 2, 2025 as Coast Guard Appreciation Day and calls this observance to the attention of all our citizens.

Mayor Adam Charney

ATTEST: _____
Clerk of the Council



DRAFT
TOWN COUNCIL
Work Session
Cape Charles Civic Center
May 13, 2025
6:00 PM

At 6:00 p.m. Mayor Adam Charney, having established a quorum, called to order the Work Session of the Town Council. In addition to Mayor Charney, in attendance were Vice Mayor Buchholz, Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. Also, in attendance were Town Managers John Hozey and Rick Keuroglian, Town Clerk Libby Hume and Mr. Ricky Wiatt from VHB, the town's consulting firm for the Beachfront Master Plan. There was one member of the public in attendance.

WORK SESSION ORDER OF BUSINESS:

A. Beachfront Master Plan – Review Public Outreach Results & Comments

John Hozey stated that historically different responses were received from those attending in-person and online only respondents. The data in the binder did not combine all responses but contains In-Person Results and Online Results as well as a section with all of the comments received. We had a total of 211 contacts, 97 online and 114 in-person, but only 74 provided comments. It was reasonable to consider that if someone liked something, they did not necessarily comment. People usually comment when they dislike something. The binder includes the data and charts. The “likes” almost always outweigh the “dislikes” with those who attended one of the sessions.

There was much discussion about the plan as follows: i) The in-person sessions went well and Council, as a group, did a phenomenal job explaining the plan; ii) It seemed that the people viewing the online version responded to the old plan, not the revised version; iii) Council appreciated being able to read all of the comments received; iv) Many comments were received from the in-person group expressing their appreciation on how the sessions were set up and we should consider this type of model with interactive discussions for future issues. Councilwoman Holloway preferred this route as the first step in engaging the public versus the meeting held earlier this year; v) It's important for people to understand that by approving this plan, it did not mean that the construction would begin next year. It may take years to get some of the phases done and things could change during that time, but something needed to be approved so things could move forward; vi) It's also important to understand that this was a conceptual plan of what we would like to see at the beach, not a law; vii) The project would be prioritized in phases similar to the Community Trail project which began with Central Park as phase 1; viii) The Town would apply for grants to help fund the project; ix) Ricky Wiatt explained that various grants. The BUILD was the biggest grant with no match and was based on a score for safety, resilience, stormwater, coastal protection, and multimodal transportation. The Town would have five years from the date of award to use the funding. The BUILD grant applications were due in January 2026 and notifications were done in June. The Town met the criteria and applied for the Rural and Tribal Assistance (RTA) Grant, but due to issues, the grant was closed and we would have to reapply when it reopened. There was from \$27M to \$52.2M of grant funding available. Last year was the first year for this pilot program. We could get a grant up to \$750K towards surveys and everything for a road project. We needed to get to 30% design level. This would require another round of public engagement. It would take about 18 months to go through the design. The finished design would be about June 2027 then about a year to break ground – fall of 2028; x) Councilwoman Ashworth was concerned about being locked into a certain level of work, especially Bay Avenue. Ricky Wiatt stated that the boardwalk was failing and maintenance was necessary; xi) John Hozey stated that Council needed to look at the comments to see how to tweak the design based on the comments, then we could start the planning process for the RTA grant. The general consensus was that planning was headed in the right direction.

Council began their review by area.

Council agreed that all the planters included in the plan would be removed and sand-colored permeable pavers would be used in all areas.

Jefferson Overlook: i) Possibly limit to two ADA/family restrooms; ii) The tables and planted beds were removed; iii) Some seating would be kept. It was a good lookout point and some seating was necessary.

Gazebo: i) Simplify the “rings,” make the area smaller than the proposed 90’ (30’ on each side of the gazebo); ii) Change the surface from concrete to permeable pavers; iv) ADA access to the gazebo. Reduce to one ramp versus two; v) If people were to sit on the 18” sea wall, they would be facing the street, not the beach so seating facing the beach was needed. Bench seating on the beach side of the gazebo, possibly a concrete bench that curved with the gazebo.

South Mason Avenue Plaza (LOVE Sign area): i) Remove the grass and use sand only since the grass would be covered by sand. The overall theme of the comments was to keep things natural; ii) Ricky Wiatt explained that pavers were added for mobility to get people to the LOVE sign, fishing pier, bathrooms, food trucks, etc. Councilwomen Ashworth and Holloway asked that the paving be scaled back as much as possible, maybe creating paths to the bathrooms, pier, LOVE sign, etc, but keeping mostly sand around it; iii) There would be a promenade that extended toward the pump station which would eventually be part of the trail extension to the harbor; iv) Ricky Wiatt stated that the plan showed 12’ wide paths but could be reduced to 8’. 24’ was required for the emergency access route. The walkway behind the seating area could be reduced to 8’; iv) Councilwoman Ashworth did not want food trucks. Mayor Charney, Vice Mayor Buchholz, Councilmen Butta and Newman, and Councilwoman Holloway were supportive of the food truck area. There would be room for five food trucks. Councilwoman Holloway suggested having a food truck operator as part of the committee when we got to that point in the planning; v) Councilwoman Holloway liked the seating area with shade, adding that it was a nice gathering area and provided an area for people to get off the beach to enjoy some shade. People would also have picnics there. It was a nice amenity; vi) The maintenance building was 26’ x 15’ to accommodate the Public Works and beach attendants’ equipment; vii) It would be nice to carry the boardwalk around to the harbor. If this was the plan, it was important that it be emphasized. Ricky Wiatt stated that it was the idea for the future to get people from the harbor to the beach and fishing pier. It would also be a great viewing area. It was noted that the beach area by the pier was good for kayaks, etc.

Parking: i) We currently had approximately 160 parking spaces and the new design had 235 – a combination of cars and golf carts; ii) The golf cart parking areas needed to allow for more maneuverability. Maybe have four carts in a row versus six, and have more of them; iii) Councilwoman Holloway suggested a study of parking on the side streets for beach use possibly taken twice a week. We need to count the number of golf carts as well as vehicles along Jefferson, Madison and Washington. This information would allow us to place the golf cart parking rows accordingly. John Hozey would have the beach attendants count the vehicles and golf carts as part of their duties; iv) Councilwoman Ashworth reminded everyone that this area was initially pitched as overflow parking for the Town. John Hozey noted that this was in the original design before Council went back to parallel parking on the east side of Bay Avenue; v) Ricky Wiatt stated that the golf cart rows were 6’ wide, allowing 1’ on each side of the golf cart for a total of 2’ between golf carts. They were 10’ long for two and four seaters. Six seater golf carts would use a regular vehicle space. There was a 10’ drive aisle, but this could be increased to 15’. We could do 24 golf cart spots for every 14 vehicle spots. John Hozey stated that at least one golf cart row was needed in each block from Madison to Jefferson but the busiest areas were from Tazewell to Mason; vi) Councilman Newman suggested that more vehicle parking spaces be placed by Mason since more day trippers like to drive down to go to the LOVE sign, the pier, and Mason.

Intersection Design: i) John Hozey stated that very few people disliked the median removal. VDOT shaved down the median last year so they were now flat; ii) The design was part of the grant requirements; iii) There would not be any hedges on the east side of Bay Avenue; iv) There were three options regarding maintenance. 1-The Town took control of the street. We would be able to close the streets when needed, but we would have to do all the maintenance. The street would probably have to be repaved in 20 years. 2-Reduced right-of-way. The Town would own the parking area and sidewalks and VDOT would keep the road. The Town would still have to obtain permission from VDOT to close the street. 3-Everything would stay with VDOT and they would have to approve everything. John Hozey stated that the Town took option #2 for Washington and Peach. The Town owned the sidewalks and VDOT owned the road. Option #2 was the ideal scenario.

Beach Area Modifications: i) John Hozey stated that he did not disagree with the online participants' perception. If we did any breakwater, we should do the north beach extension to protect that area, as the last phase; ii) Vice Mayor Buchholz noted that the jetty was in terrible shape. Ricky Wiatt stated that the jetty could be added as part of the master plan to tighten it back up, but he recommended keeping the little extension on the south end also. The other one could be deleted; iii) Council agreed that only the north and south breakwater extensions would be included in the plan.

Dune Redesign: i) Ricky Wiatt explained that the dune was not designed to protect the area from a category 5 storm and a storm surge would go around it; ii) Everyone was good with the current design; iii) Councilman Newman asked if the Town could be doing something in the meantime before construction began, adding that some people suggested cutting the beach accesses at an angle versus perpendicular. Cutting it perpendicular created a wind tunnel. Councilman Newman suggested we consult an expert to provide guidance to the public works staff.

Restrooms: i) John Hozey stated that we were not required to meet the historic guidelines but asked if we should. Councilwoman Holloway wanted to ensure the design of the restroom fit in with the surrounding historic area.

General Comments: i) Councilwoman Holloway stated that she liked the idea with both restroom locations having water bottle fillers and dog stations; ii) John Hozey stated that foot showers were planned at the entrances; iii) Councilwoman Holloway expressed her concerns about the style of lighting. She liked the style used along Mason Avenue and Central Park but the lights across from Kelly's struggled with the salt water. She heard someone suggested a ballast type of lighting. Councilman Grossman agreed and suggested waist high lighting. John Hozey stated that when reading through the comments, some mentioned dark-sky compliant lighting; iv) John Hozey stated that there were comments about bike racks which were added. He assumed that bikes would be permitted to ride on the promenade. Councilman Butta suggested adding a bike lane. Ricky Wiatt stated that if a bike lane was added on the street, it would be dangerous with vehicles backing out. The best place would be on the promenade, which would be wide enough at 18'. 8' could be designated for bikes and 10' for pedestrians; v) Councilwoman Holloway asked about the King Neptune statue and the dolphin. John Hozey stated that they would be kept but the Town should let the designers recommend their placement.

Elise McMath asked if it would be possible to create an infographic on the RTA grant so people could understand the value of that specific grant. She added that she learned so much from attending tonight's meeting and it might help others.

Councilwoman Ashworth suggested that the first slide for the next round of public engagement show how this would be paid for.

Ricky Wiatt responded that RTA grants pay for planning. The BUILD grant's first requirement was safety.

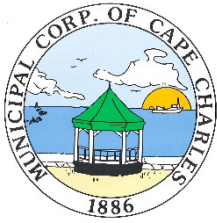
John Hozey stated that the average person would not get into the specific grants. They just needed to know the boxes that need to be checked off to get the grants, adding that he hoped that the RTA grant would reopen before the next round of engagement.

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to adjourn the Town Council Work Session. The motion was approved by unanimous vote.

The meeting was adjourned at 8:11 p.m.

Mayor Charney

Town Clerk



DRAFT
TOWN COUNCIL
Town Hall Meeting
Cape Charles Civic Center, 500 Tazewell Avenue
May 27, 2025
6:00 PM

At 6:00 p.m. Mayor Adam Charney, having established a quorum, called to order the Town Council Town Hall Meeting. In addition to Mayor Charney, in attendance were Vice Mayor Buchholz, Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. Also, in attendance were Town Manager Rick Keuroglan, former Town Manager John Hozey, Project Manager Bob Panek, Treasurer Marion Sofield, Planning & Zoning Administrator Katie Nunez, Planning Administrative Assistant Jack Steinmayer, and Town Clerk Libby Hume. There were 15 members of the public in attendance and 22 viewers on Facebook.

ORDER OF BUSINESS: NEW MUNICIPAL BUILDING OPTIONS

Town Manager Rick Keuroglan thanked all the attendees, adding that it meant a lot to have them here to provide their input this evening. We would begin with the history of where we were and explain the projects at hand. The goal was to look at the options and determine the best fit. He was new here, so it was easy for him to see things objectively. He wanted to set expectations. He was officially the town manager now. John Hozey prepared the presentations and was in attendance this evening. He wanted to look at each option with some perspective. He had some criteria, and it was up to Council to determine whether the option met or did not meet the criteria. In his observance in discussions, five things stood out to him. 1-Safety was a high priority - A safe place for staff, Town Council and community members, and the building conditions. There were major concerns in the current building. 2-Accessibility for community members. Our community was aging. The current building was not meeting our needs. John Hozey added internal and external accessibility since the current building had no elevators and no capacity to add one. 3-Capability. Is the facility design for us to work efficiently and effectively. 4-Walkability. Some people liked the convenience of the Town Hall being downtown so they could walk to it. Moving could hinder the walkability. 5-Parking for staff, Council, community members, and for meetings. He also heard frequent comments about the character, fit and feel of the building/location. Town Hall needed to fit into the small-town charm, etc. He asked Council if these were correct, and added his preference for compatibility, continuity of services and having all services, including Council Chambers and archives, in one location. As we go through this process this evening, John Hozey will provide the history of where we have been and why it's taken so long to get here. After each option, we would stop and look at the criteria. This was really important and the highest priority for staff right now.

Councilman Grossman added fiscal responsibility as a sixth criteria.

Staff Presentation & Discussion with Council

John Hozey stated that staff identified that the current location had inadequate space. This had been a priority for the entire 5 years that he had been here. Post COVID, construction became chaotic. He had spent a lot of time on this 3 to 4 years ago trying to determine what made the most sense. Several options were no longer in play since they involved relocating the library. We had two big options – stay where we were and renovate the current Town Hall building or move. An architect evaluated all departments, talked to staff and programmed how much physical space was needed for current staff and for some growth. Based on that number, it was determined that the current Town Hall was too small. The police department, archives and Council Chambers would not fit. The only available property was the lot off of Cassatt Parkway. We also had the lot by the Keck Wells, but that was more remote with no water or sewer, so that was not an option. We discussed keeping the Town Hall and building a small building at Cassatt Parkway or building one larger building to accommodate everything. The Town Council decided to build one new building to house everything. This location was not convenient for walking. Looking at options today, we could renovate the current Town Hall for about \$2M to \$3M and build a new building for the police department and archives, Council Chambers. The cost would be about the same as building one large building. If the construction market was not so crazy, we would have bid out the project already and possibly have a new Town Hall. During that time, another option became available. The Meatland property became a possibility about a year ago. He

negotiated with the owners for a year, and they agreed to sell the property at below market rate and owner finance. Then another idea came forward to lease the property from Trinity United Methodist Church.

Councilman Grossman noted that the Randolph Avenue lots had not been considered.

John Hozey stated that they had been discussed but Council had purchased those lots to preserve the look coming into town. It was kept park-like with New Roots Youth Garden being across the street. It would also be a tight fit at that location.

Councilwoman Holloway asked about the square footage that was determined.

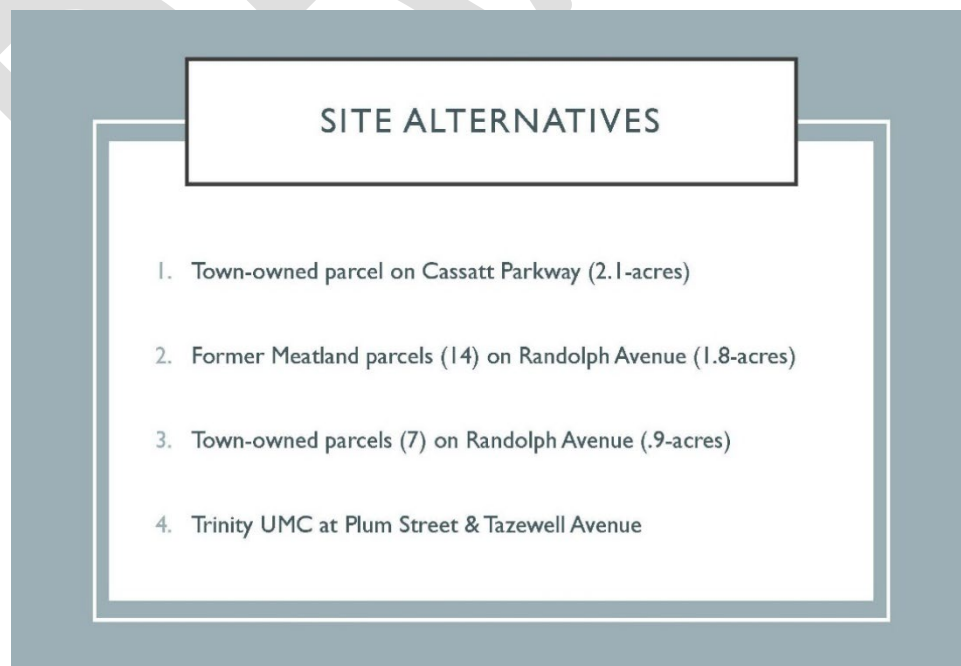
Bob Panek responded that the net square footage was around 4K square feet, without hallways, entrances, restrooms, etc. The police department needed about 3K square feet, about half of that for a garage, armory, etc. Council chambers was roughly 1,300 square feet. The current Town Hall had 5,900 square feet on two floors.

There was discussion about the Meatland property as follows: i) Mayor Charney stated that if the Town moved forward with the Meatland purchase, it was on 14 lots. The Town could sell any lots that were not needed; ii) Councilwoman Ashworth stated that if the sale was owner-financed, the Town could not subdivide or sell the lots until the loan was paid in full. Bob Panek stated that was true, but there was sufficient capital for the Town to buy and pay it off, adding that each lot had its own deed; iii) Councilman Grossman added that the owners wanted the ongoing income. John Hozey agreed, adding that it was a group of owners who were looking for a long-term revenue stream. After 10 years, the Town could buy it outright; iv) Councilwoman Ashworth asked how the Town would pay for construction. John Hozey responded that the Town has sufficient reserves for that. Councilwoman Ashworth noted that the cost increased based on location for land acquisition and preparation costs, but from a construction standpoint, the land work would be less for the Meatland property; v) Vice Mayor Buchholz commented that the plans were designed for Cassatt Parkway and he did not think that the Town would be required to have the stormwater retention ponds at the Meatland property.

Councilwoman Holloway asked that we start at the beginning of the presentation and look at each option.

Rick Keuroglian agreed and added that we would go through each option and discuss the pros and cons of each and look at the criteria.

Slide 1 – Site Alternatives



Slide 2 – Assumptions

ASSUMPTIONS

Current Building Design:

- Two floors; includes Council chambers and Police garage
- Overall building footprint approx. 71'x138' - (9,798 sf)
- Net internal program space approx. 7,000 sf (excludes entrances, hallways, restrooms, stairwells, elevator, etc.)
- Cost estimate of \$7.3M in 2023, escalated to \$7.8M today; upward pressure of new tariffs unknown

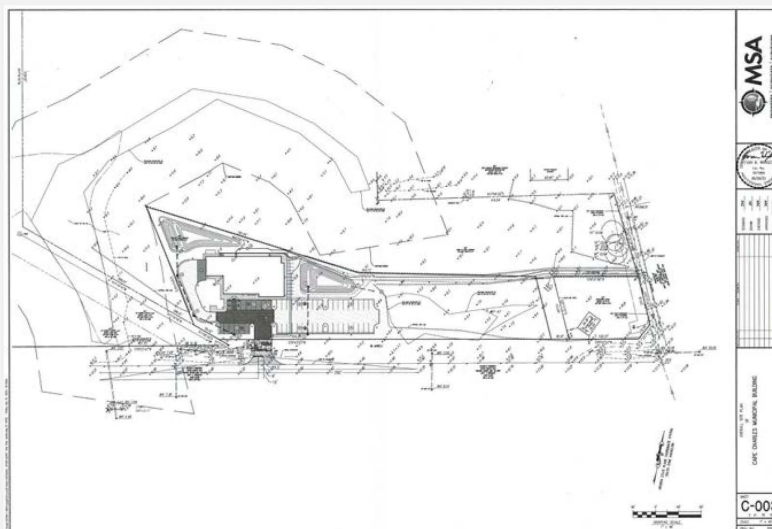
Current Site Plan:

- Site plan was developed for Cassatt Parkway only; and includes parking, sidewalks, driveways, utilities, and storm water management (SWM)
- The simple overlay of a site plan prepared for the two Randolph Avenue sites was intended as an initial test fit only
- Randolph overlays do not include adjustments for the required setbacks, parking, SWM, etc.
- No site adjustments apply to Trinity UMC as it is an already developed site

There was discussion as follows: i) Councilwoman Ashworth asked when the Town acquired the Cassatt Parkway lot. Bob Panek responded that that Town had owned the property for many years. It was originally part of the Sustainable Technology Industrial Park (STIP) which was leased to the Industrial Development Authority. Waco Chemical was the only building that was built. When STIP became defunct, the Town got the property back. This parcel was the remainder of the parcel that was subdivided, and the wetlands area was given to the Rosenwald School; ii) Councilwoman Ashworth expressed her interest in having the parcel appraised adding that it was important to know its value; iii) Rick Keuroglian stated that he had reviewed the current site plan and there would most likely have to have some design adjustments for a new location.

Slide 3 – Cassatt Parkway – Overall View

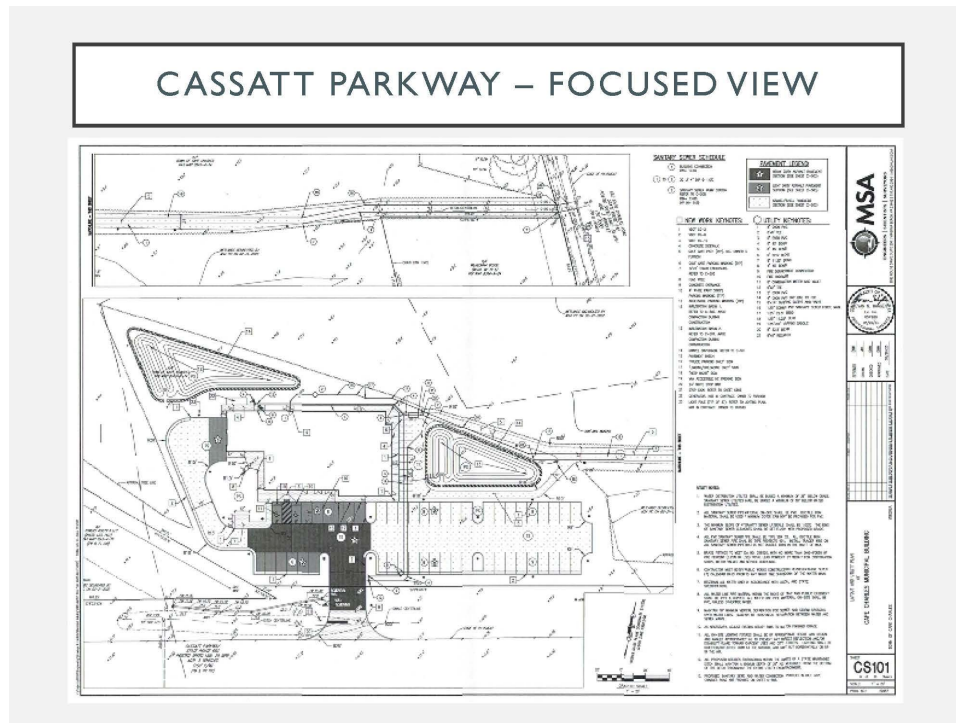
CASSATT PARKWAY – OVERALL VIEW



Bob Panek explained that Cassatt Parkway was on the south side, and Old Cape Charles Road was on the east side. It was a 2.1 acre site that ended at the alley easement into the Rosenwald School property. The panhandle

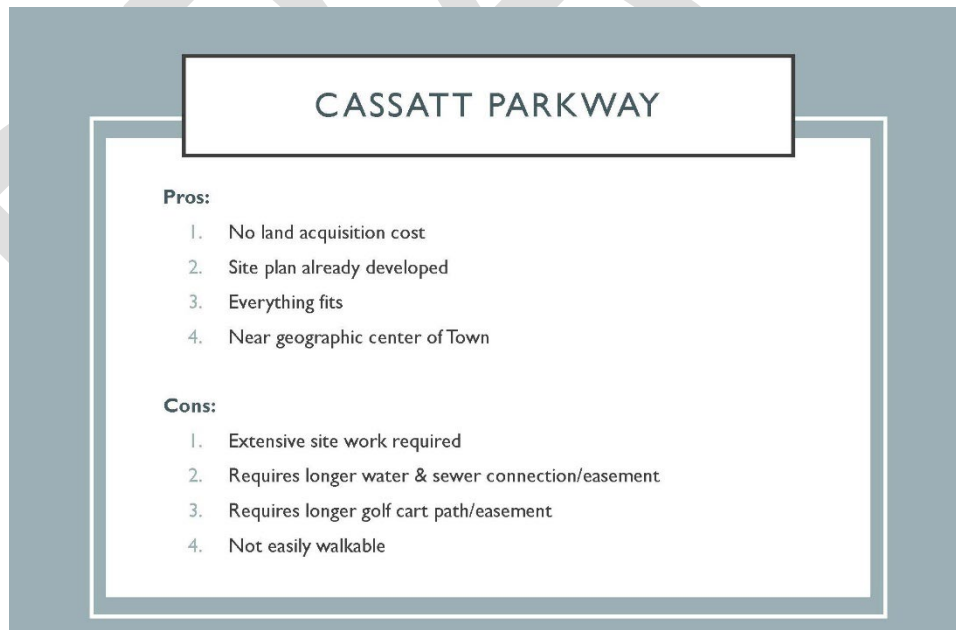
of the site was encumbered by non-tidal wetlands. To the north was all tidal wetlands. Even though it was a 2.1 acre site, not all of it was usable.

Slide 4 – Cassatt Parkway - Focused View



There were no comments about slide 4.

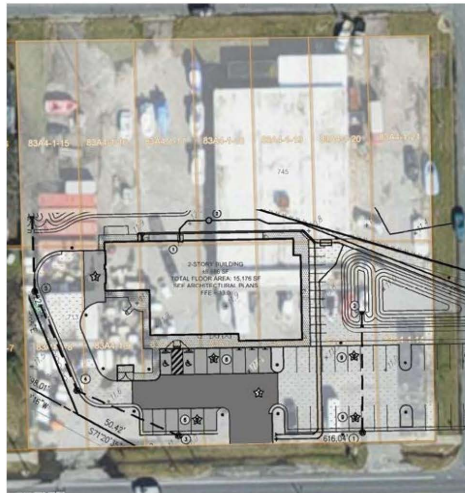
Slide 5 – Cassatt Parkway



There was discussion as follows: i) This area was considered the geographical center of Town; ii) John Hozey noted that for all locations, the cost would be offset by the sale of the current Town Hall and Civic Center properties. Councilwoman Ashworth asked about the assessment for these properties. John Hozey estimated about \$2M total for both properties. Bob Panek added that the Civic Center was on a residential lot. Vacant residential lots were selling for about \$250K or more. It would sell for about \$500K with the building. Town Hall was a prime commercial parcel and could sell for about \$1M to \$1.5M.

Rating:		
Safety:	1.0	It was safe.
Accessibility:	0.5	There was internal accessibility but not external. Once inside the building, it's accessible. Councilwoman Ashworth stated that this location was the most equitably accessible to all citizens from both the Historic District and Bay Creek.
Capability:	1.0	For staff, Council and Community.
Feel, Character:	0.0	Does not enhance the larger community feel.
Parking:	1.0	Meets the needs for staff, Council, meetings, community. Councilwoman Ashworth noted that it met the needs for people going to Town Hall but not for overflow parking needs for downtown.

Slide 6 – Former Meatland on Randolph Avenue



FORMER MEATLAND ON RANDOLPH AVE

Slide 7 – Former Meatland on Randolph Avenue – Pros and Cons

FORMER MEATLAND ON RANDOLPH AVE

Pros:

1. Removes an eyesore & creates a highly desired upgrade for the entrance corridor into the historic district
2. Walkable location with easy golf cart access
3. Everything fits with extra room for additional parking/landscaping
4. Less costly site development, (\$600,000 less)
 - No site clearing, existing parking lot, nearby utilities

Cons:

1. Significant acquisition cost, \$3,500,000
2. Demolition of existing buildings required (\$100,000 more)
3. New site plan required (\$60,000 more)
4. Removes commercial property from tax rolls

Discussion: i) Stormwater retention? The property was already paved so requirements should be minimal; ii) Katie Nunez stated that under the state statute, we cannot have water drain onto the street or another property. While Meatland was paved and had an existing building, if we demolished the building and replaced it with a similar sized building, it might be a tradeoff and may not require any further stormwater management; iii) Councilman Grossman stated that the golf cart business would be moving, but the Town purchasing the property would remove it from the tax rolls. At some point, someone might come in and purchase the property for commercial use. Currently, the combination of all 14 lots was valued at \$405K and brought in about \$600 a year in taxes; iv) Bob Panek stated that the argument was not with the building in its current condition but in the future. Mayor Charney stated that the Town could sell off individual parcels that were not being used. Councilwoman Ashworth noted that it was basically a roll of the dice. We could not predict the future; v) Councilman Butta expressed his concern that the Town would be paying \$3.5M for the property. If the price of the new building was too costly and we could not build, we would still have to pay on the property. Councilwoman Ashworth clarified that we would have \$2M in the endowment so would actually only be spending \$1.5M. John Hozey stated that the terms were 20% down or \$700K with the remainder financed over 20 years. The endowment would cover about 30% of the debt service. At the end of the term, we would still have that \$2M. 8% of core revenue was set by Council as our debt ceiling which was very low. Most communities are at about 12%; vi) Councilwoman Ashworth commented that if looking at it through an investment lens, we could make money with the endowment and selling some of the lots; vii) Councilwoman Holloway expressed her concern about the uncertainty of ownership. The property was currently owned by a family who were older. We needed to make sure in the arrangement that it was very clear what would happen over 10 years. John Hozey stated that it was addressed in the draft agreement. The Town would take title of it. It was a 20-year term, but the Town could pay it off after 10 years; viii) John Hozey informed the public that Council asked him to contact the Meatland owners to see if the property could be a possibility for the Town Hall. Until recently, we did not know if this would be an option. The negotiations were confidential so it could not be discussed any earlier.

Rating:

Safety:	1.0	It was safe.
Accessibility:	1.0	Yes for all.
Capability:	1.0	For staff, Council and Community.
Feel, Character:	1.0	Might have to tweak the plans for the exterior design. It's in the historic district.
Parking:	1.0	Meets all needs.

Slides 8 & 9 – Town Parcels on Randolph Avenue



TOWN PARCELS ON RANDOLPH AVE

Pros:

1. No land acquisition cost
2. Less costly site development (\$600,000 less)
3. Walkable location with easy golf cart access

Cons:

1. Very tight fit, perhaps creating a congested look coming into the historic district
2. Likely need to add street parking
3. Underground storm water retention required (\$250,000 more)
4. New site plan required (\$75,000)

Discussion: i) Possibly a three-story building since it appears that it would be tight. Height restriction for this area was 35' and there would be significant redesign costs. The existing building would fit; ii) Much discussion regarding the lots currently being used by New Roots Youth Garden which was on 5 lots which were estimated at a \$1.5M value. The lots could be used for parking for the municipal building; iii) There was a suggestion to move the New Roots Youth Garden (NRYG) to the Meatland property if the Town were to purchase it for the new building. The NRYG was an asset to the Town and could potentially be expanded if it was relocated. It could possibly offer garden plots to citizens. Councilwoman Holloway stated that NRYG was a cornerstone of Town and added to the uniqueness of Cape Charles, and moving it was the worst idea she had ever heard; iv) We had to make it an attractive building since it was the entrance into Town; v) It was more affordable to build the municipal center on these 7 lots than to purchase property.

Rating:

Safety:	1.0	It was safe.
Accessibility:	1.0	Yes for all.
Capability:	1.0	For staff, Council and Community.
Feel, Character:	1.0	It's in the historic district.
Parking:	1.0	Meets all needs. Could park on top of the underground stormwater retention and could provide overflow parking.

Slides 10 & 11 – Trinity United Methodist Church



TRINITY UMC

TRINITY UMC

Facilities:

- Insufficient room to accommodate all the functions in the current new town hall design
- Most administrative functions could fit in the numbered rooms (about 4,200 sf)
- No room for dedicated Council Chambers or Police Department/Garage
- Fellowship Hall, almost 3,000 sf, could be used as Council Chambers on a shared-use basis
- Kitchen could be used on a shared-use basis
- Food Pantry (now in room O-8) would need to be relocated
- Sanctuary not needed
- Police would need to remain at the existing town hall (following extensive renovations) or build new standalone Police building (location/cost TBD)

Discussion: i) This would be a temporary, short-term option to use while renovating the Town Hall. Not for purchase, lease only. Would allow us to immediately move the administrative staff; ii) It would be a challenge for Council meetings in the Fellowship Hall since this would be a shared space.

Slide 12 – Trinity UMC

TRINITY UMC

- Trinity buildings would need some renovation and reconfiguration for Town use
 - It is already ADA compliant
 - Has fire alarm system and emergency exit lighting
 - Electric appears adequate
 - HVAC functional but very dated
 - Needs IT cabling and drops
- Inadequate parking for staff and the public
- Ongoing responsibility for maintenance of building and systems, as well as lease rates still needs to be negotiated, costs unknown
- This is a lease only, no ownership option (no equity received for lease payments)

Discussion: i) Parking would be on the street along Plum; ii) Would work as a temporary location; iii) Could use the Fellowship Hall for Council Chambers and other meetings if we sold the Civic Center; iv) We could still do an endowment to cover the lease payments; v) Still need location for the police department, possibly put in a small building on Bayshore Road behind the wastewater plant; vi) Councilman Grossman was in favor of renovating the current Town Hall and moving the police department into a pre-fabricated building; vii) Councilwoman Ashworth asked if refurbishing the current Town Hall, relocating the administrative staff to Trinity and moving the police department to another location would be cost effective; viii) Mayor Charney added that an elevator would have to be installed and once you got into the walls of an old building, you did not know the kinds of things that could be found. The Town would spend as much money, if not more, than if we built a new building. Also, how much time and money would be wasted if we renovated the Town Hall and found out it did not have enough space. Bob Panek stated that if we excluded the police department, there would be enough space. Rick Keuroglan stated that space was a challenge. There was no room for our document storage and the police would require another solution. It did not solve our problems. When this was discussed several years ago, Council immediately decided not to refurbish Town Hall. Councilman Grossman noted that he was the only one who wanted to renovate the Town Hall since all other costs were

similar; ix) Vice Mayor Buchholz stated that this could be the case with the Meatland property as well since we did not know what was underground. Cost estimates always went up; x) Councilwoman Holloway stated that utilizing Trinity was a temporary option while we did anything else; xi) John Hozey stated that there was \$7.8M in reserve for construction.

Rating for Renovating Town Hall with temporary relocation to Trinity UMC:

Safety:	1.0	It was safe.
Accessibility:	1.0	Yes, it was the whole purpose for doing this.
Capability:	0.5	It would not fit the archives nor the police department.
Feel, Character:	1.0	It's in the historic district.
Parking:	0.5	Not sufficient parking.

Slide 13 – Final Analysis

Option 1 (Cassatt Parkway)

- Cost: \$7.8 million
- Benefit: New Town Hall

Option 2 (Meatland Site)

- Cost: \$10.86 million*
- Benefit: New Town Hall, plus a major upgrade to our Entrance Corridor

* Endowment could be used to offset annual debt service payments which would also retain the bulk of the purchase funds for future use

Option 3 (Town Lots on Randolph)

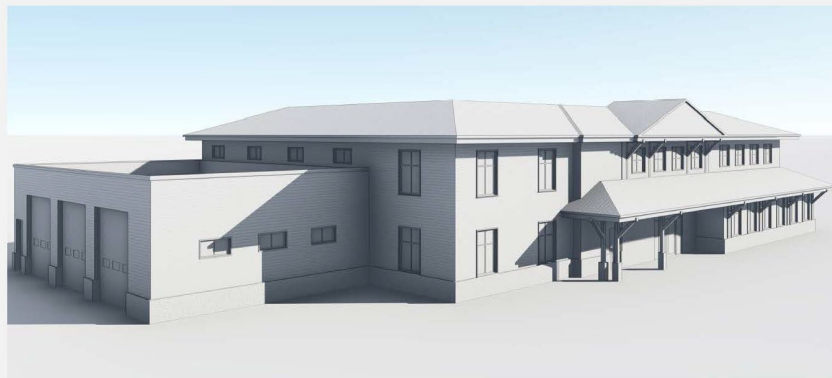
- Cost: \$7.53 million
- Benefit: New Town Hall, but with some degradation of our Entrance Corridor

Option 4 (Trinity UMC)

- Costs (estimated):
 - Lease payments (25 years): \$1.7 million
 - Initial reconfiguration/move in expenses: \$0.1 million
 - Existing Town Hall renovation: \$2.9 million
 - Total estimated cost: \$4.7 million
- Benefit: Safe place for town staff and residents to conduct business, plus a renovated building at 2 Plum (Police Station); but with ongoing lease payments without equity

FINAL ANALYSIS

Current New Town Hall Design



Exterior View



John Hozey explained that the \$2M endowment would be through the Virginia Investment Pool and would earn an estimated 4% return. The Town had been earning about 5-6% over the past several years.

Mayor Charney – Welcome and Ground Rules for Public Participation

Mayor Charney addressed the public stating that there were actually 5 options on the table and nothing had been decided. Any rumors out there were untrue. There would be no time limit for speakers and we would have open discussions. He asked that only one person speak at a time, and if your question had already been asked, please refrain from asking it again. We wanted to hear opinions from the public.

Public Questions & Answers / Open Discussion

Mark Usry, resident

Mr. Usry stated that there were lots of options and there had been lots of discussion. He suggested Meatland as his preference and asked Council to leave the NRYG alone. The Town had the assets to purchase the Meatland property by selling the seven lots on Randolph Avenue, the parcel on Cassatt Parkway, the Town Hall and Civic Center. We did not need a crystal ball. Purchasing the Meatland property would give us the opportunity to dress up the entrance to Town.

Jim Granger, resident

Mr. Granger stated that he was a lay leader and trustee at Trinity UMC. He was also on the NRYG board and facility chair. He addressed the Council regarding the Town Hall location and budget priorities. (Please see attached.)

Elise McMath, resident

Ms. McMath stated that she liked listening to everyone's comments and opinions. Her ranking of the options was 1) Remodel the existing Town Hall; 2) The Fig/Randolph lots; 3) Cassatt Parkway; 4) Meatland. There was a lot of risk involved with the Meatland property. After attending the budget meetings and listening to John Hozey's warning of possible tax increases in the future, she preferred the most conservative and safe

option. She was interested in the seven lots on the corner of Fig and Randolph. It reminded her of the pictures of the old newspaper building on Randolph and Strawberry. There was so much potential for an empty corner lot. Possibly a three-story building. There could be something really cool there. The Town already owned the land, and if the parking lot could be used as overflow parking. It was an interesting idea. A pro for the Cassatt Parkway parcel was that it was next to the Rosenwald School and the area could be a hub for the community. Councilwoman Ashworth had noted earlier that it was the center of town. In this central area, a municipal center could be interesting, but she did not know how that area would be developed. She did not like the Meatland option. She hoped that a grocery store would eventually go there, which would make Cape Charles a truly walkable town. If she had to choose, her preference would be the Randolph Avenue lots.

There was some discussion as follows: i) Councilwoman Holloway stated that Cape Charles Main Street (CCMS) had worked over a long period to try to get the owners to transform the property. This latest negotiation was the furthest anyone had come. Feasibility studies were done and CCMS was just trying to help the owners; ii) Vice Mayor Buchholz brought up Lee Goldman who tried to get a lease to bring the Mid Atlantic Maritime Academy here, but the deal fell through; iii) John Hozey stated that it was a group of owners spread out across the country. Trying to get them all to agree to the terms was monumental. It took him a full year. If this deal did not go forward, nothing would happen at the location for a number of years, at least until the current owners passed on; iv) Vice Mayor Buchholz stated that the building was in rough shape and should be condemned. The Town needed to enforce our laws to clean it up, starting with no overnight parking; v) Councilwoman Ashworth asked how old a building had to be before it was considered a historic structure. Katie Nunez responded that the latest cutoff was 1964 for a building to be considered a contributing structure, but she doubted that this building would qualify as a true structure of significance.

Sam Jones, resident

Mr. Jones thanked the Council for holding this session to provide the information to the residents and obtaining our input. This was a big deal and really important. He appreciated the conversations regarding the Town's assets. To construct a new building on the Meatland property would cost an estimated \$7.36M since the land had to be purchased, plus that additional \$2M for an endowment to cover 30% of the debt service for a total close to \$10M. To accomplish this, \$10M out of the cash reserves would be used and it would take about 30 months for construction. It was a lot of cash moving out of the system in a short period of time. He cautioned Council of that. He would not want Council to have to increase taxes because other revenue sources did not come in as expected. He would prefer trying to renovate the existing Town Hall and was okay with the police department having to move to another location.

Discussion: i) Vice Mayor Buchholz stated that the Town looked into a bond to spread out the debt service. Sam Jones agreed that municipal bonds were a good option; ii) John Hozey explained that there was \$3.5M of unappropriated cash in the General Fund Balance. There was already a \$7M placeholder and adding this \$3.5M would take the remnants of the Utility Fund. The Town would still have \$5M remaining after doing everything discussed tonight

Ed Wells, resident

Mr. Wells thanked Council for this opportunity to participate in the discussion. He asked the square footage needs of the police department.

Bob Panek responded that the department needed 1,500 square feet for office and associated space and another 1,500 square feet for the garage. The area was experiencing very high costs and bids so we might have to use a prefabricated building or a steel building like the YMCA.

Councilwoman Ashworth noted that if leasing the Trinity building and constructing a new building for the police department, so the Town Hall could be renovated, the cost would be over \$7M.

Mr. Wells agreed, adding that there would still be no parking. Also, you did not know what you would find when renovating an old building. He did not think this was the way to go. If the Town was going to do something, it needed to construct a new building.

Councilman Butta asked his location preference.

Mr. Wells responded that the seven Randolph lots might be a tight fit, but he did not see the Cassatt Parkway parcel as an option. He was in favor of either the Randolph Avenue lots or the Meatland property.

Town Clerk Libby Hume read emails from Dora Sullivan and Julie Jones. (Please see attached.)

Next Steps

Mayor Charney stated that the current Town Hall would not work for much longer and something needed to be done.

Discussion: i) Councilwoman Ashworth asked for appraisals on the Town-owned properties as that information needed to be factored into the decisions. We needed to think about selling the unused properties; ii) There was discussion on the cost of an appraiser. Bob Panek stated that it would not be cheap based on the cost for the recent appraisal done on the Canonie property. John Hozey added that it would also take some time; iii) Bob Panek stated that he understood the desire to find out what the properties were worth. The Town would be selling the properties at some point. The real issue was whether Council wanted to spend \$3.5M to buy the Meatland property or not. We did not need an appraisal to make that decision. The money could be used to do other things; iv) Councilwoman Holloway stated that we did have estimates for what the properties might sell for. She also found the breakdown of space needs very helpful when talking about the next steps; v) Mayor Charney asked if there would be room for growth when renovating the current Town Hall. Bob Panek stated that there was about 5,800 square feet available and current staff needed about 4,200 square feet without the police department; vi) Councilwoman Ashworth was not comfortable with moving the police department. There was a value to having the police department as part of the administrative community and it was important for them to feel like they were part of the team. John Hozey added that a lot of residents came into the office to see the police department; vii) Councilman Butta wanted an estimate of the cost of moving the police department, cost of the building site, etc.; viii) Mayor Charney stated that if we were going to do this, to not have all services under one roof seemed dysfunctional. He asked for a consensus of which option to pursue.

Ann Pershing, resident

Ms. Pershing stated that this was so fascinating, adding that she liked hearing the different thoughts. If the intent was to hear from the entire community, how was the Council going to get the thoughts of those that were not in attendance, since there were only about 20 residents here this evening? Would Council now go out and talk to their constituents to find out the best thing from everyone else? She loved this Town and its walkability. The decision needed to be made to build for the whole town.

Rick Keuroglian stated that he wanted this whole process to be transparent. He valued the public's feedback. Staff was frustrated working under the current conditions. They felt that a new Town Hall would never happen, and it hurt him to hear that. It was important for their morale. The current Town Hall was a facility that would never meet the standard. Everyone had needs. He asked Council and the public to please consider the staff.

Councilman Newman stated that he used to shop at Meatland, but it was currently an eyesore. It was really difficult for him to spend that kind of money when we had other options. The Town Hall and Civic Center were not attractive properties to sell and would not be easy. At some point we would have the opportunity to consider the railroad property. If we purchased the Meatland property for \$3.5M we were handicapping our ability to purchase the railroad property, which would be a tremendous opportunity. One of the things he never liked about the Meatland transaction was the fact that the Town did not need the entire property, but the owners were unwilling to sell a portion of it. He personally did not want the Town Hall on that property.

Rick Keuroglian recapped the ratings:

- Cassatt Parkway = 3.5
- Meatland = 5.0
- Randolph Lots = 5.0
- Rehab of Town Hall with Trinity lease = 4.0

Mayor Charney stated that a consensus was needed to narrow down the options. Staff needed a place to work without worrying about things on a daily basis.

Rick Keuroglian asked Council to think about safety. The Town Hall had structural problems and black mold in the building. It did not meet egress standards with only one way in and out. If we had an active shooter, staff had bear spray for defense. This was a serious issue. Staff's safety was the biggest thing for him.

Marion Sofield commented that having 15 people share one bathroom was outrageous.

Councilwoman Ashworth stated that the current Town Hall no longer had adequate space and did not demonstrate respect for the staff, adding that option 4 needed to be taken off the table. She did not like to split up the staff. When getting into the walls of the building, other issues could be discovered. This could end up costing as much as the other options. She wanted the Town Hall to last for several generations. Her preference was either the Randolph lots or Meatland.

Councilman Grossman still preferred renovation of the current Town Hall and leasing temporary offices from Trinity. He would like to hear the cost to have the police department in their own building. As a second option, he liked the Randolph Avenue lots. He was against the Cassatt Parkway parcel or purchasing Meatland.

Councilman Butta's first choice was the Randolph lots. He did not like the Cassatt Parkway parcel and did not think renovating the Town Hall would work especially with the cost of a new police department building and not having the team together. He preferred a new building for everything. His second choice would be the Meatland property.

Vice Mayor Buchholz agreed with Councilman Grossman.

Councilwoman Holloway stated that the renovation of the current Town Hall should be removed from consideration. A good first step would be to move staff into Trinity UMC rather than waiting. Her current preference was the Randolph lots, adding that it would be better if we could purchase the two lots that Custom Carts was currently leasing to add to the municipal center property since it would provide more room for what was needed. Cassatt Parkway was off the table and the Meatland property would eventually sell.

Councilman Newman stated his preference with the Randolph lots adding that he liked the immediacy of moving staff to Trinity UMC now. He did have some reservations about the impact on the neighborhood with the town offices in the residential neighborhood. The Town office was a business with employees and members of the public coming in and out constantly. There would be parking issues which also concerned him.

Bob Panek commented that he lived next door to Trinity UMC, and it did not bother him.

Mayor Charney stated that it sounded like the consensus was for the Randolph Avenue lots. He agreed with this but still preferred the Meatland property since the Town could sell off some of the unneeded lots. In his opinion, the Cassatt Parkway parcel and renovation of the Town Hall were off the table.

Rick Keuroglian asked for a show of hands to remove the Cassatt Parkway parcel as an option. There was a unanimous show of hands in favor.

Rick Keuroglian asked for a show of hands to remove the renovation of the current Town Hall. There was a majority in favor with Councilman Grossman opposed.

Rick Keuroglian asked for a show of hands for those in favor of relocating the Town Hall to the seven lots on Randolph Avenue. There was a majority in favor with Councilman Grossman opposed.

Rick Keuroglian asked for a show of hands in favor of relocating to the Meatland property. Only Mayor Charney was in favor.

Councilman Butta asked Rick Keuroglian to contact the owners of Meatland about purchasing the two lots currently being leased by Custom Carts. John Hozey stated that he had been holding the owners at bay for a

long time and they knew Council was meeting this evening to discuss it, adding that they would not be happy and the option would go away.

John Hozey continued to state that he would notify the owners and their attorneys, reiterating that he had been working on this at Council's direction.

Bob Panek stated that he had a contract change order to update the building plans and just needed to let them know which location. It should not take long to update. He would now enter negotiations with Trinity UMC for the lease.

John Hozey stated that the FY 2026 draft budget included the purchase of Meatland. The budget was on the June 18, 2025 Council agenda for adoption. He had prepared a series of budget amendments to remove the purchase which would free up some additional money. Two other items on the agenda were the amendment to the Community Strategic Plan to update the Priorities, and the Capital Asset Management Program to correct the current procedure. Both would be presented for readoption.

Motion made by Vice Mayor Buchholz, seconded by Councilwoman Holloway, to adjourn the Town Council Town Hall Meeting. The motion was approved by unanimous vote.

The meeting was adjourned at 9:09 p.m.

Mayor Charney

Town Clerk

May 27, 2025 Town Hall Meeting re: Municipal Building Options

Jim Granger, resident
All,

We are in a difficult economic period for our town. We put almost all of our eggs into the tourist basket, and that basket is running low. I'm sure there's hard data to back me up in Cape Charles, but Northampton County is already planning a tax increase to make up for the shortfall in Transient Occupancy Tax revenues. Anecdotally, STR rentals are down. Many STRs have been forced into 3- and 4-day bookings, and that is causing problems for the B&Bs. There are lots of houses for sale, and many are just sitting, even after "price improvements" (love that phrase!!). Taxes are already hurting the people of Cape Charles - we really need to cut back on spending and give them a break!! I know that we have kicked the can on things for too long, but if we're spending, spend wisely, and if we don't need to take on an expensive project right now, don't.

Town Hall - I agree that we have to do something. I STRONGLY disagree with buying the former Meatland property. It's too expensive, takes a valuable commercial property off the tax rolls, and I think it's the wrong location. I've heard that some people have said that we need to clean up the entrance to town - why?? Are people not coming to Cape Charles because they think the Meatland property is an eyesore?? I wish it would deter people on a summer weekend, when you can't move on Bay Avenue and downtown!!

While I am the lay leader and a trustee of Trinity United Methodist Church, I'm also a full-time voting citizen of Cape Charles. As I stated earlier, let's look for cheaper options, even if it isn't ideal. While I don't feel leasing part of Trinity would be a permanent solution for Town Hall, it would buy time and allow for renovation of the existing town hall and/or building a new town hall in a location other than Meatland.

As an aside, the members of Trinity do not own the church - it is held "in common" by the Virginia Annual Conference of the UMC. If Trinity were to close, the building would revert back to the Conference who would decide what to do with it. The desire of the Conference is to revitalize the congregation in Cape Charles, not close it.

Budget Priorities - In my opinion, we desperately need sidewalks, which would benefit residents and tourists alike. We should be able to walk the length of Fig Street on a sidewalk, and from Fig Street along every East-West avenue to the beach. We only need to do one side of the street. I understand the dilemma of the ordinance which requires all homeowners to provide a sidewalk in front of their house. My recommendation is that all new construction provide a sidewalk, and the town take care of the rest. If there are issues with residents who were forced to pay for a sidewalk even if they weren't new construction, my suggestion is to pay them back - at the amount they paid for the sidewalk, not at current rates.

We can't buy Meatland, build an expensive town hall, execute a \$25M beach plan, and potentially buy a Welcome Center, without massive tax increases. We are Cape Charles, not Virginia Beach, Hilton Head, OBX, or Ocean City. Who are we building all this stuff for? Not the full-time residents who have to pay for it!

Welcome Center - I have heard that there is discussion about buying a property on Peach Street for use as a Welcome Center. I am VEHEMENTLY opposed to that idea. We already have a welcome center, on the outskirts of town where it should be, that even has a name - the Cape Charles Museum and Welcome Center. I have heard that there might be some hard feelings between members of Town Council, Cape Charles Main Street, and the Museum and that has led to the concept of a Welcome Center on Peach Street. If that's the case, I say "get over it, work the problems out without making residents pay for it".

Sincerely,
Jim Granger

Dora Sullivan, resident
Subject: New Town Hall

Good evening, Town Manager, Mayor and Council Members.

What makes living in a small town so special and unique is that we are a walking town. We can walk to everything that we need, the doctor, pharmacy, post office, library and hopefully we can include walking to the old Meat Land to pay bills or take care of town business.

Dora Sullivan

Julie Jones, resident

Good afternoon, Mayor Charney, Council members, and Town Manager Keuroglian:

Thank you for sharing the information about the four options for the town offices.

My name is Julie Jones, and my husband and I live at 538 Monroe Avenue.

I believe that there might be a fifth option, which might be cheaper. What if the current town offices were moved into Trinity UMC and the current civic building, while the current town office building is renovated?

The current civic building would not be needed for council meetings, since Trinity has a large fellowship hall which could be used for meetings, plus the fellowship hall would provide seating for more than the current 99 people allowed by the fire code in the civic building.

The current town offices could then be renovated, without having to build a new building to house those functions.

If more space is still needed, then a new, smaller building could be built on the town-owned property out by the Washington-Rosenwald school, to house offices that citizens do not routinely need to visit, and perhaps a new police station and/or fire station could be located there as well, freeing up those spaces currently occupied in town.

This plan would not require the town to purchase any additional property, and would preserve the "Meatland" site for a commercial business (perhaps a grocery store?) to come in, so a valuable commercial property which generates tax revenue would not be taken off the tax rolls.

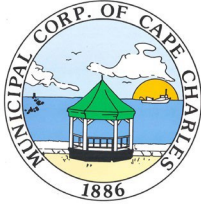
Basing nearly all of the town's economy on tourism, we are seeing what happens when tourism slacks off.

There has been talk of raising taxes next year, something no one wants, in order to cover all the needs of the town.

Surely this is not the time to undertake a \$10 million project, when an option to recycle/repurpose what the town already owns might be a viable option, worth looking into.

Thanks for your service to the town of Cape Charles...this is a tough job!"

Julie Jones



DRAFT
TOWN COUNCIL
Public Hearing
Cape Charles Civic Center, 500 Tazewell Avenue
June 5, 2025
6:00 p.m.

At 6:00 p.m., Mayor Adam Charney, having established a quorum, called to order the Public Hearing of the Town Council. In addition to Mayor Charney, present were Vice Mayor Buchholz, Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. Also, in attendance were Town Manager Rick Keuroglan, Treasurer Marion Sofield, Assistant Treasurer Adrian Oei, Capital Projects Manager Bob Panek, Planning Administrative Assistant Jack Steinmayer, and Town Clerk Libby Hume. There were 7 members of the public physically in attendance, and 17 viewers on Facebook.

A moment of silence was observed which was followed by the recitation of the Pledge of Allegiance.

Mayor Charney read the public hearing notice.

Town Manager Rick Keuroglan stated that he wanted to make sure that the public was aware that Council held multiple meetings to discuss the budget. The budget was built including the purchase of the Meatland property. The spreadsheet which was available at the back of the room reflected the removal of this purchase. Finance Department staff was in attendance this evening to help with any questions.

PUBLIC HEARING PUBLIC COMMENTS:

Claudette Lajoie, resident & President of the Historic District Civic League

Ms. Lajoie thanked her predecessors for all their hard work to get to this point. The Civic League strived to be a partner with the Town to move forward. Several committees were formed to assist the Town – Sidewalk Committee, Beautification Committee and Tree Committee. Ms. Lajoie thanked the Council for allotting \$20K for tree stump removal. The \$20K would only remove approximately 10 tree stumps and she asked for consideration to add an additional \$10K for plantings. They had volunteers to support that effort. The Civic League could assist with writing a request for proposals (RFP) for a company to remove the stumps. She asked that the town management provide them with more of the process and timeframe for the permitting reform committee and hoped that by the next budget cycle, language would be in place. There was no question what Festive Fridays, and the tree lights, did to bring people into the Town, but she requested that the topic be reopened since \$110K could be utilized for other uses which would benefit everyone. She understood that the \$50K grant would be relinquished but the Civic League was willing to assist in study groups, etc. to help the Town.

There was some discussion as follows: i) Councilwoman Ashworth asked whether the additional \$10K was for stump removal or for plantings. Ms. Lajoie stated that it would be for plantings and the Civic League would provide volunteer support for those plantings. The cost for stump removal would be about \$2,500 to \$3K per stump so the 10 or 12 most visible would be done first; ii) Councilwoman Ashworth noted that there were about 36 tree stumps needing to be removed. Ms. Lajoie stated that if they showed that progress had been made, they would come back next year with another request to resolve the problem. There were a variety of trees, some small, others probably in advance decay so might not be worth removing. It was useful to look at them. She thought it would be better to ask for a planned approach. Ms. Lajoie assumed they would have to go through an RFP process and could provide a priority list of stumps; iii) Councilman Newman stated that he had spoken to two contractors who quoted him much better rates. He had a list with about 40 stumps and knew licensed

people who would love to do the work on a slow day to come grind them, probably for a better price.

Elise McMath, resident

Ms. McMath addressed Council as a representative of the Historic District Civic League Sidewalk Committee. Some other members of the committee included Sam Jones, Dianne Davis, and Emily Gentry. She expressed her appreciation of Council's consideration of adding sidewalks as a third priority on the strategic plan and the inclusion of \$100K in the budget. They measured along Fig Street, Washington Avenue and one side of Jefferson Avenue and there were roughly 3,960 feet in need of a sidewalk. Rounding up the area to 4K feet multiplied by a baseline of \$150 per linear foot came out to \$600K just for those sections. She understood the higher priority items on the list, but sidewalks were identified by the citizens as a priority. The Civic League would like to assist the Town, so she would coordinate the updating of the map from the 2020 Comprehensive Plan to provide staff with a launch point. She understood phasing, implementation and the logistics of getting property owners to comply. Over the course of a year, the committee could make some progress to provide staff with information to help ease some of the burden of this project.

Sam Jones, resident

Mr. Jones stated that Council would hear similar themes this evening. He thanked Council for revising the Community Strategic Plan Appendix B to include sidewalk infill which allowed funding to be included in the budget. He thanked Council for also including funding for the tree canopy. As Council looked to finalize the budget, he asked Council to reconsider the prioritization of the Mason Avenue lighting project versus the sidewalk infill and beach accessibility. These two projects would provide more to the citizens and visitors in terms of safety, accessibility and walkability. He concluded by thanking Council for the opportunity to speak.

Mark Usry, resident

Mr. Usry stated that he would be addressing Council wearing two hats. His first hat was as the chairperson of the Citizens for Central Park (CCP), and he thanked Council for their support of the concerts and improvements to Central Park for the much-needed addition of handicap parking. His second hat was as the chairperson for the Historic District Civic League Tree and Beautification Committee, and he thanked Council for the funding being included in the budget for tree stump removal. If more funding was available, it would be nicer to get the project kickstarted. The other members currently on the committee were Ed Wells, Malcolm Hayward and Evan Ripley. He asked the Town to consider repainting the yellow and blue stripes on the curbs, but he was unsure if this needed to be done by VDOT, the Town or by volunteers. He also lobbied to get a quarterly sweeping of the Town's streets versus once or twice a year. He had heard that the Town of Onancock got their streets swept every month. Next, he brought up the inconsistent lighting in the Historic District which created some dark spots. He was unsure how it was decided where streetlights would be installed, but the dark spots needed to be addressed.

Councilman Grossman noted that some property owners requested the installation of a streetlight on their property. He was looking at his church's electric bill and noticed a \$10 charge for a streetlight that was requested by the church in 1989. It might come down to individuals contacting the electric company asking for a streetlight.

Mark Usry added that it would be nice to have the same lights that were currently along Mason and Washington Avenues throughout the Town. He went on to comment on the stop signs, many of which were leaning, adding that they could look better. He concluded by thanking Council for their time and effort.

Mayor Charney stated that he was walking his dog through the playground area and individuals pointed out some rotten areas and exposed concrete. He asked Mr. Usry if CCP had looked into repairing these areas. Mr. Usry stated that he was unaware of it but would contact Ralph Bowen to meet him at the playground to look at the area.

Town Clerk Libby Hume read letters from Jim Granger, Phillipa Wilcox, Kathy Apy, Randy and Marianne Voltin, Tiffany Gelzinis, Susan Burger, Susan Panek, Brent Carpenter, and Dianne Davis. (Please see attached.)

There were no other comments to be heard from the members of the public in attendance, nor any additional comments provided in writing prior to the meeting.

There was some discussion as follows: i) Councilman Newman stated that Council interacted with the in-person comments and did not take the time to address those submitted in writing and some things reached out to him. He did not think Council addressed a long-term lease, just a temporary situation to get staff out of the current building until the new building could be constructed. The church was ceasing to use that space, so he did not think it would be a conflict of interest. Part of the reason he liked the Randolph Avenue location for the new Town Hall was because of the optics, and the Town could build something attractive; ii) Councilwoman Ashworth asked if historically, wasn't the current Civic Center a former church; iii) Councilman Newman stated that he liked to avoid anecdotal statements such as tourism being down. For every person who said that short-term rentals were down, two others stated otherwise. AJ's Bar and Grill just had their biggest quarter and the new pub was doing fantastic. Sometimes, when the nation was in a downturn, we did better. Vice Mayor Buchholz stated that Cape Charles Main Street tracked the numbers. Mayor Charney added that he checked with businesses after Memorial Day and many told him that they had the best day ever. Councilwoman Holloway stated that we also got a lot of day trippers so meals tax would grow. She did not think the Town was in a doom and gloom situation. Vice Mayor Buchholz stated that a lot of new businesses were popping up. He had his all-time record month last month. He dealt with new businesses, tourism, old businesses, etc. Everything seemed to still be happening; v) Councilwoman Holloway wanted to clarify the comment regarding the Visitor Center/Restroom which had been on the priority list for four years. It was delayed due to the increased quotes and issues with the Canonie-owned property. The Town was looking at a long-term lease with an option to purchase. Funding was still allocated for this project the same as before. Although the Town works to guide people to go to the museum, the restrooms were the key, and this location was closer to the commercial area. Councilwoman Ashworth expressed her agreement with Councilwoman Holloway, adding that the Town was not trying to usurp visitors to the museum, but this visitor center and restroom facility proposal was an opportunity. Councilwoman Holloway noted that national research data showed that if you provide restrooms, the people would stay longer; vi) Councilman Newman stated that he had been told that the Mason Avenue Electrical Upgrade was not just about the twinkly lights for the holidays, but he would like more information on the project. Council had been told that the street lights tripped all the time and the street lights were part of the electrical upgrade. Another part is the elimination of extension cords for the tree lights. This was an upgrade to our infrastructure. There were things a contractor could do temporarily to bury the extension cords making them invisible. Councilwoman Ashworth asked if this project was included in the strategic plan. Councilwoman Holloway stated that it was not included as part of the capital improvement plan (CIP). Councilman Grossman felt that the project should come out of the budget until Council could discuss it at a work session and possibly add it to the CIP. Vice Mayor Buchholz stated that this could be done at the June 18th Town Council Regular Meeting. Councilwoman Ashworth added that we cannot do this project just because we had a grant for a portion of it. The cost was more significant than what was allocated toward sidewalks. It was presented as a project for the Christmas lights and an added bonus was safety, etc. It should have been presented as an infrastructure improvement with an added bonus of helping with the twinkly lights. Councilman Grossman stated that more research and discussion was needed, adding that it was better to remove the project from the budget, research it and discuss it and revisit it during the mid-year budget review. It can be added to the Capital Asset Management Program on June 18th since it should be on the list before it was funded.

Motion made by Councilman Grossman, seconded by Vice Mayor Buchholz, to adjourn the Town Council Public Hearing. The motion was approved by unanimous vote.

The meeting was adjourned at 6:46 p.m.

Mayor Charney

Town Clerk

June 5, 2025 Town Council Public Hearing

FY 2026 Proposed Budget Public Hearing Notice



NOTICE OF PUBLIC HEARING MUNICIPAL CORPORATION OF CAPE CHARLES FISCAL YEAR 2026 PROPOSED BUDGET

Proposed 2026 Budget

GENERAL FUND

Revenue	\$	7,855,107.62
Expense	\$	7,855,107.62

GENERAL CAPITAL FUND

Revenue	\$	6,767,456.46
Expense	\$	6,767,456.46

GENERAL DEBT SERVICE FUND

Revenue	\$	3,953,103.00
Expense	\$	3,953,103.00

PUBLIC UTILITY FUND

Revenue	\$	80,000.00
Total Expenditures	\$	80,000.00

HARBOR

Revenue	\$	1,000,630.98
Expenditures	\$	1,000,630.98

SANITATION

Revenue	\$	361,177.00
Expenditures	\$	361,177.00

Total Town Budget	\$	20,017,475.06
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Following are the estimated receipts and expenditures of the Municipal Corporation of Cape Charles for the Fiscal Year 2026. The Town Council will hold a Public Hearing on June 5, 2025 at 6:00 p.m. at the Cape Charles Civic Center, 500 Tazewell Avenue, to receive verbal and written comments on all proposed disbursements, as well as all tax and trash service rate changes. Written comments can be submitted prior to the hearing via email to clerk@capecharles.org or hand delivered to Town Hall. Verbal comments can be provided during the public hearing. The proposed Fiscal Year 2026 budget and all tax and rate changes will be discussed and brought to a vote at the regular council meeting on June 18, 2025. For additional detail and explanation please visit the Town website at www.capecharles.org, under Agendas and Minutes / Town Council.

There are no proposed changes to any of the Town's tax rates. The listing of all tax rates can be viewed on the Town's website under Agendas and Minutes / Town Council.

The Trash Collection fee will increase to \$21.25 per month per receptacle, and billed on a quarterly basis.

There are proposed changes to the Building, Planning and Zoning fee schedule, which may be viewed on the Town website under Agendas and Minutes / Town Council.

Adam Charney, Mayor

Jim Granger, resident

All,

We are in a difficult economic period for our town. We put almost all of our eggs into the tourist basket, and that basket is running low. I'm sure there's hard data to back me up in Cape Charles, but Northampton County is already planning a tax increase to make up for the shortfall in Transient Occupancy Tax revenues. Anecdotally, STR rentals are down. Many STRs have been forced into 3 and 4 day bookings, and that is causing problems for the B&Bs. There are lots of houses for sale, and many are just sitting, even after "price improvements" (love that phrase!!). Taxes are already hurting the people of Cape Charles - we really need to cut back on spending and give them a break!! I know that we have kicked the can on things for too long, but if we're spending, spend wisely, and if we don't need to take on an expensive project right now, don't.

Budget Priorities - In my opinion, we desperately need sidewalks, which would benefit residents and tourists alike. We should be able to walk the length of Fig Street on a sidewalk, and from Fig Street along every East-West avenue to the beach. We only need to do one side of the street. I understand the dilemma of the ordinance which requires all homeowners to provide a sidewalk in front of their house. My recommendation is that all new construction provide a sidewalk, and the town take care of the rest. If there are issues with

residents who were forced to pay for a sidewalk even if they weren't new construction, my suggestion is to pay them back - at the amount they paid for the sidewalk, not at current rates.

We can't build an expensive town hall, execute a \$25M beach plan, and potentially buy a Welcome Center, without massive tax increases. We are Cape Charles, not Virginia Beach, Hilton Head, OBX, or Ocean City. Who are we building all this stuff for? Not the full-time residents who have to pay for it!

Welcome Center - I have heard that there is discussion about buying a property on Peach Street for use as a Welcome Center. I am VEHEMENTLY opposed to that idea. We already have a welcome center, on the outskirts of town where it should be, that even has a name - the Cape Charles Museum and Welcome Center. I have heard that there might be some hard feelings between members of Town Council, Cape Charles Main Street, and the Museum and that has led to the concept of a Welcome Center on Peach Street. If that's the case, I say "get over it, work the problems out without making residents pay for it".

Phillipa Wilcox

I think spending money on electric for Christmas's lights for 8 weeks is not appropriate.

Kathy Apy, resident

As a citizen of Cape Charles, I understand there is a budget line item that is close to being approved for the installation of permanent power for the twinkling lights in the trees on Mason Avenue. Given these trees are only lit for the winter holiday season I am opposed to spending this money and feel the set up with extension cords is good enough.

Randy and Marianne Voltin, residents

Good afternoon,

We would like to express our disapproval for allocating budget funds for underground electrical connections regarding the lighting of the Festive Friday trees on Mason Avenue. The proposal seems high for a four-week celebration. There are alternatives to trenching conduit and burying the wiring. ULINE, (800)295-5510, offers much more affordable, alternative solutions. The 2-channel heavy duty cable protector is one such item.

Tiffany Gelzinis, property owner

I do not agree that we should spend \$165,000 to install permanent electrical for Christmas lights in town. I believe there is a more cost-effective solution.

Susan Burger, resident

To Town Council Members and Mayor Charney,

I am writing to address the budget item to put electric underground on the south side of Mason Ave for safety reasons. I believe this to be an unnecessary expense at this time, particularly on the south side which has less pedestrian traffic than many other areas in town. If pedestrians' safety is a priority maybe the Council should concentrate on and direct more funds to sidewalk infill throughout town so that existing sidewalks are safe and continuous and pedestrians do not need to walk in the street where sidewalks now randomly end.

Susan Panek, resident

Line item 110-4430-7020:

Infrastructure Mason Ave electrical

The cost to provide underground electricity to light 17 trees for a few months out of the year does not seem cost effective. Budgeting \$164,000, and subtracting \$50,000 for a Northampton County infrastructure grant, still leaves the town with a cost of approximately \$6,700 per tree. Even considering the pros of underground electric, this seems excessive. I believe there are less expensive and safe alternatives for lighting trees and would like the town to reconsider this line item.

Brent Carpenter & Libby Gray
Good afternoon, everyone.

I have just read the weekly activity report from the town manager, and would like to voice an opinion on something I saw in that communication.

The Town Manager reported on the discussions/progress of the new town hall. Myself and my wife disagree with both of the options that were stated as going forward.

The idea of putting a town hall on the 7 lots coming into CCVA is a terrible option. The Meatland building is ugly enough, do we really want a municipal building right beside a derelict grocery store as the entryway into town?? Second, we both abhor the idea of putting our town hall in the Methodist Church...

Though I trust each of you to make fair decisions, the optics are terrible. A government (town council, etc) meeting in a church??? We are setting ourselves up as a town for a first amendment lawsuit as soon as the council votes on something a constituent deems incorrect due to any morality or religious reasons. And a long term lease?? For a town hall?? This is a terrible idea.

According to a previous communication from the town the Cassatt Parkway option was cheaper, provided ownership, room to expand, was in the geographic center of town, and the plans were already completed. Why are we changing now???

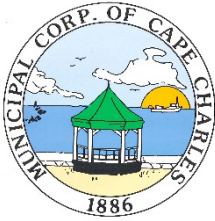
In our opinions, the ONLY 2 choices were rehabbing the Meatland building or Cassatt Parkway. And maybe someday, the Meatland building will actually be used for something else, and will continue to pay taxes, this reduces the choice to Cassatt Parkway as the only logical choice.

Dianne Davis, resident

I think that even though the electrical underground upgrade might be needed, there are more safety and pressing problems that need to have attention given to at this time. Our sidewalks should be given top priority. We are in the tourist season now, and with all the traffic that we have, people should not have to walk in the street when they get to certain sections of the town. The residents that live here year round should not have to walk in the streets also.

If sidewalks are not one of your priorities, try walking around this entire town in the summer and other times.

May God bless you as you make decisions that will help all mankind.



DRAFT
TOWN COUNCIL
Regular Meeting
Cape Charles Civic Center, 500 Tazewell Avenue
June 18, 2025
6:00 PM

At approximately 6:00 p.m. Mayor Adam Charney, having established a quorum, called to order the Regular Meeting of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Vice Mayor Buchholz, Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. Staff in attendance were Town Manager Rick Keuroglian, Treasurer Marion Sofield, Assistant Treasurer Adrian Oei, Capital Projects Manager Bob Panek, Planning & Zoning Director Katie Nunez, Police Chief Jim Pruitt, Planning Administrative Assistant Jack Steinmayer and Town Clerk Libby Hume. There were 13 members of the public physically in attendance, and 17 viewers on Facebook.

A moment of silence was observed followed by the recitation of the Pledge of Allegiance.

RECOGNITION OF VISITORS / PRESENTATIONS/RECOGNITIONS:

There were no visitors to be recognized nor any presentations this evening.

PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)

Carol Carnegie, resident

Ms. Carnegie addressed Council requesting financial support for the Cape Charles Museum to assist with obtaining the VA250 mobile museum exhibit to celebrate the 250th anniversary of the Revolutionary War and Independence Day. (Please see attached.)

Elise McMath, resident

Ms. McMath addressed Council on behalf of the Historic District Civic League's Sidewalk Infill Committee requesting increased funding for sidewalk infill. (Please see attached.)

Karen Zamorski, resident & Executive Director of Cape Charles Main Street

Ms. Zamorski addressed Council regarding the Mason Avenue electrical upgrade. (Please see attached.)

Jon Dempster, owner of The Shanty

Mr. Dempster addressed Council regarding the Mason Avenue electrical upgrade. Mr. Dempster began by stating that the infrastructure upgrade was framed improperly related to twinkling lights. He had conversations with local business owners, and as a taxpayer, would like to see things in place to guarantee that the streets lights would be on when needed. He requested that the north side of Mason Avenue be prioritized over the south side for a better impact for the businesses. The timing of the project was important and needed to be done by Festive Fridays. If it couldn't be done by then, there would be no benefit this year. He asked Council for a clear commitment to have the lights on year-round. Mr. Dempster concluded by stressing the importance of prioritizing the north side of Mason Avenue over the south side.

Town Clerk Libby Hume read emails from Mark Pugh, Laurie Klingel, Claudette Lajoie, Mary Killmon, Ralph Bowen, and a letter signed by 30 business owners. (Please see attached.)

There were no other comments to be heard, nor any other comments received in writing prior to the meeting.

CONSENT AGENDA

A. Approval of Agenda Format

- B. Approval of Minutes:
 - i. May 6, 2025 Town Council Work Session
 - ii. May 15, 2025 Town Council Regular Meeting
 - iii. May 15, 2025 Town Council Work Session
- C. Approval of April 2025 Financial Report

Motion made by Councilman Butta, seconded by Councilman Grossman, to approve the Consent Agenda items as presented. The motion was approved by unanimous vote.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A. Adoption of FY 2026 Budget & Appropriation:

Town Manager Rick Keuroglan stated that the Fiscal Year (FY) 2026 Budget public hearing had been held on June 5, 2026 and the advertised budget included \$7,855,107.62 in the General Fund, \$6,767,456.46 in the General Capital Fund, \$3,953,103.00 in the General Debt Service Fund, \$80,000.00 in the Public Utility Fund, \$1,000,630.98 in the Harbor Fund, and \$361,177.00 in the Sanitation Fund for a total Town budget of \$20,017,475.06.

Motion made by Councilman Grossman, seconded by Vice Mayor Buchholz, to adopt Ordinance 20250618A Approving the Budget for Fiscal Year 2025/2026 and Building, Planning and Zoning Fee Schedule, and Making Appropriation for the Fiscal Year.

There was some discussion as follows.

- i. Councilwoman Ashworth expressed her desire to provide financial support to Cape Charles Christian School. As justification for support, she added that the Christian School had a strategic initiative to bring people and families to the community as full-time residents.

Councilman Grossman noted that the amount of financial support would come from the Town's reserve.

Vice Mayor Buchholz stated that this was very similar to the Town's support of the Summer Concert Series organized annually by the Citizens for Central Park.

Councilwoman Holloway added that when this request was discussed, it was denied since the Town provided a lot of in-kind services for the Crabby Blues Festival. It was important for the public to know that we already gave a significant contribution to help make the event happen each year. She was not disagreeing with providing financial support but wanted the public to know that the Town staff put in a lot of work for the event and it was not the Town's responsibility to set everything up.

Motion made by Councilwoman Ashworth, seconded by Vice Mayor Buchholz, to remove \$164K for the Mason Avenue Electrical Upgrade from the budget to be revisited during the mid-year budget review if not sooner. A due diligence process was needed for a public hearing, an official request for proposals (RFP), as well as an amendment to the Community Strategic Plan to add this project to Appendix B – Town Priorities.

There was much discussion about the Mason Avenue Electrical Upgrade project: i) Mayor Charney stated that there was a lot of confusion with the current bid. He asked whether Strawberry Street Plaza was included in the scope. He would like to review it during the mid-year budget review and if a good proposal was received in response to the RFP, his preference was to do all of Mason Avenue. Mayor Charney added that if we lost the Northampton County Tourism Infrastructure Grant funding, it would not be looked at very favorably, and the Town might not ever get another grant from this source; ii) Councilwoman Ashworth proposed adding

Strawberry Street Plaza if it was not already included adding that she did not want to lose the grant funding; iii) Councilwoman Holloway expressed her preference to make no changes to the budget at this time. The bid process could begin immediately and if the proposals came in too high, the project could be removed during the mid-year review; iv) Rick Keuroglan agreed to keep the funding in the budget, and the RFP would be reissued. Nothing would be done related to this project without Town Council approval; v) Mayor Charney commented at the last Accomack-Northampton Planning District Commission meeting, he heard that Accomack County was getting bids for projects under \$50K. He was able to obtain a list of their contractors after telling the meeting attendees about the Town's experience with bids.

Mayor Charney called for a vote on the motion.

The motion failed by unanimous vote.

Motion made by Councilwoman Ashworth, seconded by Vice Mayor Buchholz, to support Cape Charles Christian School with \$4K for the Crabby Blues Festival. The motion was approved by unanimous vote.

Motion made by Councilwoman Ashworth, seconded by Councilman Newman, to include \$1K in financial support for the Cape Charles Museum to bring the VA250 mobile museum to Cape Charles. The motion was approved by unanimous vote.

Councilman Grossman opened up discussion regarding the removal of funding for the Meatland purchase for the Town's municipal center.

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to amend the FY 2026 budget removing the Meatland purchase, as outlined in attached handout. (Please see attached.)

Rick Keuroglan stated that there were two other items for reconsideration prior to this vote. The first one was from the Cape Charles Historic District Civic League for an additional \$10K for tree plantings.

Councilwoman Holloway stated that the Civic League had a good plan, adding that Council had agreed to the additional funding but there had been no official vote.

Motion made by Councilman Grossman, seconded by Councilman Newman, to increase the funding for tree removal and plantings by \$10K (100-4430-6240) for a total of \$30K. The motion was approved by unanimous vote.

Rick Keuroglan stated that the second item was from the Cape Charles Volunteer Fire Company (CCVFC). The CCVFC had requested \$75K, but Council budgeted \$50K. The CCVFC asked for consideration for the full \$75K.

Councilwoman Holloway added that the CCVFC's biggest challenge was the growth of the areas they supported. They had shown fiscal responsibility to her over the last couple of years and she was happy to see that they started submitting a report to the Town for the weekly activity report.

Motion made by Councilwoman Holloway, seconded by Councilwoman Ashworth, to increase the funding for the Cape Charles Volunteer Fire Company from \$50K to \$75K. The motion was approved by unanimous vote.

Mayor Charney asked if there were any other changes. Having none, he directed Council back to the motion regarding Meatland.

Councilman Grossman moved to amend bullet #2, as part of the motion to remove the Meatland purchase, changing the General Fund Expenditures line item 100-4121-8100 from \$246,122 to \$206,122 to accommodate the funding changes made to the budget. This was seconded by Councilwoman Ashworth. The motion was approved by unanimous vote.

Mayor Charney directed Council back to the main motion to adopt the FY 2026 budget.

Councilman Grossman amended the motion to adopt Ordinance 20250618A approving the FY 2026 budget as amended this evening. This was seconded by Vice Mayor Buchholz. The motion was approved by unanimous vote. Roll call vote: Ashworth, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes; Newman, yes.

B. *Capital Asset Management Program Update:*

Rick Keuroglan stated that the Capital Asset Management Program (CAMP) was created five years ago, but since that time, the process had been completed differently than outlined in the CAMP. The original process required approval by resolution which had not been done. John Hozey corrected the process to reflect current practice and only affected page 5 of the CAMP.

Motion made by Councilman Grossman, seconded by Vice Mayor Buchholz, to adopt the updated Capital Asset Management Program as presented. The motion was approved by unanimous vote.

C. *Amendment to the 2025 Community Strategic Plan:*

Rick Keuroglan stated that the Appendix B of the Community Strategic Plan had been updated to reflect the recent changes made by Council, moving "Pursue development of a shared revenue agreement with the County" to number 1, and adding "Develop an implementable sidewalk infill program" as number 3. A motion was necessary to put this item on the table for discussion.

Motion made by Councilman Grossman, seconded by Vice Mayor Buchholz, to adopt the amended 2025 Community Strategic Plan as amended.

Motion made by Councilwoman Ashworth, seconded by Vice Mayor Buchholz, to add the Mason Avenue Electrical Upgrade project to Appendix B as item number 4.

There was some discussion about the addition of this item as number 4 would move the review of the efficiency of current planning and zoning processes and fees to number 5. Mayor Charney noted that some of the items could be worked at the same time. Councilman Newman noted that the Mason Avenue Electrical Upgrade would mostly involve public works, not the same staff who would be working on the planning and zoning fees and processes.

The motion to amend Appendix B of the Community Strategic Plan was approved by unanimous vote.

Mayor Charney asked for a vote to adopt the Community Strategic Plan as amended.

The motion to adopt the 2025 Community Strategic Plan as amended was approved by unanimous vote.

D. *Town Code Chapter 28 – Adoption of State Law:*

Rick Keuroglan stated that each year a new ordinance must be adopted, accepting any and all amendments to the Code of Virginia regarding matters of regulation of motor vehicles and traffic in order to have the authority to enforce these new laws.

Motion made by Councilman Grossman, seconded by Vice Mayor Buchholz, to adopt Ordinance 20250618B to Adopt Amendments to the Code of Virginia § 46.2; and Title 16.1, Chapter 11, Article 9 (§ 16.1-278 et seq.); and Title 18.2, Chapter 7, Article 2 (§ 18.2-266 et seq.), if any, for

Incorporation into the Cape Charles Town Code Chapter 28-Traffic and Vehicles. The motion was approved by unanimous vote. Roll call vote: Ashworth, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes; Newman, yes.

E. Discussion of 2024 Audited Financials:

Rick Keuroglan stated that the Town received the audited financial report for the year ending June 30, 2024. He was new to the Town and in the past, he had always brought the audit to Council. Our auditor would be joining us virtually for the discussion.

Taylor Stover, our auditor, stated there were two opinions in the audit – 1) The overall financial statements were reported as unmodified or a clean opinion, and the highest one that could be received; 2) Internal controls – a weakness in credit card procedures. Mr. Stover went on to share his screen and explained the audit by page. He concluded his presentation by stating that the financial statements were accurate for 2024. The Town had good staff in place which was encouraging for next year's audit.

Councilman Grossman asked about the checklist that needed to be developed. Mr. Stover stated that government accounting was different than public accounting and it was helpful to have a year-end closing checklist that included all the necessary steps and procedures to ensure a thorough and accurate closing of the financial books. It would be great if the Town developed a checklist and he would be willing to collaborate with staff to assist with its development.

Councilman Grossman asked Rick Keuroglan if internal procedures for credit cards had been reviewed by anyone. Councilwoman Holloway suggested that the Virginia Municipal League would be a good resource for this.

TOWN MANAGER COMMENTS

Rick Keuroglan commented as follows:

i) Keiarra Robinson was transitioned from seasonal to full-time in the Public Works department. She was an incredible employee who had proven herself. As of June 13, Jeremiah Camp was no longer with the Town. Harper Matthew resigned as a police officer effective June 2. Ben Gomez joined the library staff effective May 6 to replace Olivia Palmer. As of June 10, Pam Endlein became our new events coordinator and assistant to the town manager. She initially joined the staff as a seasonal part-time employee in the finance department. She was an amazing person, and we were glad to have her back. We have four seasonal employees at the harbor, one at the library, four in public works and five beach attendants.

ii) Pam sent him a note about Ralph that he wanted to read.

"Passing along many thanks from the resident that called in the complaint regarding the non-working lights on Washington. He was very upset about this when he called yesterday and you having it fixed in a day, made a huge impression on him. He called Jodi this morning so thankful and overwhelmed by the speed at which his concern was addressed. Thank you for handling this so quickly. Much appreciated."

iii) He had distributed some papers with a status report on the Trinity United Methodist Church lease for the interim move of the town offices, proposed lease of space, and interior and exterior repairs. He asked Council to read through the reports and call him or come into the office with any questions.

Councilman Butta did not think it was a good idea to move the Council and Board meetings from the Civic Center into the church fellowship hall. Mayor Charney, Councilwoman Ashworth and Councilman Newman agreed. The fellowship hall would be removed from the lease and all meetings would continue to be held at the Civic Center.

iv) He started doing a breakdown of costs and talked to the contractor who had bid on the Mason Avenue Electrical Upgrade project to narrow down the scope. This will be on a Town Council agenda in the next month or so to discuss.

Mayor Charney noted that the contractor needed to know that we would be going back out for bids. Councilman Butta stated that it would take approximately 90 days to do the work on one side so there was no time to get the work done before the winter season. Councilwoman Ashworth wanted to explore adding Strawberry Street Plaza to the scope.

v) Highlights from the Weekly Report. He was excited that Cape Charles Volunteer Fire Company was participating and sharing their information with the community. He was also listing the Report a Concerns to let the community know the kinds of concerns that were being reported. A spreadsheet was created to track them all. He responded immediately to each report and sent it to the appropriate department head. There were multiple contacts with the citizens and multiple “thanks” had been received.

vi) It was really encouraging when people told him that they read the weekly reports. It’s refreshing that our community was engaged. He did not always hear concerns. He heard positive things as well. He was enjoying his time in the community.

MAYOR AND COUNCIL COMMENTS

Vice Mayor Buchholz stated that a protocol needed to be developed for the beach attendants. Their first step should be to call 911 immediately in case of an emergency. That activated all parties – police, fire/rescue, Coast Guard, etc. One of his employees was there and reported the issue to the attendant and it was about an hour before anyone got to the beach. Councilwoman Holloway stated that one of her guests was on the beach and she got the opposite information. She was told that the first responders got there quickly, and she heard that it was phenomenal. She agreed that they needed a protocol. Rick Keuroglan stated that there was a protocol and that Ralph Bowen and Jodi Outland were working with them and they were trained to call 911.

Councilwoman Ashworth commented as follows: i) She stated that at one of her Coffees, someone mentioned that the beach attendants needed backup to deal with abusive beachgoers. What was the Town doing to support them? Rick Keuroglan responded that the beach attendants were instructed to back away from any type of conflict and to call the police. When the issue became abusive, the police needed to step in. Chief Pruitt would also contact him about situations; ii) The unveiling of the winning piece of art for Sailfest was tomorrow night, June 19th, at 5:30 p.m. at the Lemontree Gallery. There would also be an auction for other submitted pieces of art.

Councilwoman Holloway comments as follows: i) She reminded everyone to register their golf carts for the July 4th parade; ii) The Summer Concerts started this Saturday. She offered the Citizens for Central Park congratulations for a great summer season; iii) She gave kudos to the Public Works team for the exceptional work done getting ready for the season. The Central Park bathrooms were finished. It was a big project, and she thanked the crew for all their work to get it done.

Councilman Newman asked if the flag was replaced at the beach yet, adding that it would be great to have it up by July 4th. Chief Pruitt responded that the clip at the top of the pole was broken and needed to be replaced.

Councilman Grossman provided an update on the Northampton County budget. At the last budget discussion, the County proposed a two-cent increase in real estate taxes. They got some feedback from staff regarding the proposed personnel adjustments and salaries. The Board of Supervisors would be discussing this on Tuesday night to either keep the increase at two cents or adjust it further. The issue was that the personnel adjustments were not for the entire County staff, and they received some pushback. The Board of Supervisors pushed back as well. It was a big chunk of money. Councilwoman Holloway thanked Councilman Grossman for the updates on the County.

Councilman Butta stated that Underground Connections, the contractor for Virginia American Water, came out immediately in response to the water line break on Strawberry Street. They worked through the night through a rainstorm to make the repairs. The area just needed concrete around the meters now. It was amazing.

Mayor Charney commented as follows: i) He stated that the Library's summer reading today was unbelievable. It was a great turnout and was special to see; ii) He wanted to give a huge shout-out to Pam Endlein. He sat down with her as he was extremely concerned about July 4th, but she had things under control.

There were no additional comments.

Announcements:

- June 19, 2025 – Town Offices Closed for the Juneteenth Federal Holiday
- July 4, 2025 – Town Offices Closed for the Independence Day Holiday
- July 17, 2025 – Town Council Regular Meeting
- October 4-5, 2025 – Dock Dogs will be here. We had to change the date from Veterans' Day since that was the weekend for the National Dock Dogs competition.

Mayor Charney thanked John Hozey for being here this evening and hoped that he enjoyed his retirement.

Motion made by Councilman Grossman, seconded by Vice Mayor Buchholz, to adjourn the Town Council Regular Meeting. The motion was approved by unanimous vote.

The Regular Meeting adjourned at 7:57 p.m.

Mayor Charney

Town Clerk

**June 18, 2025 Town Council Regular Meeting
Comments & Information Provided in Writing**

Carol Carnegie, resident

Good evening, Town Manager, honorable mayor and town council.

My name is Carol Carnegie. I am a resident of Cape Charles, 513 Madison Avenue. Before I begin my comments, I want to apologize for the delay in missing the deadline for budget considerations. I am very, very sorry.

My husband and I moved to Cape Charles 5 and a half years ago. We didn't know a soul but soon became aware of a wonderful organization, the Cape Charles Museum and Welcome Center, where we now serve as docents and active board members.

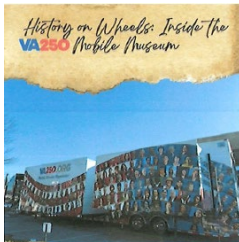
The Cape Charles Museum and Welcome Center will celebrate its 30th anniversary next year with continuing the mission to bring awareness of the history of Cape Charles with excellent exhibit, models, artifacts, videos, maps and photographs.

The Museum and Welcome Center also operates as a 501(c)(3) nonprofit organization. We take pride in raising money through memberships, fundraising and donations.

As with other nonprofit organizations in the town, we want to accomplish more for the town, its residents, businesses and visitors. I would be grateful for the Town Council to consider one need of the museum in the town's 2026 budget. Again, I sincerely apologize for the lateness of the request. I hope you understand. The Museum and Welcome center request that the town of Cape Charles consider adding \$1,000 to help the museum bring the VA250 mobile museum exhibit to our town to celebrate the 250th anniversary of the American Revolution, the Revolutionary War, and the Independence of the United States in the Commonwealth of Virginia in conjunction with the Northampton and Cape Charles' VA 250's Celebration on June 19-22, 2026. The mobile museum is a free-of-charge, hands-on, interactive and immersive museum on wheels for residents and visitors. The mobile museum is housed in a quad-expandable tractor trailer that is traveling throughout Virginia. Please let us work together to bring the VA250 mobile museum to Cape Charles.

Here are some pictures of the mobile museum I'd like to share with you.

Together the town, the museum and welcome center can accomplish great things. Thank you for your time and consideration.



Elise McMath, resident

On behalf of the Historic District Civic League's Sidewalk Infill Committee, I'm here once again to request increased funding for sidewalk infill—an investment grounded in our shared commitment to public safety and infrastructure.

Our membership has consistently identified sidewalk infill as a top priority because it will make Cape Charles safer and more walkable for residents and visitors alike. Speaking for myself alone, I also support the lighting and electrical upgrades on Mason Avenue for the same reasons. As the Main Street Executive Director explained at Monday's Civic League meeting, better lighting helps businesses stay open later—boosting the local economy and enhancing public safety. Addressing dimly lit areas in the historic district is a goal our membership strongly supports, and the added tax revenue that results from such an investment could keep our property taxes down in the long run.

The tension tonight isn't about competing priorities—it's about communication. It is my assessment that the frustration stems from a lack of consistent community outreach. Yet I believe everyone here wants the same outcomes: safety, economic vitality, and responsible infrastructure investment.

Monday's Civic League meeting reminded us why community input matters. When even key public works staff disagree on the scope of the electrical upgrades, that signals a need for clarity and broader engagement—not haste. Cape Charles is full of thoughtful, experienced residents who are eager to contribute. Welcoming those voices leads to better outcomes and stronger support for your decisions. Speaking plainly, I've observed a pattern of last-minute objections from those who haven't participated in the public processes. Civic League members have attended work sessions, public hearings, and stayed engaged throughout. I encourage other stakeholders to do the same. Waiting until the night of a budget vote to weigh in—without having attended either of the two-part, four-hour budget work sessions or having participated in the budget public hearing—isn't how good local government works. It also undermines the efforts of those who've invested time in the civic process.

That said, we're not on opposing sides. I believe there's a path forward—such as moving ahead with funding Phase 1 of the electrical upgrades to secure the \$50,000 county grant, while taking the time to identify the appropriate scope of work that best aligns with both our Capital Improvement Plan and Community Strategic Plan, ideally through a town hall.

What I'm here to request tonight—adopting the amendment to the Community Strategic Plan to have the development of a sidewalk infill program as Strategic Priority #3, and pairing it with a budget line item that matches that level of prioritization—is a consistent, community-driven request you've heard from residents throughout this year's public hearings. Thank you.

Karen Zamorski, Executive Director of Cape Charles Main Street, resident

RE: Why upgrading the electrical on Mason Ave is important for our business community

The infrastructure in the Town of Cape Charles is over 100 years old. We are undergoing issues with most of our infrastructure -- water/sewer (water main cracks/leaks i.e. such as all experienced last week on Strawberry Street) and we are at maximum capacity with our electricity which is actually short of what we need to support our current needs. Since it was last upgraded 35-45 years ago, I think we would all agree, things here in Cape Charles have changed dramatically including our needs to support the growth that has taken place as well as any future growth to come.

The heart of our historic district is suffering from a lack of power that can be solved with an upgrade to the electrical infrastructure. Why this is important?:

1. The current electrical system cannot be upgraded to accommodate what we currently have as the wiring is undersized for what we need. To upgrade the Town electricity, we must run new wiring to increase the size of the cable and voltage needed to continue supporting existing needs as well as new projects brought forth by events, celebrations, etc. Anyone who lives in the historic district has experienced flickering lights from time to time or street light outages or when the voltage fluctuates and a GFI is tripped. This will continue to happen, especially when it rains or if an event is scheduled and equipment like a Sound system, event lighting or plugging in to run a pop-up market causes a voltage fluctuation.

2. We don't have any electric run on Mason Ave from Buskey's to the Bay. This leaves 1 1/2 blocks of darkness when out walking on Mason Ave. There are some old ANEC poles with crisscrossing wires that detract significantly from the beauty of the Historic District that we have been trying to eliminate just like was done on Peach Street. The lack of lighting in this area presents a safety issue. This new upgrade will provide the necessary power to allow for lamp posts to be added and make a significant impact on the appearance of this section of our historic district.
3. The same issue exists on Strawberry Street. Horrible looking ANEC poles with old wires and big transformers. This street presents an even larger safety issue as there are multiple levels of step downs on the West side of the street. We have had several people fall and injure themselves here because they did not see these step downs due to lack of light. The RFP done for the electrical upgrade included the option for doing Strawberry Street.
4. The business community has expressed their desire to use the tree lighting we already have for more than just the 6 weeks during Festive Fridays and it has been an ongoing discussion since we introduced it three years ago. We know the tax revenue increases in the shoulder season during this time and our businesses see the increased ambiance of the tree lighting as a way they can increase their revenue. By driving more people to come out and enjoy a stroll down Mason Ave. in the evening hours, sales from restaurants and retail shops increase the tax revenues that go to the town. This is particularly important in the shoulder seasons. These taxes ultimately end up back in the Town's budget to be spent on the ongoing need to upgrade other projects. Why wouldn't we want to support our business district in this effort?
5. The cost of upgrading the Town Electrical system is not going to get easier or cheaper and it is something that will need to be done.

In partnership with the Town of Cape Charles and Public Works, a grant was written by Cape Charles Main Street to go towards this goal of completing an electric infrastructure upgrade to bring us up to today's standards and build capacity for the future. The town asked CCMS if we could get \$50,000 and the town would put in \$100,000 to enable an upgrade to one side of Mason Ave this year and the budget would be set aside next year to do the other side of the street and continue on until the project was complete in areas where it is needed.

CCMS applied for and received the \$50,000 requested from Northampton County for this project, but it was not an easy decision. Should we decide now that it is not something we want to pursue, the grant will need to be given back to Northampton County to be dispersed elsewhere. When we have an opportunity to get this much money to help with an infrastructure project that is absolutely needed, why would we turn it down? We will likely NOT get this same opportunity again next year if we reject it this year. Why would we not take advantage of this \$50,000 towards a project we need to do?

Mark Pugh, owner of K-Coast Surf Shop, Inc.
Cape Charles Town Council
Re: Installation of Permanent Underground Electric on Mason Avenue

Dear Town Council,

I am in support of the installation of a permanent electric connection to the trees on Mason Avenue.

In reviewing the public comments from the previous council meeting regarding this subject, I can understand the trepidation of those in opposition. Practically every one of the correspondences mentioned the lights only being used during the winter Festive Friday celebration. They expressed the cost/benefit was not worth the short time frame of use.

I propose we also use the lights all summer long and on shoulder season weekends from dusk until 10:00pm, perhaps ceasing them earlier in the off-season, to increase the benefit side of the equation.

Those commenters are residential property owners, of which I am also one. In full agreement with them regarding spending, I too want my tax dollars used in the most efficient manner and not wasted.

But I also own commercial property subject to property taxes and pay the BPOL business tax based on my gross sales. These commercial property and business-based taxes help to subsidize the property taxes paid on all our residences and contribute to the many services the Town provides to Cape Charles residents.

From my residential balcony overlooking the commercial district on Mason Avenue I always see folks strolling the street just after dark looking for things to do. Summer, winter, weekends, the scene is the same.

The BPOL business tax is a percentage on gross sales tax. The more tax I pay the happier I am as it means my gross sales are larger. On average we pay just under

\$2,000 per year in addition to commercial property taxes. I hope it grows to \$3,000. Our retail store is committed to increasing our sales and this summer our hours will eventually be 8am to 10pm.

If Mason Avenue was lighted in the summer and on shoulder season weekends to 10pm, no later is needed, it would provide the many folks out for a stroll a beautiful sight and give them a taste of what the Town offers in the off season, especially during Festive Fridays. It would incentivize other businesses to stay open as well. Since the BPOL Tax is a percentage-based tax the added tax collected through increased gross sales will help fund the lighting costs.

It is my hope the Council will see this as an investment, also taking advantage of the Northampton County grant, rather than an un-recoupable expense.

The more BPOL business tax revenue the Town brings in, the better it is for the Town, for residential rate payers and for the businesses as well. There is currently unused commercial space that will soon come to life on Mason Avenue making it more of a destination for residents and visitors alike. The more inviting the Town makes Mason Avenue, the more commercial activity, the more taxes collected.

Investment like this is a win-win over time.

Sincerely,
Mark A. Pugh

Laurie Klingel, resident, owner of Chuckletown Productions
Good evening, Members of the Town Council,

I would like to voice my support for the upgraded electrical service on Mason Avenue.

Right now, the use of open extension cords taped along sidewalks is not only unsafe for pedestrians—it also doesn't reflect how we want our beautiful town to be perceived. Last holiday season, when the issues with the tree lighting on Mason became obvious, I was told that an upgrade was "in the works." I assumed it was being addressed and didn't follow up further—though in hindsight, I might have and probably should have.

That said, I want to emphasize that this electrical upgrade is not just about holiday lights or Festive Fridays. As we work to balance a vibrant summer tourism season with the need for a viable, year-round commercial district, consistent and reliable lighting—especially in the fall and winter months—plays an important role. It helps create an inviting downtown that encourages off-season shopping, dining, and community activity.

This infrastructure investment supports public safety, local business confidence, and our shared goal of maintaining a thriving, walkable downtown throughout the year.

Of course, I recognize that the Town has many competing needs—from sidewalk repairs to public restrooms and other important services that benefit residents, businesses, and visitors alike. I also want to state my respect for proper process and planning, and I fully support the Town's efforts to approach these decisions thoughtfully and transparently.

Respectfully submitted,
Laurie Klingel

Claudette Lajoie, resident, President of Historic District Civic League

THANK YOU to all of Town Management, Staff, and Council for all the hard work and the minutia of details that goes into preparing our town budget.

As the Civic League, our organization's goal is to strive to work together to improve the overall quality of life in the Historic District by facilitating greater engagement and participation with our fellow neighbors in Town affairs.

Thank you for your diligence in prioritizing the Sidewalk Infill Program into Appendix B of the updated Community Strategic Plan. The inclusion of initial \$100,000 in the town budget will allow us to work together to provide a framework to move the best options forward to improve our pedestrian network. We know that this money will only go so far but I hope that if we prove successful with this initial plan then more money will be allocated in FY27 and consecutive years to see the efforts through to completion. The Civic League is ready to participate to ensure progress is made each year.

Thank you for the inclusion of \$20,000 for the stump removal efforts. Our civic league committee looks forward to working with Councilman Newman over the next few weeks to create a stump removal prioritization plan that will outline how we can best utilize those funds. I would like to request an additional \$10,000 for plantings during this budget cycle to follow through on the beautification efforts – something in which our many volunteers can assist with to keep costs down. If we prove successful with this initial plan then I hope additional funds will be allocated in FY27.

Thank you for the beginning efforts to revise appropriate planning and zoning language pertaining to property maintenance; however, I hope that the policy re-evaluation schedule will be prioritized with a goal to be completed by the mid-year budget review time in which appropriate Planning & Zoning budget line items will be revised during the mid-year review. The civic league is a forum for information and dialogue. Thank you to Ralph Bowen, Director of Public Works, and Karen Zamorski, Executive Director of Cape Charles Main Street, for attending our recent meeting and providing information pertaining to the proposed electrical upgrades on Mason Avenue. Understanding the project background, needs, budget, and timelines was very informative. As with all capital improvement projects with a cost of \$10,000 or more, the proposed Mason Avenue electrical upgrades should be included in the Capital Asset Management Program (CAMP) to ensure the public can ensure the project meets our community goals, needs and capabilities, as well as achieves optimum use of taxpayer dollars. Once included in the CAMP, I encourage Town Management to plan for a public information session so that the entirety of the project can be presented to the public for comment. The Civic League is ready to participate to assist Town in disseminating information and engagement on the efforts.

Thank you for the opportunity to comment.

Cheers,
Claudette Lajoie, PhD

Mary Killmon, resident

Dear Town of Cape Charles Administrators,

I'd like to take this opportunity to thank all of you for your hard work and creativity in revitalizing Cape Charles. I'm an Eastern Shore native. I have watched Cape Charles bloom into a truly desirable place to live over the years, especially in the last decade. I have also lived in many other places, from France to New Orleans, and many places in between, but Cape Charles takes first place for where I want to raise my three children. The decision to invest in Cape Charles and move back home was a greenlight for our family after visiting Cape Charles Christian School. I'd been following CCCS's social media sites for months, seeing kids exploring the whole town as a part of their education. I would see photos of them learning at Central Park, or on the beach guided by local environmental leaders; how wonderful it seemed for them to be learning about their own surroundings, teaching them to appreciate the Shore. I'd see them at the library and the community garden. I was intrigued. I scheduled a meeting with the staff. I was impressed. The entire staff seemed to be focused on teaching more than just what was on the lesson plan, they talked about "teaching the whole child" meaning teaching them kindness, respect for themselves, others, and their surroundings. We enrolled! I scrambled to take the plunge of moving back home-- we moved into an apartment the day before my oldest daughter started kindergarten. It wasn't long before we decided we'd made a great decision and bought a house. That was almost a decade ago. That daughter is now a 9th grader. She graduated last year and moved on to Northampton. My 13 year old son just finished 7th grade at CCCS, and my youngest is a rising 6th grader there. My kids have done extremely well. They have thrived. The environment set by the staff has been one of inclusion, patience, individual attention when extra help has been needed, and fun! I think the secret to why

CCCS is so loved by parents and students alike is because the staff goes above and beyond to make learning fun.

In short, I wouldn't be here if it weren't for having such a great school choice. We were already enrolled in a great school in Chesterfield County, but Cape Charles was calling and CCCS was the key to finalizing our decision to make the move.

Thank you,
Mary Killmon

Ralph Bowen, Public Works Manager

RE: Reasons for upgrading the electrical on Mason Ave

Good afternoon,

To better explain the reasons, we need the power upgrade on Mason Ave I would like to make it very clear that the responses in text message to Bob Panic were after my day had ended and my mental focus was on a personal project at home. The overall project is needed to better serve the town and visitors. I have been working on this project for some time and the first time we put it out to bid it failed so we broke it down a little and did the service upgrade and power pedestal in the back of Strawberry Plaza (Mainstreet paid for the boring and for the supply to get it there). We have needed this upgrade for some time.

The first issue that comes up is the **undersized and aging wiring** that we have under the ground that we are currently working with. The line that was installed was only to support the streetlights and nothing more. Currently we have one switch for each side of the street and rely on GFCI outlets on every pole to serve all the needs in that area. The upgrade would give us a dedicated circuit to control the area better and promote business within the events. One big event that is being reduced in terms of extravagant is the Crab Pot Drop, I currently am limited to how much of a wow factor I can give it because I don't have the power to support my needs in that area.

The second issue is I have **no way to turn the streetlights and tree lights on or off** individually because the system is all or nothing. This upgrade would allow us to use the lights year-round as they could be put on a timer and not limit it to the Festive Friday's and the New Years' event. I always try to do my best to create a wow factor for these events, but if the new system was upgraded it would be a wow factor all year for everyone. With the timer ability we can operate it like everything else, and they could go off at a set time to give the best quality of life to the residents of Mainstreet. Currently if we want to turn them off without killing the streetlights my team must unplug all the trees as there is no other way to keep one on and the another off.

The third major point for a system upgrade **would give us the ability to have future upgrades (like additional power and conduit) on Mason Ave.** Currently, the underground wiring is in an old conduit that was not sized for any expansion or upgrades. We would need new conduit to accommodate the next 20 years to 30 years of town growth.

During several Mainstreet meetings I had to discuss Festive Friday's, I was asked why we can't use timers on each pole for the lights? The reason we can't do this is because the poles don't have constant power. When the photocell turns off for the streetlights there is no power to the pole at all and in turn the timer stops running. This same question was asked by current Council members and by others.

It is my recommendation that if most of the Businesses are asking for this (a year-round wow factor) and that this could help to improve sales in the stores then that would mean better tax revenue. Better tax revenue should be an offsetting factor in this issue. This is one of the many things that Karen at Mainstreet and I have been working together on and with a collaborative relationship on these projects the town has received a lot of funding towards beautification and infrastructure improvements.

Ralph Bowen
Public Works Manager

Letter Signed by 30 Business Owners
To the Cape Charles Town Council,

We, the undersigned businesses of the Cape Charles Commercial District, respectfully submit this letter in support of the proposed budget item for the electrical upgrade on Mason Avenue.

While the Cape Charles Main Street (CCMS) sponsored Cape Charles Festive Fridays is the most visible and immediate beneficiary of this project – and a key driver of off-season economic activity – we believe the electrical upgrade carries broader and more lasting significance for our town.

Bringing consistent and safe lighting to Mason Avenue during the darkest months of the year is first and foremost a matter of public safety – for our guests, our employees, and all who walk, work, and visit downtown after sunset. Beyond safety, enhanced lighting contributed to a more vibrant and inviting atmosphere in the off-season. This helps combat the perception of Cape Charles as a seasonal destination and promotes extended commercial activity during our shoulder season, especially from October through February, when daylight is limited and foot traffic tends to decrease.

This is not a short-term fix but a long-term infrastructure investment with enduring benefits for our business community, residents, and visitors alike.

Perhaps most importantly, the availability of \$50,000 in grant funding that Cape Charles Main Street has secured from the County presents a timely and fiscally responsible opportunity. Incorporating the electrical upgrade into the current budget allows the Town to leverage this significant offset. Delaying the project would risk forfeiting this funding and may result in the Town bearing the full cost in future cycles.

In our view, seizing this moment to improve safety, aesthetics, and economic vitality – while capitalizing on external funding – is a clear and logical step forward.

We appreciate your consideration and your ongoing support for the growth and vitality of Cape Charles.

Respectfully,

Laurie Klingel – Chuckletown Productions and Chessie's Toys

Ed Sabo, Carol Sabo, Beth Ann Sabo – Peach Street Books

Roxanne Ward, Pam Carpenter – Buoy 56

Andrew Follmer – The Boardwalk and Like a Sailor

Leigh Greer - Table & Tonic

Margaret Hellman – Cravings

Christine Wengler - Cowlick's Creamery

Steven Ehmann – Mason Avenue Bakery

Meredith Lusk – Moonrise Jewelry

Cristina Carollo – Ambrosia Caffè & Enoteca

Gary Williams – Bay View Engraving & Art Glass Studio

Amanda Curry – AJ's Bar & Grill

Rebecca Wivell – Love & Canna Co.

Michele Molina – Drizzles

Liam Duncan – Cape Charles Distillery

Hayley Duncan – Salty Rooster

Ellen O'Brien – Local-Ish Art

Robert Brady – Bailey's Bait & Tackle

Marie Brady - Chase's Soft Serve

Amanda Dunton – Mint & Honey

Mary Ann Roehm – Historic Palace Theatre

Clelia Sheppard – Lemontree Gallery

Mary Paar – Focus Optical Boutique

Lenore DeBellis – Edible Picasso

Susie Charnock – Coastal Shore Vacations and Coastal Shore Real Estate

Nansey Cardone – Love Letters

Elizabeth Walker – The Northampton Hotel

April 2025 Treasurer's Report

Page 2 – Revenues vs. Expenditures

- The negative monthly expenditure shown in the Utility Fund is the result of a reimbursement from American Water for HRSD testing costs.

Page 3 – Capital Projects

- We made our final payment to Bay Coastal Contracting for the Inner Harbor Bulkhead Rehab project. The project is now complete and came in \$33,775 under budget.
- A payment of \$44,575 was made to Harmonia Contracting. This is the first and only payment to replace the harbor boardwalk with synthetic decking. This project is also complete.

Page 4 – Specific Sources of Revenue

- Business License Tax revenue, which was lagging significantly behind prior years, has now exceeded April 30, 2024 and is within \$4,000 of April 30, 2023.

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

<u>Cash on Hand</u>	<u>3/31/2025</u>	<u>4/30/2025</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account	\$13,772	\$142,361	\$128,589
Atlantic Union Bank Money Market Account	\$1,213,562	\$906,020	-\$307,542
LGIP Account 1 - 0565 - Unrestricted	\$119,029	\$119,463	\$433
LGIP Account 2 - 0195 - Unrestricted	\$378,334	\$379,712	\$1,378
Virginia Investment Pool Liquidity Unassigned - 5003	\$16,447,056	\$16,507,310	\$60,254
Virginia Investment Pool 1-3 Year Unassigned 0001	\$1,097,744	\$1,106,149	\$8,405
Taylor Bank Operating Cash Account	\$13,802	\$450,596	\$436,794
Taylor Bank Sweep Account	\$401,486	\$401,486	\$0
Total Cash On Hand	\$19,684,784	\$20,013,095	\$328,310

<u>Restricted and Reserved Cash Balances</u>	<u>3/31/2025</u>	<u>4/30/2025</u>	<u>Increase/ (Decrease)</u>
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 Rsvd (Utilities)	\$0	\$0	\$0
Total Cash Held in Reserve	\$30,551	\$30,551	\$0
Total Cash - All Accounts	\$19,715,335	\$20,043,645	\$328,310

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

REVENUE VS. EXPENDITURES

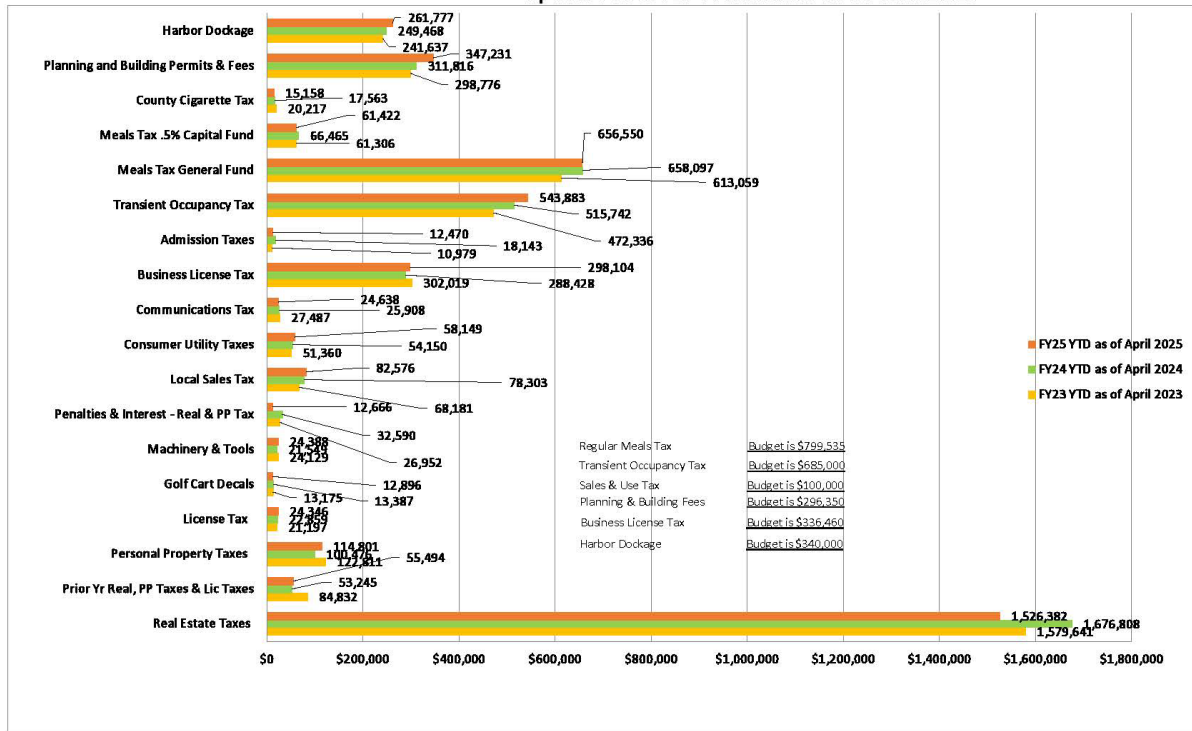
FUND	CURRENT MONTH	CURRENT YEAR-TO-DATE	ANNUAL BUDGET	% REALIZED/ EXPENDED FY25
GENERAL Fund				
REVENUE	\$532,611	\$4,755,719	\$5,727,599	83.03%
EXPENDITURES	\$332,250	\$3,574,060	\$5,727,599	62.40%
NET	\$200,361	\$1,181,660	\$0	
GENERAL Capital Fund				
REVENUE	\$47,601	\$293,365	\$11,127,130	2.64%
EXPENDITURES	\$11,500	\$62,725	\$11,127,130	0.56%
NET	\$36,101	\$230,640	\$0	
GENERAL Debt Service Fund				
REVENUE	\$0	\$0	\$25,121	0.00%
EXPENDITURES	\$0	\$16,032	\$25,121	63.82%
NET	\$0	(\$16,032)	\$0	
GENERAL Special Activities Fund				
REVENUE	\$0	\$58,604	\$25,500	229.82%
EXPENDITURES	\$0	\$21,285	\$25,500	83.47%
NET	\$0	\$37,319	\$0	
PUBLIC UTILITIES Fund				
REVENUE	\$503	\$113,490	\$9,576,514	1.19%
EXPENDITURES	-\$4,936	\$11,946	\$9,576,514	0.12%
NET	\$5,439	\$101,543	\$0	
HARBOR Fund				
REVENUE	\$128,388	\$611,737	\$1,165,287	52.50%
EXPENDITURES	\$236,533	\$846,394	\$1,165,287	72.63%
NET	(\$108,145)	(\$234,657)	\$0	
SANITATION Fund				
REVENUE	\$79,840	\$250,472	\$345,884	72.42%
EXPENDITURES	\$27,723	\$280,537	\$345,884	81.11%
NET	\$52,117	(\$30,064)	\$0	

FY 25 Capital Improvement Project Tracking Report

As of:
4/30/2025

		FY25 Status or Start Date	% of Current Year Budget	FY25 Budgeted	QTR 1 Expended	QTR 2 Expended	QTR 3 Expended	QTR 4 Expended	FY25 YTD Expended	(Over)/Under Budget
General Capital Fund										
Multi-Use Trails, Phase 3 Construction	Completed in FY24			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal Space Replacement	In Process	0%	\$ 3,250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,250,000
Welcome Center Design & Construction	In Process	2%	\$ 750,000	\$ -	\$ 1,222	\$ 10,654	\$ -	\$ -	\$ 11,876	\$ 738,124
Library Upgrade & Condoization	In Process	1%	\$ 250,000	\$ 2,895	\$ 450	\$ 53	\$ -	\$ -	\$ 3,398	\$ 246,602
Beachfront Revitalization	Pending		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Beach Restroom/Bathhouse	Pending		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sidewalk Infill	In Process	95%	\$ 50,000	\$ 274	\$ 84	\$ 35,532	\$ 11,500	\$ -	\$ 47,389	\$ 2,611
Mason Ave. Electrical	Pending		\$ -	\$ -	\$ -	\$ 62	\$ -	\$ -	\$ 62	\$ (62)
Keck Wells Water Line Return	Pending	0%	\$ 565,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 565,000
Subtotal			\$ 4,865,000.00	\$ 3,169	\$ 1,756	\$ 46,301	\$ 11,500	\$ 62,725	\$ 4,237,275	
Harbor Fund										
Inner Harbor Bulkhead Rehab, Phase 3	Complete	85%	\$ 221,537	\$ 4,750	\$ 1,695	\$ 56,029	\$ 125,288	\$ 187,762	\$ 33,775	
Fixed Dock Rehab	Pending	6%	\$ 20,000	\$ 1,287	\$ -	\$ -	\$ -	\$ 1,287	\$ 18,713	
Replace Boardwalk With Synthetic Decking	Complete	104%	\$ 43,000	\$ -	\$ -	\$ -	\$ 44,575	\$ 44,575	\$ (1,575)	
Subtotal			\$ 284,537	\$ 6,037	\$ 1,695	\$ 56,029	\$ 169,863	\$ 233,624	\$ 50,913	
TOTAL			\$ 5,149,537	\$ 9,206	\$ 3,451	\$ 102,330	\$ 181,363	\$ 296,349	\$ 4,288,188	

Specific Sources of Revenue as of 4.30.2025



Agenda Item #7A – Adoption of FY 2026 Budget & Appropriation

FY26 Budget Amendment to Remove Meatland Purchase

I move to amend the FY26 Budget as follows:

- General Fund Revenue line item 100-3600-6000: amend to \$0
- General Fund Expenditures line item 100-4121-8100: amend to \$206,122
- General Fund Expenditures line item 100-4121-8120: amend to \$95,121
- Debt Service Fund Revenue line item 120-3950-1750: amend to \$60,000
- Debt Service Fund Revenue line item 120-3950-2100: amend to \$95,121
- Debt Service Fund Expenditure line item 120-4121-6800: amend to \$0
- Debt Service Fund Expenditure line item 120-4430-8100: amend to \$1,500,000

May 2025 Treasurer's Report

Page 1 – Revenues vs. Expenditures

- Our Virginia Investment Pool 1-3 Year investment account saw a net loss of \$2,201 for the month. Although the fund has a greater average historical return than the Liquidity Pool, these fluctuations are not uncommon on a month-to-month basis. Most of our fund balance remains in the Liquidity Pool, this preserves flexibility to pursue capital projects on short notice without realizing losses due to market fluctuations.

Page 2 – Revenues vs. Expenditures

- All Harbor operating revenues exceed Fiscal Year 2024 to date and are on track to exceed budgeted amounts.

Page 3 – Capital Projects

- A final payment of \$9,920 was made to Jimenez Builders for work on the Fig Street sidewalk. This completes all sidewalk infill work planned for Fiscal Year 2025 at \$7,309 over budget.

Page 4 – Specific Sources of Revenue

- Personal property tax revenue has exceeded the budgeted amount of \$96,800 by \$19,758 and has exceeded all prior years.

MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
May 31, 2025

<u>Cash on Hand</u>	<u>4/30/2025</u>	<u>5/31/2025</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account	\$142,361	\$1,344	-\$141,017
Atlantic Union Bank Money Market Account	\$906,020	\$652,949	-\$253,071
LGIP Account 1 - 0565 - Unrestricted	\$119,463	\$119,910	\$447
LGIP Account 2 - 0195 - Unrestricted	\$379,712	\$381,133	\$1,421
Virginia Investment Pool Liquidity Unassigned - 5003	\$16,507,310	\$16,569,414	\$62,104
Virginia Investment Pool 1-3 Year Unassigned 0001	\$1,106,149	\$1,103,947	-\$2,201
Taylor Bank Operating Cash Account	\$450,596	\$162,115	-\$288,480
Taylor Bank Sweep Account	\$402,127	\$802,982	\$400,855
Total Cash On Hand	\$20,013,735	\$19,793,794	-\$219,942

<u>Restricted and Reserved Cash Balances</u>	<u>4/30/2025</u>	<u>5/31/2025</u>	<u>Increase/ (Decrease)</u>
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	\$20,044,286	\$19,824,345	-\$219,942
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MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
May 31, 2025

REVENUE VS. EXPENDITURES

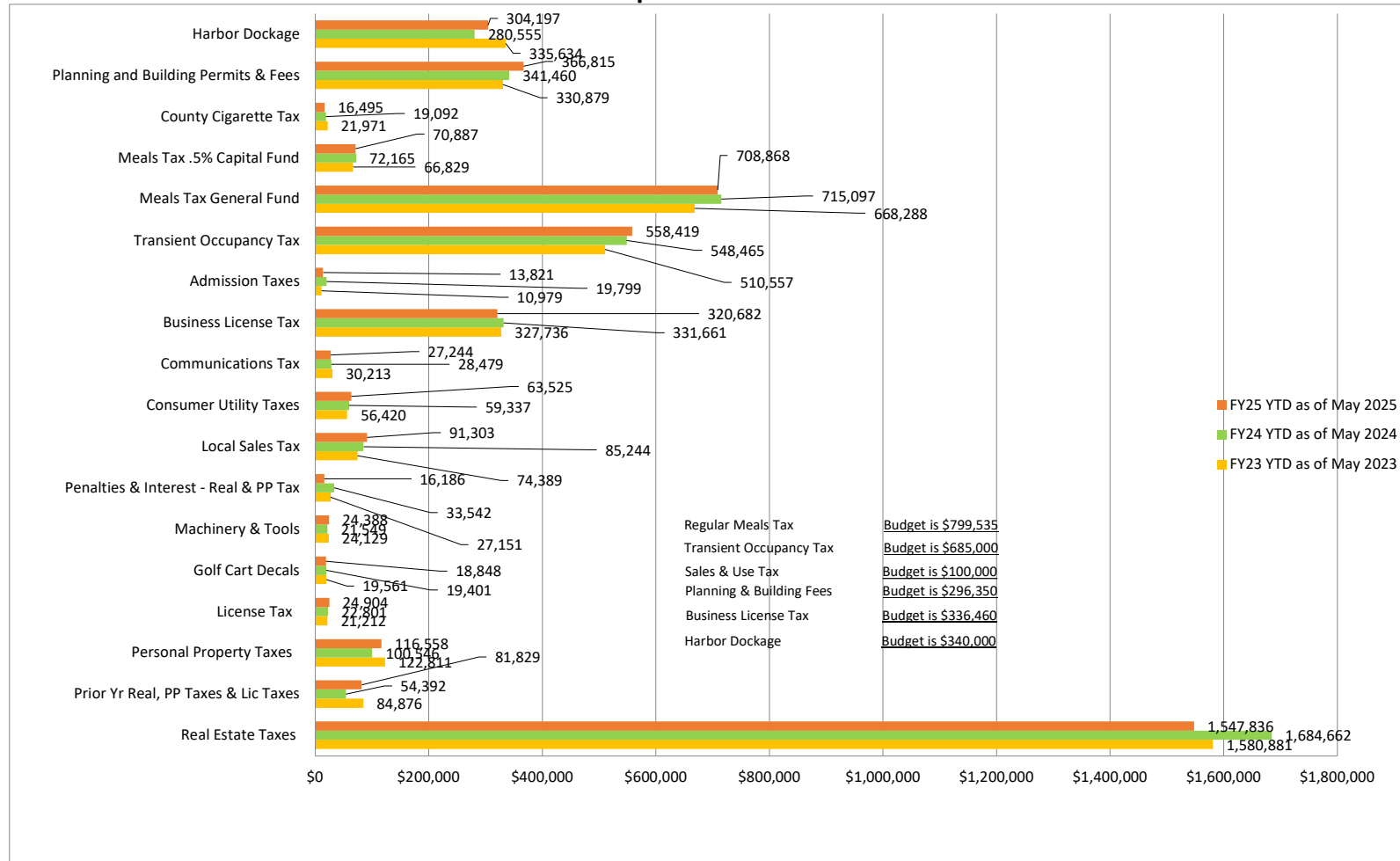
FUND	CURRENT MONTH	CURRENT YEAR-TO-DATE	ANNUAL BUDGET	% REALIZED/ EXPENDED FY25
GENERAL Fund				
REVENUE	\$220,491	\$4,976,210	\$5,727,599	86.88%
EXPENDITURES	\$440,935	\$4,018,842	\$5,727,599	70.17%
NET	(\$220,444)	\$957,368	\$0	
GENERAL Capital Fund				
REVENUE	\$5,617	\$302,830	\$11,127,130	2.72%
EXPENDITURES	\$9,920	\$72,645	\$11,127,130	0.65%
NET	(\$4,303)	\$230,185	\$0	
GENERAL Debt Service Fund				
REVENUE	\$0	\$0	\$25,121	0.00%
EXPENDITURES	\$0	\$16,032	\$25,121	63.82%
NET	\$0	(\$16,032)	\$0	
GENERAL Special Activities Fund				
REVENUE	\$0	\$58,604	\$25,500	229.82%
EXPENDITURES	\$620	\$21,905	\$25,500	85.90%
NET	(\$620)	\$36,699	\$0	
PUBLIC UTILITIES Fund				
REVENUE	\$447	\$113,937	\$9,576,514	1.19%
EXPENDITURES	\$312	\$12,258	\$9,576,514	0.13%
NET	\$135	\$101,678	\$0	
HARBOR Fund				
REVENUE	\$190,124	\$801,861	\$1,165,287	68.81%
EXPENDITURES	\$94,685	\$941,079	\$1,165,287	80.76%
NET	\$95,439	(\$139,218)	\$0	
SANITATION Fund				
REVENUE	\$50	\$250,522	\$345,884	72.43%
EXPENDITURES	\$29,449	\$309,985	\$345,884	89.62%
NET	(\$29,399)	(\$59,463)	\$0	

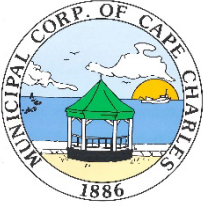
FY 25 Capital Improvement Project Tracking Report

As of:
5/31/2025

	<u>FY25 Status or Start Date</u>	<u>% of Current Year Budget</u>	<u>FY25 Budgeted</u>	<u>QTR 1 Expended</u>	<u>QTR 2 Expended</u>	<u>QTR 3 Expended</u>	<u>QTR 4 Expended</u>	<u>FY25 YTD Expended</u>	<u>(Over)/Under Budget</u>
General Capital Fund									
Multi-Use Trails, Phase 3 Construction	<u>Completed in FY24</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal Space Replacement	<u>In Process</u>	0%	\$ 3,250,000	\$ -	\$ -	\$ -	\$ 9,920	\$ -	\$ 3,250,000
Welcome Center Design & Construction	<u>In Process</u>	2%	\$ 750,000	\$ -	\$ 1,222	\$ 10,654	\$ -	\$ 11,876	\$ 738,124
Library Upgrade & Condoization	<u>In Process</u>	1%	\$ 250,000	\$ 2,895	\$ 450	\$ 53	\$ -	\$ 3,398	\$ 246,602
Beachfront Revitalization	<u>Pending</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Beach Restroom/Bathhouse	<u>Pending</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sidewalk Infill	<u>Complete</u>	115%	\$ 50,000	\$ 274	\$ 84	\$ 35,532	\$ 11,500	\$ 57,309	\$ (7,309)
Mason Ave. Electrical	<u>Pending</u>		\$ -	\$ -	\$ -	\$ 62	\$ -	\$ 62	\$ (62)
Keck Wells Water Line Return	<u>Pending</u>	0%	\$ 565,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 565,000
Subtotal			\$ 4,865,000.00	\$ 3,169	\$ 1,756	\$ 46,301	\$ 21,420	\$ 72,645	\$ 4,227,355
Harbor Fund									
Inner Harbor Bulkhead Rehab, Phase 3	<u>Complete</u>	85%	\$ 221,537	\$ 4,750	\$ 1,695	\$ 56,029	\$ 125,288	\$ 187,762	\$ 33,775
Fixed Dock Rehab	<u>Pending</u>	6%	\$ 20,000	\$ 1,287	\$ -	\$ -	\$ -	\$ 1,287	\$ 18,713
Replace Boardwalk With Synthetic Decking	<u>Complete</u>	104%	\$ 43,000	\$ -	\$ -	\$ -	\$ 44,575	\$ 44,575	\$ (1,575)
Subtotal			\$ 284,537	\$ 6,037	\$ 1,695	\$ 56,029	\$ 169,863	\$ 233,624	\$ 50,913
TOTAL			\$ 5,149,537	\$ 9,206	\$ 3,451	\$ 102,330	\$ 191,283	\$ 306,269	\$ 4,278,268

Specific Sources of Revenue as of 5.31.2025



 TOWN OF CAPE CHARLES	AGENDA TITLE: Community Development Block Grant		AGENDA DATE July 17, 2025
	SUBJECT/PROPOSAL/REQUEST: Master Planning for Harbor/Railroad Property		ITEM NUMBER: 7A
	ATTACHMENTS: 1) Comprehensive Plan Future Land Use Designation Descriptions for Harbor District, Historic District Mixed Use, and Mixed Use; 2) Community Development Block Grant (CDBG) Manual - Chapter 5 Planning Grants		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Katie H. Nunez, Director of Planning & Zoning Administrator	REVIEWED BY: Rick Keuroglan, Town Manager	

BACKGROUND:

The Town's 2025 Community Strategic Plan, Appendix B prioritizes the development of a Harbor/ Railroad area Conceptual Master Plan & New Design Guidelines as well as updates to Cape Charles Zoning Ordinance Article IX - Historic Harbor Area Overlay District.

In the Comprehensive Plan, the Future Land Use Map & Designations for this area are Harbor District and Historic District Mixed Use and a small area is Mixed Use. Those two full descriptions from the Comprehensive Plan are attached for your information and review.

ITEM SPECIFICS:

In preparation for this item moving forward to the top of the work plan for the Planning Department this fall, I have been in touch with the Department of Housing and Community Development (DHCD) about this property and the Town's identified need for developing a master plan and associated guidelines and zoning ordinance revisions for the former railroad property and associated harbor area to query if there are any grant opportunities for this type of project.

DHCD staff has recommended that the Town consider applying for a Community Development Block Grant (CDBG) for a Project Specific Planning Grant. The grant cycle opened on June 16, 2025, and applications are being submitted thru October 16, 2025. The state is reviewing applications on a rolling basis and will make at least two rounds of awards, until funds are exhausted for this cycle.

The CDBG Grant Manuel defines Planning Grants as follows:

Planning Grants Planning Grants enable localities to conduct assessments and develop effective strategies for solving local community development problems. The predominant focus of this offering will be on solving the problems of LMI persons. All Planning Grant funding is made available on an open, first come first served basis based on available funding. Applications will be reviewed at least quarterly in the order in which they are received. Requests for Planning Grants may culminate in an application CDBG Project Grants or on Urgent Need Grants. See the Chapter 5 – Planning Grants section for more information.

Table 1: CDBG Program at a Glance

Sub-Program	Project/Activity Type	Maximum Award	Project Delivery Costs
Planning Grants	Activation	\$40,000	-
	Project-Driven	\$75,000	-
Project Grants	Economic Development		
	Job Creation/Retention		
	1 locality	\$1,250,000	\$125,000
	2 localities	\$1,500,000	\$150,000
	Business District Revitalization (BDR)	\$1,250,000	\$125,000
	Infrastructure		
	Water/Sewer		
	1 locality	\$2,000,000	\$125,000
	2 localities	\$3,500,000	\$150,000
	Community Service Facilities	\$1,250,000	\$125,000
	Housing Production	\$2,000,000	\$200,000
	Housing Rehabilitation	\$1,250,000	\$125,000
	Public Services		
	1 locality	\$250,000	\$25,000
	2 localities	\$500,000	\$50,000
	Urgent Need	\$1,500,000	\$150,000

I have attached Chapter 5 from the CDBG Grant Manual that details the application submission requirements and have highlighted the items that will need to be addressed and included in an application. These are the items that I wish to review with Town Council to determine if we wish to proceed with an application for master planning for the railroad/harbor areas.

In my conversation with DHCD Staff regarding this project, they strongly recommended that we begin finding an appropriate planning/architectural/engineering review firm with experience in both community facilitation and master planning for property similar to the Town's railroad and harbor areas, specifically looking to incorporate a former industrial use property into the surrounding developed areas of the downtown commercial district and residential district to the north of the railroad property.

Therefore, I have researched and spoken with several companies that could fit this bill and am in discussions with The Berkley Group about their services and pricing. The Berkley Group is a consulting firm specializing in community development and planning, along with other disciplines, and has experience in this type of planning assistance. Additionally, they have been working with Northampton County for over 4 years and are familiar with the Town and the region as a whole. If the Town Council does wish for staff to prepare a grant application, then any agreement for planning services will comply with procurement and be forwarded to the Town Manager to obtain all necessary approvals. Please note that funding for this project was included in the Planning & Zoning Department budget for both Fiscal Year 2025 (none were spent) and for Fiscal Year 2026, which has just commenced as of July 1, 2025 (again, none of these funds have been committed nor spent for this project). Funding was included in the budget since there is no guarantee that the Town will be successful in grant applications for this project and we needed to ensure we would have the appropriate financial resources to move this significant planning process forward during this fiscal year.

RECOMMENDATION & ACTION SOUGHT:

Discussion with Town Council about this work priority of developing a master plan for the Railroad Property and Harbor area and general understanding the scope and work product to be achieved at conclusion of such a process and understanding of the application requirements for a CDBG Project Driven Planning Grant. If the Town wishes to proceed with submission of an application for this grant cycle for this work priority, then there needs to be further discussion about forming a Project Management Team and the initial community outreach steps that need to be completed prior to application submission.

Harbor District

Further master planning will be conducted to create a strong vision for the Harbor District. The area is intended to develop in a way that mirrors the success of Mason Avenue and nearby historic residential blocks. The district could include a mix of uses on an extension of the highly walkable street grid. Specific Harbor District design guidelines should be developed with particular attention to how buildings address the streetscape and the harbor front to create a lively and attractive extension of historic Cape Charles.

Note: Refer to the Harbor Area Conceptual Master Plan and Design Guidelines, once developed.

a. Function

1. To provide a vibrant working waterfront that is both a strong economic benefit to the Town and encourages compatible new industry and employment uses.
2. To provide places with strong public and recreational value, with public gathering places and access to the water.
3. To provide a place for people to conduct business and to live, meet, relax, encounter nature, and learn of Cape Charles' working maritime and rail heritage and its historic traditions.

b. Preferred Uses

1. Land uses in this district should be mixed, including resort and tourism-related retail, waterfront industrial and employment, associated residences, and accessory uses and should support the existing harbor uses.
2. In general, residential uses should be located above the first floor, reserving first floor storefront space for activity-generating uses such as retail shops, restaurants or recreational amenities.
3. Berthing and marina uses should correspond to the available water depth that exists in the Harbor.
4. Open space and recreational uses, such as walkways, greenways, and public plazas and promenades, that provide access to the water should be provided.

c. Design Character and Scale

1. Harbor Mixed-Use projects should be architecturally and visually compatible with the Town's historic built fabric and design character, with a fine-grained land use pattern at a human scale, while still reflecting the best contemporary design and development practices. Blocks should generally not be more than 600 foot long.
2. Development should combine uses vertically, as well as horizontally (i.e. mixing uses among buildings and within individual buildings), to achieve convenience, variety and walkability in the district.
3. Building edges should be set similar to the existing section of Mason Avenue to create a more orderly pattern of buildings and develop an urban "main street" character.



4. Public access and views to the waterfront should be integrated in a way that is compatible with the function of the maritime activity.
5. Vehicular, pedestrian and bicycle circulation should tie the district together internally and with surrounding areas and should recognize the unique historic and waterfront environment of the site.
6. Alleys, thoroughfares, and service ways should be utilized to ensure trash pickup and deliveries for commercial establishments do not take place along public right of ways.
7. Design elements should be integrated with wide sidewalks, street trees, benches, and entrances to buildings at the edges of street rights-of-way. Bicycle facilities, on street parking, and usable public spaces should be provided.
8. Landscaping should be provided according to the approved Town landscaping requirements.
9. Most of the site may be developed as building, parking or paved plaza and access areas. However, there should generally be 20-30% of the site in amenity open space, as public plazas, landscaping or decoratively-paved wider sidewalks or sitting areas.
10. Development on the north side of the harbor should be of a scale similar to that of the Historic Downtown Mixed Use Category, while taller heights may be allowed on the south side of the harbor with a gradual height transition between the north and south sides.

d. Building Design

1. Architecture should be compatible with and reflective of character, materials, and form of the existing traditional residential, commercial and industrial buildings in the Town of Cape Charles.
2. Structures and improvements on the site should generally be clustered and compactly designed to allow for minimal disturbance and extensive open space and public areas.
3. The traditional gridded layout of streets in the Harbor Area should be reinforced through the placement and design of buildings, travelways, and landscape elements. New streets should extend the existing historic street grid of the Town.
4. Development along new or existing public streets should foster a walkable and enjoyable pedestrian environment. New development should avoid large expanses of blank walls, should provide frequent street level entries, and should provide sidewalk amenities such as street furniture and lighting that encourage year-round pedestrian use.

Historic District Mixed Use

The Historic Downtown Mixed Use category covers part of the existing downtown historic area of Cape Charles along Mason Avenue. Development in this area is intended to reflect the diversity of historic architectural features present in the Town and incorporate the diversity of uses that bring Main Street to life.

This plan allows for more flexible use of historic properties across the district. Rehabilitation of existing historic buildings and infill development should comply with Historic District guidelines with particular attention to how the buildings address the streetscape.

Buildings should have minimal (if any) setbacks from the public right-of-way and ground floor uses that engage pedestrians with visually appealing facades.

a. Function

1. To provide a strong sense of a downtown “main street” character and to promote the continuing concentration of retail businesses and services in predominantly commercial areas.
2. To promote a diverse mix of compatible commercial, entertainment, governmental and residential uses.
3. To continue the traditional character of a commercial and mixed-use main street.

b. Preferred Uses

1. Land uses in this district should be small-scale mixed uses including restaurants, shopfronts, workshops, small offices, housing, and specialty shops catering to local and regional customers, as well as tourists and visitors.
2. In general, residential uses should be located above the first floor, reserving first floor storefront space for activity-generating uses such as retail shops, restaurants or grocery stores.

c. Design Character and Scale

1. Development should generally have a small-town main street character with a fine-grained land use pattern at a human scale. Blocks should generally not be more than 600 foot long.
2. Development should combine uses vertically, as well as horizontally (i.e. mixing uses among buildings and within individual buildings), to achieve convenience, variety and walkability in the district.
3. Design elements should be integrated with wide sidewalks, street trees, benches, and entrances to buildings at the edges of street rights-of-way. Bicycle facilities, on-street parking, and usable public spaces should be provided.



4. Vehicular and pedestrian links should extend into the surrounding development.
5. Land use or intensity/density transitions should be provided between nonresidential uses and existing residential areas.
6. It is important to maintain and improve the aesthetics of the downtown area for continued economic revival, and to protect historic buildings from demolition or renovation which would damage their historical integrity.
7. Most of the site may be developed as building, parking or paved plaza and access areas. However, there should generally be 10-20% of the site in amenity open space, such as public plazas, landscaping or decoratively paved wide sidewalks or sitting areas.
8. Alleys, thoroughfares, and service ways should be utilized to ensure trash pickup and deliveries for commercial establishments are minimized along public right of ways.

d. Building Design

1. Architectural treatment and materials should be compatible with adjacent commercial and residential architecture.



Intersection of Mason Ave & Strawberry St.

Mixed Use

The Mixed Use category covers limited parts of Cape Charles near the historic town center. Development in this area is intended to incorporate a diversity of uses.

a. Function

1. To promote a diverse mix of compatible commercial, entertainment, governmental and residential uses.

b. Preferred Uses

1. Land uses in this district should be mixed, including public spaces, restaurants, shopfronts, workshops, small offices, housing, and specialty shops catering to local and regional customers, as well as tourists and visitors.
2. In general, residential uses should provide more flexible options consistent with activity-generating uses such as recreation activities, retail shops, restaurants, or grocery stores.

c. Design Character and Scale

1. Development should combine uses vertically, as well as horizontally (i.e. mixing uses among buildings and within individual buildings), to achieve convenience, variety and walkability.
2. Design elements should be integrated with street trees, benches, and open spaces. Bicycle facilities, on-street parking, and usable public spaces should be provided.
3. Vehicular and pedestrian links should extend into the surrounding development.
4. Land use or intensity/density transitions should be provided between nonresidential uses and existing residential areas.
5. Most of the site may be developed as building, parking or paved plaza and access areas. However, there should generally be 10-20% of the site in amenity open space, such as public plazas, landscaping or decoratively paved wide sidewalks or sitting areas.
6. Alleys, thoroughfares, and service ways should be utilized to ensure trash pickup and deliveries for commercial establishments are minimized along public right of ways.



d. Building Design

1. Buildings should generally be located at the edge of the street right-of-way with minimal front setbacks. In scattered locations setbacks should be increased to allow for public outdoor seating for restaurants.
2. All facades of buildings should be designed with architectural detail consistent with that of the front elevation of the building.
3. Architectural treatment, materials, and colors should be compatible with adjacent commercial and residential architecture.
4. The scale, massing, colors and materials of new buildings should be traditional and compatible with the Town's historic architectural fabric.



*Example of a Mixed Use building. Source: Congress for the New Urbanism

Chapter 5 – Planning Grants

5.1 Overview

Virginia's CDBG Planning Grant program is designed to aid in developing clearly articulated strategies for addressing communities' greatest community development needs following meaningful citizen participation. Planning Grant funding is available on an open, first-come first-served basis from or until all the funding is committed. **Applications will be reviewed at least quarterly.** Any eligible locality interested in obtaining Planning Grant assistance must submit a completed application through DHCD's Centralized Application and Management System (CAMS). Please note that DHCD will provide grant-related technical assistance regardless of whether a locality formally receives a Planning Grant.

5.2 Eligibility

Eligibility for Planning Grants is subject to the following minimum criteria:

- Demonstration of a clear indication of community development needs and/or opportunities;
- The needs identified must generally be eligible targets for future CDBG investments by potentially meeting one of the three **Error! Reference source not found.**
- There must be evidence that local officials and stakeholders alike are committed to fully identifying and addressing local needs;
- There must be evidence that the locality and management team have the time, funding, and expertise to follow through with the planning process; and
- There must be a clear demonstration of the need for Planning Grant funds (i.e. future plans to apply for a CDBG Project Grant or grants through other funding agencies, partnership between local leadership and PDCs or other community organizations, specific plans outlined in a community plan or study).

5.3 Application Requirements

DHCD **requires** each applicant to submit documentation of initial activities with the Planning Grant application in CAMS. Failure to submit initial activities with the Planning Grant application may result in ineligibility of the Planning Grant project. This section describes the three required initial activities:

5.31 Completion of initial public meeting

A public meeting to be held for citizens to be informed of the locality's intentions for Planning Grant activities. The public meeting **does not** have to meet the requirements outlined in [Appendix B – CDBG Citizen Participation](#) (specifically, the requirements of advertisement for public hearings in the newspaper and the waiting period after advertisement for public meetings to occur); however, the public meeting must attract citizens and community members in ways that will garner the most

community engagement and include a sign-in sheet. The locality may find that more than one of these meetings is advantageous.

This can include meetings at spaces other than the locality's administration offices (community centers, public gatherings, etc.) and non-traditional methods of advertisement (via social media, flyers, etc.). The public must also be informed of future formal and informal project-related public meetings and project management team meetings. The public meeting will additionally address that future Planning Grant funding is dependent on the completion of the initial activities and approval of application.

The documentation needed to prove fulfillment of the public meeting initial activity must include: meeting minutes, attendance, and method of informing community members of the public meeting, along with any marketing materials around the initial public meeting. The importance of public attendance at these meetings cannot be overstated.

5.32 Identification of Project Management Team (PMT) and at least one PMT Meeting

The locality will identify the members of the Project Management Team, which will include at a minimum – depending on project type:

1. Locality official (Town Manager, County Administrator, Mayor, etc.);
2. Representative from PDC/Regional Commission;
3. Grant manager and consultant;
4. Housing rehab specialist;
5. Engineers/architect; and
6. Project sparkplugs (representatives of the community to be assisted).

The PMT will conduct an initial meeting to determine the capacity for carrying out a Planning Grant if awarded and determine if any members will need to be added. The documentation to prove the fulfillment of the PMT initial activity needs to include meeting minutes and attendance, along with the list of PMT members and their roles to be.

5.33 Draft project timeline and scope of work/ Planning Grant products

A separate attachment is to be included with the application showing the anticipated timeline. This document also needs to include the overall scope of work and/or the expected products to be obtained from the Planning Grant along with people/organizations responsible, including if the locality has future plans to submit for a CDBG Project Grant for the next funding cycle. A rough budget, as outlined in the "Budget Narrative" section of the Planning Grant application should, if possible, be included for clarification as well. As an example:

- a. "AnyTown Side Street Housing Assessment Planning Grant Timeline:

- i. May 2025 – Completion of Planning Grant application – PDC; \$XXX if awarded for initial activities
- ii. June 2025 – Procurement of Housing Rehab Specialist – Town/PDC; anticipated cost \$XXX
- iii. October 2025 – Housing Assessment Complete – Housing Rehab Consultant.
- iv. April 2026 – CDBG Project Grant Application Submitted – PDC/Town Staff. This initial activity can be in draft format and revised during the Facilitated Planning Session if needed.
- v. May 2026 – Planning Grant Closeout – Town/PDC - \$XXX admin.

Other documentation that demonstrates the locality's need for Planning Grant funding is encouraged to be submitted along with the application (such as preliminary windshield surveys or additional meetings documenting community engagement) but is not required as a condition of application approval.

DHCD will review applications and provide the applicant locality with a written response on a rolling basis within the application cycle. DHCD may request additional information before an award decision is announced. After a Planning Grant is approved, DHCD will contact the locality regarding award approval and next steps, including setting up a Facilitated Planning Session (FPS) with the PMT and execution of the DHCD Planning Grant contract.

Requests for more than one Planning Grant for the same or related projects must be documented thoroughly to support additional Planning Grant funding and are not often awarded. A common practice is typically a Planning Grant for an overall assessment (overall County/Town Housing Assessment, overall Town/County needs assessment) followed up by a more actualized application for a subsequent project (e.g., an overall Town Housing Assessment shows the need for a specific neighborhood Planning Grant). A multi-phased project requiring more than one Planning Grant is also a common practice (Neighborhood Housing Rehab Ph. I, Ph. II, etc.). However, the Planning Grant applications that will target the same project must be stand-alone grants, must include different planning components (additional PERs, survey, housing assessments), and/or scope of project. Projects cannot be awarded during the same funding cycle for the same project and the initial project must be substantially complete for the locality to be considered for subsequent Planning Grant funding awards.

While there is no expressed limit on the number of Planning Grants a locality may have open at one time, review of the applicant locality's past and current Planning Grants and other DHCD-awarded grants will be examined during application review. If a locality will have more than one active Planning Grant at a time, the locality must consult with DHCD prior to the submission of the second Planning Grant. Although there is no set requirement for local match, Planning Grants amounts may not cover the full cost of all required planning activities. Localities should expect to contribute resources to the planning process in order to develop a successful project.

Planning Grant applicants must be ready to promptly begin planning activities promptly once funded. As Planning Grants have a shorter timeline than traditional CDBG Project Grants, extension of contract end date will need to be justifiable and should not be expected when preparing a timeline.

5.4 Planning Grant Categories

Planning Grants are available for needs analysis and prioritization, preliminary design, and strategy development activities in preparation for a future CDBG Project Grant application or as a way to determine if a CDBG Project Grant would be viable in the future. Planning Grants can also be used for a locality to build capacity in future work with both DHCD and other funding agencies. DHCD reserves the option of awarding additional Planning Grant funding in excess of this limit for projects which are particularly innovative, challenging, or costly.

All Planning Grant activities must be conducted with maximum participation of residents, potential beneficiaries, stakeholders, and local leaders. At a minimum, this participation must be carried out in accordance with [Appendix B – CDBG Citizen Participation](#) for Local Government Applicants.

The two main categories of Planning Grants are follows:

- Activation Planning Grants
- Project-Driven Planning Grants

Table 2: Planning Grant Categories

Planning Grant Type	Maximum Award
Activation	\$40,000
Project-Driven	\$75,000

5.41 Activation Planning Grants

Activation Planning Grants (formerly called “Community Organizing Grants” or “Overall Community/Needs Assessments”) allow a locality or an organization on behalf of a locality who has either never partnered with DHCD or has not partnered with DHCD for some time to familiarize themselves with DHCD, the Planning Grant process, and general grant management expectations of DHCD. A locality that may not have a firm idea of a definitive project but may want to explore a future partnership DHCD (and other funding agencies/opportunities) would align with the Activation Planning Grant category. Localities that have partnered with DHCD but have several community development priorities are also candidates for Activation Planning Grants.

Citizen participation, input, and education is the central purpose of these Planning Grants and should result in an organized, informed community which has reached consensus on a practical vision of the future and has the capacity and options available for future community improvement.

The locality's highest community development needs should be prioritized after gathering significant and intentional input from citizens and other stakeholders. In addition to ranking these needs, the options available to address these needs should be evaluated.

While citizen participation is the central purpose of this tier of Planning Grant, technical assistance is another key element for Activation Planning Grants. An Activation Planning Grant is an opportunity to not only make needed assessments for future projects, but also an opportunity to receive technical assistance from DHCD staff on the aspects of grant management. Additionally, Activation Planning Grant funding could potentially be used for locality staff or grant management staff to receive outside training via workshops (e.g., attendance to a Virginia Main Street conference if applicable).

Eligible activities for Activation Planning Grants include:

- Conducting assessments of community strengths, weaknesses, opportunities, and threats and prioritizing the greatest community need;
- Attendance at training opportunities as deemed appropriate and relevant to continued grantee forward momentum and capacity building, including creating 'depth on the bench';
- Activation and organization of target area residents and stakeholders;
- Surveys of residents, users, customers, and potential beneficiaries; and
- Developing work plans and implementation strategies.

The capacity of the locality to undertake project planning efforts and future DHCD projects should be evaluated in an Activation Planning Grant. This evaluation should consider the following areas:

- Leadership,
- Technical skills,
- Available staff time,
- Management and fiscal systems,
- Consultants needed,
- Partnerships needed, and
- Additional funds and other resources needed for project planning and future implementation

5.42 Project-Driven Planning Grants

Project-Driven Planning Grants are awarded to prepare for projects that align with DHCD's CDBG Project Grant categories. These Planning Grants differ from the Activation Planning Grants in that the type of project is already identified. Projects may not fit neatly into the CDBG Project Grant categories; please reach out to DHCD for any questions about the category your locality's project may fit into.

Economic Development Planning Grants

This category includes both traditional economic development project planning grants, as well as Business District Revitalization (BDR) project Planning Grants and grants for innovative economic development projects.

Traditional economic development planning grants are intended to support preparation for successful economic development projects that result in jobs created or retained for a set number of individuals, of whom at least 51% are LMI. These projects usually have a particular industry or industries in mind, as well as secured property, before the planning grant application is submitted. The planning grant will allow the locality to consider job types, classifications, training and tracking, as well as the construction process and timeline.

Business District Revitalization Planning Grants assist localities in identifying opportunities to improve the economic and physical conditions within the community. BDR Planning Grants are **required** for localities seeking to complete a Business District Revitalization project. BDR planning require **significant stakeholder “buy-in”** and local capacity, so localities will be required to identify how the various responsibilities will be handled and additional resources that can be contributed to the effort. Localities that are very small or have limited capacity may be inappropriate to pursue BDR planning assistance until steps have been taken to **expand** capacity within the community.

DHCD has developed some very specific guidance to help direct the planning process for BDR planning grants. Because thorough preparation for BDR construction projects is necessary to ensure the desired community outcome of improved overall economic vitality, DHCD utilizes a phased approach for this project type. It often takes multiple years of appropriate planning and development efforts for these projects to be successful and the process is designed to recognize and accommodate this. A locality is expected to become active in the Virginia Main Street designated community program in preparation for application for a downtown project. if not already one. There are several tiers to VMS community participation: Exploring Main Street (EMS), Mobilizing Main Street (MMS), and Advancing Virginia Main Street (AVMS). Achieving at least the ‘Exploring Main Street’ tier is an expected element of a BDR Planning Grant.

Applicants must demonstrate that business district revitalization is the highest community development need. Applicants must explain why this is their highest need and provide detail on other community development efforts that have been completed. Applicants must also provide an analysis of housing and other community needs and identify how these needs have been addressed and how any remaining unmet needs will be handled. The Planning Grant is intended to determine if there is a sufficient level of physical and/or economic blight present to be eligible for CDBG assistance. **At a minimum, target project areas must exhibit at least a 25 percent level of physical blight or at least a 50 percent vacancy rate.** Additionally, an outcome of the planning grant is to collect façade improvement participation agreements from all property owners in the project area. Communities not meeting this criterion may not be allowed to complete the planning grant process.

A requirement of the BDR planning process is the development of an ***Economic Restructuring Plan*** (ERP) that identifies how the locality can implement economic improvement strategies that

will help ensure the long-term sustainability of the community, particularly the downtown business district.

Infrastructure Planning Grants

Infrastructure Planning Grants include water, sewer services, stormwater improvements, and street improvements to improve living conditions and quality of life for LMI persons. Infrastructure Planning Grants may also include Community Service Facilities.

Housing Rehabilitation Planning Grants

Housing **rehabilitation** activities are designed to improve living conditions and quality of life for LMI persons are eligible for CDBG funds. Windshield surveys, income surveys, participation agreements, neighborhood needs assessments, work write-ups and cost estimate determination are all products obtained from a Housing Rehabilitation Planning Grant. Also, Planning Grants for Housing Rehabilitation programs will include an assessment of contractor availability and qualifications and must include a contractor recruitment element.

Public Services Planning Grants

Public Services projects must provide a new service, or a quantifiable increase in the level of an existing service which has been provided by or on behalf of a government entity in the 12 months preceding the submission of the state's Consolidated Plan Annual Action Plan to HUD. The planning grant supports a locality being able to document current levels of service, the need and demand for additional services, and how the additional services will be delivered and measured. Eligible Public Services to be addressed are limited at this time to health services, childcare services, and food security services (not including food purchase).

	Agenda Title:	Agenda Date:
	Architectural Services Contract Amendment	July 17, 2025
	Subject/Proposal/Request:	
	Authorize contract amendment.	
Town of Cape Charles	Attachments:	For Council:
	1. Exterior rendering 2. Contract amendment	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Bob Panek, Project Manager	Rick Keuroglian, Town Manager

BACKGROUND:

At the September 16, 2021 meeting, Council authorized a contract with HBA for Phase 1 architectural services to prepare an analysis of alternatives for future office space. This included condition assessments of the Municipal Building, Civic Center and Library Building. After considering the alternatives, Council subsequently authorized a contract amendment for Phase 2 architectural services to design a new Municipal Building to be located on undeveloped Town-owned property on Cassatt Parkway, and to selectively renovate the Library Building. The existing Municipal Building and Civic Center would be disposed of after construction of the new building. A subsequent contract amendment added the design of a Visitors Center and public restrooms, to be located on leased property just south of Mason Avenue. Construction plans for all three buildings have been completed.

ITEM SPECIFICS:

Our original approach was to bundle the two new buildings into one bid package, and to contract separately for the Library renovation work, predominantly HVAC replacement, as it needed to be accomplished sooner.

The bids for the Library work came in very high and then the oil-fired furnace needed to be replaced at a significant cost when the basement flooded. Given this turn of events, the planned renovation was reduced in scope to eliminate HVAC replacement. Subsequently, the work was incorporated into the Library Redevelopment project and is now being done by the developer.

It was decided to bid the Visitors Center separately to get this in place sooner so that enhanced services could be provided to the Town's guests. Unfortunately, we received one bid that was extraordinarily high and a contract was not awarded. Subsequent efforts to work with other contractors to bring the cost to a reasonable amount have proved futile. We have recently been offered an opportunity by the new owners of 11 Peach Street to lease the building after conversion to a Visitors Center by them. Council reviewed this approach during development of the FY 2026 budget and directed staff to work with the owners to develop a lease proposal. A lease will be available for Council's consideration soon.

Given the experience with these two buildings and the general construction climate, the Municipal Building has not been put out for bids. Attachment 1 is an exterior rendering of the new building. Since completion of the construction plans, other potential sites for the building have emerged. Council reviewed the

alternative sites at the May 27, 2025 Work Session and selected the seven Town-owned parcels at the northeast corner of Fig Street and Randolph Avenue. The construction plans now need to be updated to reflect the new site location, as well as the new building code. HBA has proposed the attached contract amendment in the amount of \$92,856.50 to update the plans. Most of the cost is to prepare a new site plan by the civil engineering subconsultant. The FY 2026 capital budget includes \$3,250,000 for the Municipal Building project.

RECOMMENDATION:

Staff recommends that Council authorize the Town Manager to execute an amendment of the HBA contract in the amount of \$92,856.50 to update the Municipal Building construction plans.



- Metal Standing Seam Roof – Sentriclad Charcoal
- Cementitious Lap Siding – Benjamin Moore AF-705 Cinder
- Cementitious Trim – Benjamin Moore OC-151 White
- Brick Veneer – Triangle Brick Southampton



ARCHITECTURE • INTERIOR DESIGN

HBA ARCHITECTURE & INTERIOR DESIGN

TOWN OF CAPE CHARLES OFFICE SPACE EXPANSION PHASE 2 MUNICIPAL BUILDING NEW SITE DESIGN & BUILDING CODE UPDATE SCOPE DOCUMENT

June 18, 2025

PURPOSE:

Since the design for this project was originally completed, the Town of Cape Charles (Owner) has selected a new site for the project at the NE corner of the intersection of Fig St and Randolph St. In order to facilitate obtaining bids for construction, the following items are needed:

- Survey of the new site.
- Geotechnical exploration of the new site to verify the existing foundation design based on the soils found at the new project site.
- A new site design package.
- A code version update for the building design. Since the grace period for the 2018 VCC will expire before the new site design can be completed and site plan approval obtained, the building design must be updated to comply with the 2021 VCC. This code update will include all Architectural, Structural, PME, and ADA design aspects of the project. No changes to the building design other than those required by the code update are included in this Scope of Work.

PROPOSED CONSULTANTS:

Civil Engineering:	MSA
Structural Engineering:	Speight, Marshall Francis, PC
PME Engineering:	PACE Collaborative
Geotechnical Engineering	GET Solutions (Terracon)

SCOPE:

1.0 SCOPING AND PROJECT MANAGEMENT

3.0 SURVEY

- The ARCHITECT (and/or his consultant) will prepare a topographic survey of the area generally shown below:



SURVEY EXTENTS

4.0 GEOTECHNICAL EXPLORATION

- The ARCHITECT (and/or his consultant) will perform geotechnical exploration within the building footprint for the Municipal Building and provide recommendations for foundation design.

6.0 CONSTRUCTION DOCUMENTS

- **Site Design**

- The ARCHITECT (and/or his consultant) will provide Civil Engineering services to prepare a site plan including: Demolition, Erosion and Sediment Control Plan, Dimensional Layout Plan, Grading, Drainage and Utility plan, stormwater management calculations, design and details to meet water runoff quality and quantity requirements per the latest State Department of Environmental Quality (DEQ) specifications and Town requirements, pavement design based on Geotech report, domestic water service calculations for connection existing Town water to proposed building, gravity sanitary service calculations for connection existing Town sewer to proposed building, coordination with architectural, plumbing, mechanical, and electrical consultants, civil/site specifications, and details, all in accordance with Town requirements including submittal to Town and DEQ for review and comment.

- **Code Update**

- The ARCHITECT (and/or his consultants) will revise the building drawings and specification as required to comply with the 2021 VCC, and submit the updated drawings to the Town for Permit Review.

HBA Architecture & Interior Design, Inc.
Town of Cape Charles
Office Space Expansion Phase 2:
Municipal Building New Site Design & Building Code Update
Fee Proposal 6/18/2025



1.0 - Scoping and Project Management **TOTAL \$6,480.00**

<u>Architectural</u>					Fee	Total	Markup	TOTAL
PIC	24	hours @	\$255	=	\$6,120.00	\$6,120.00		
Administration	8	hours @	\$45	=	\$360.00	\$360.00		
					\$6,480.00	\$6,480.00	\$0.00	\$6,480.00

3.0 - Survey **TOTAL \$5,346.00**

<u>Civil</u>					Fee			
Field Crew	20	hours @	\$145	=	\$2,900.00	\$2,900.00		
Survey Tech	16	hours @	\$90	=	\$1,440.00	\$1,440.00		
Survey Project Manager	4	hours @	\$130	=	\$520.00	\$520.00		
					\$4,860.00	\$4,860.00	\$486.00	\$5,346.00

4.0 - Geotechnical Exploration **TOTAL \$7,964.00**

<u>Geotechnical</u>					Fee			
Total Fee				=	\$7,240.00	\$7,240.00		
					\$7,240.00	\$7,240.00	\$724.00	\$7,964.00

6.0 - Construction Documents **TOTAL \$70,992.00**

<u>Architectural</u>					Fee	Total	Markup	TOTAL
PIC	12	hours @	\$255	=	\$3,060.00	\$3,060.00		
Project Architect	24	hours @	\$195	=	\$4,680.00	\$4,680.00		
Architectural Staff Level 3	80	hours @	\$125	=	\$10,000.00	\$10,000.00		
Interior Design Staff	16	hours @	\$80	=	\$1,280.00	\$1,280.00		
Administration	8	hours @	\$45	=	\$360.00	\$360.00		
					\$19,380.00	\$19,380.00	\$0.00	\$19,380.00

<u>Structural</u>					Fee			
Principal Eng	4	hours @	\$175	=	\$700.00	\$700.00		
Staff Eng	12	hours @	\$135	=	\$1,620.00	\$1,620.00		
CADD Tech	20	hours @	\$110	=	\$2,200.00	\$2,200.00		
Clerical	2	hours @	\$60	=	\$120.00	\$120.00		
					\$4,640.00	\$4,640.00	\$464.00	\$5,104.00

<u>MEP</u>					Fee			
Mech Engineer	8	hours @	\$125	=	\$1,000.00	\$1,000.00		
Electrical Engineer	8	hours @	\$125	=	\$1,000.00	\$1,000.00		
Plumb Design	6	hours @	\$125	=	\$750.00	\$750.00		
Drafting Tech	72	hours @	\$80	=	\$5,760.00	\$5,760.00		
Clerical	2	hours @	\$65	=	\$130.00	\$130.00		
					\$8,640.00	\$8,640.00	\$864.00	\$9,504.00

<u>Civil</u>					Fee			
Project Manager	32	hours @	\$160	=	\$5,120.00	\$5,120.00		
Civil Engineer	122	hours @	\$130	=	\$15,860.00	\$15,860.00		
Landscape Arch	17.5	hours @	\$120	=	\$2,100.00	\$2,100.00		
Civil CAD/Draft	96	hours @	\$110	=	\$10,560.00	\$10,560.00		
					\$33,640.00	\$33,640.00	\$3,364.00	\$37,004.00

Discipline Totals	HBA/Architectural	\$25,860.00
	Structural	\$5,104.00
	Geotechnical	\$7,964.00
	MEP	\$9,504.00
	Civil	\$42,350.00
	Subtotal	\$90,782.00

Reimbursable Expenses	\$2,074.50
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Fees

Estimated Building Permit Fee	1	Each @	x	500.00	=	\$500.00
Estimated Site Plan Review fee	1	Each @	x	1,500.00	=	\$1,500.00

Printing and Reproduction

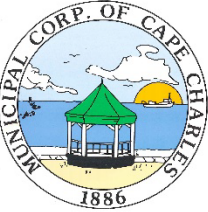
Estimated printing of drawings (if required for review submissions, 10 sets of drawings at \$75 per set)	0	Each @	x	75.00	=	\$0.00
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Local Travel Mileage

1 visit to project site @ 75 miles round trip	75	Miles	x	0.70	=	\$52.50
	1	Toll	@	22.00	=	\$22.00

Note: All reimbursable expenses to be invoiced at actual cost, with no markup, in accordance with the agreement..

TOTAL FEE	\$92,856.50
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 TOWN OF CAPE CHARLES	AGENDA TITLE: Resolution of Intent – Zoning Text Amendment Request from the Cape Charles Historic District Civic League		AGENDA DATE: July 17, 2025
	SUBJECT/PROPOSAL/REQUEST: Adoption of resolution of intent to refer the request from the Civic League to the Planning Commission for consideration		ITEM NUMBER: 7C
	ATTACHMENTS: Resolution of Intent #20250717, Request from the Cape Charles Historic District Civic League, Sections from Zoning Ordinance		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume	REVIEWED BY: Rick Keuroglan, Town Manager	

ITEM SPECIFICS:

The Cape Charles Historic District Civic League is an organization of residents whose goal is to work together with the municipality to improve the overall quality of life in the Historic District by facilitating greater engagement and participation in Town affairs. Town Manager Rick Keuroglan attended their July 9, 2025 meeting as a guest speaker. One topic that was raised by some of the attendees was the use of Accessory Dwelling Units (ADUs) as short-term rentals (STRs).

The Town’s current ordinance (§ 4.1.J.2.a) states that an ADU may not be rented as a STR and that it may be occupied by any person or persons for a period no less than 30 consecutive calendar days. The initial intent for ADUs was for long-term rentals to help with the issue of affordable housing.

DISCUSSION:

The letter from the Cape Charles Historic District Civic League is attached for Council’s review. In the letter, the Civic League is requesting “*consideration for continuing discussion that the use of ADUs permitted use by right for long-term rentals be evaluated to also include the use of ADUs permitted use by right for short-term rentals as a viable option.*” The Civic League has communicated that even though the intent for ADUs was for long-term rentals, the reality is that we do not know the numbers of ADUs being rented or unavailable for long-term rentals. Town staff have not made any assessment to determine how many actual ACUs are being rented. The Civic League would like residents to have more options with their ADUs and even suggested limiting this to full-time residents who live in their primary home in the historic district.

RECOMMENDATION:

Staff recommends Council review and discussion of the request from the Cape Charles Historic District Civic League and, if deemed appropriate, approval of Resolution of Intent #20250717 referring this matter to the Planning Commission for their consideration and recommendation to Town Council related to the use of Accessory Dwelling Units as short-term rentals.

RESOLUTION OF INTENT 20250717
ZONING TEXT AMENDMENT REQUEST FROM
CAPE CHARLES HISTORIC DISTRICT CIVIC LEAGUE

WHEREAS, § 15.2-2286 (A) (7) of the Code of Virginia requires that amendments to a zoning ordinance shall be initiated by a resolution of the local governing body; a motion of the planning commission; or in the case of zoning district map amendments, by application of the landowner or the landowner's authorized agent; and

WHEREAS, Section 15.2-2285 (B) of the Code of Virginia provides that no zoning ordinance shall be amended or re-enacted unless the governing body has referred the amendment or reenactment to the local planning commission for its recommendation; and

WHEREAS, the Cape Charles Historic District Civic League is an organization of residents whose goal is to work together with the municipality to improve the overall quality of life in the Historic District by facilitating greater engagement and participation in Town affairs; and

WHEREAS, at their meeting on July 9, 2025, they asked that Town Manager Rick Keuroglan bring a request to the Town Council to consider a zoning text amendment to permit full-time residents the ability to use their accessory dwelling units for short-term rentals; and

WHEREAS, this request would impact Cape Charles Zoning Ordinance, Article IV, Section 4.1.J.2.a; and

WHEREAS, the Cape Charles Town Council finds that the public necessity, convenience, general welfare, and good zoning practice requires that a zoning text amendment be considered.

NOW, THEREFORE, BE IT RESOLVED that for purposes of public necessity, convenience, general welfare or good zoning practice, the Cape Charles Town Council hereby adopts a resolution of intent to consider amending the Cape Charles Zoning Ordinance Section 4.1.J.2.a and refer the matter to the Cape Charles Planning Commission for consideration of the request from the Cape Charles Historic District Civic League, and to convene the requisite public hearings and public notifications, which may be done jointly between the Cape Charles Planning Commission and the Cape Charles Town Council and for the Cape Charles Planning Commission to prepare its recommendation of the zoning text amendments, if deemed appropriate, for the Cape Charles Town Council's consideration.

Adopted by the Town Council of the Town of Cape Charles on July 17, 2025

By: _____
Mayor Charney

Attest:

Town Clerk



July 14, 2025

Rick Keuroglian, Cape Charles Town Manager
2 Plum Street
Cape Charles, VA 23310

Thank you for being our guest speaker at our recent Cape Charles Historic District Civic League General Meeting on July 9, 2025. One discussion topic that was raised by members of the audience was the use of Accessory Dwelling Units (ADUs) as short-term rentals (STRs). The Town has made great advances in our regulation of STRs with regards to occupancy rates, safety, management and oversight, fees and taxes, and business and licensing requirements. Countless hours and efforts to date made by Town Staff, Town Boards and Commissions, and you as Town Council, have created the framework for property owners to utilize the use of STRs as a source of income while ensuring the common interests of our community. On many fronts, the enacted policies appear to have clearly outlined and streamlined the STR regulations and requirements for property owners.

Within the past ten years, the use of ADUs has evolved from

- 1) an outright prohibition; to
- 2) being conditionally permitted for family/guest overflow (without compensation); to
- 3) being a conditional use for long-term rentals; to
- 4) being a permitted use by right for long-term rentals.

The Planning Commission recommended addressing the lack of affordable housing in the Historic District by encouraging long-term rentals of ADUs. However, one question that has emerged is if the permitted use by right of an ADU for long-term rentals has successfully supported the Town's goals for expanding housing diversity, particularly for long-term and workforce housing as anticipated. Do we as a community have an accounting of how well long-term renting of ADUs has met the goal of increasing the number of affordable housing units? There is a perception that the long-term rental of ADUs to increase the diversity of housing options has not increased the number of long-term and workforce residents and the policy as written unfairly limits the ability for property owners to rent their ADU for fewer days.

As this was a topic raised by the audience during our civic league meeting, I am requesting that Town Council along with Town Management consider conducting a follow up review on whether limiting the use of ADUs by property owners to long-term rentals has had an impact on the diversity of housing options for long-term and workforce residents. The implemented Town zoning and applicable codes (certified on December 19, 2024) have made great efforts to clearly outline ADUs, dwelling and STR definitions; lot coverage regulations, dwelling size requirements, land use, etc. to ensure clear requirements. If the review of the use of ADUs to support the intended long-term housing diversity has not met the intended goals, consideration for continuing discussions that the use of ADUs permitted use by right for long-term rentals be evaluated to also include the use of ADUs permitted use by right for short-term rentals as a viable option.

In this instance, preservation of the current Town Code which includes a prohibition against operating two short-term rentals on the same property, one from the main residence and a second from an ADU, would still remain in effect. Specifically, property owners would be permitted to utilize their ADU or the main residence as a STR, within the requirements that only one of the dwellings, the ADU or the main residence, would be permitted to be utilized as a STR but not both dwellings during that term of the calendar year business license.

The evolution of the use of ADUs over time has adapted to the changing needs in our community. An objective review of the target goals for the use of an ADU for permitted use by right for both long-term or short-term rentals allows the flexibility of Town Management to adapt to the changing needs of the community



while continuing to ensure guest safety, to meet town requirements, to not change the character of the town, and meet current zoning requirements in the districts in which STRs operate.

Thank you in advance for all the hard work you and your entire staff accomplish for our Town. I am confident that Town will foster all appropriate public input and comment processes for any further discussion on this topic as it is considered. The Cape Charles Historic District Civic League is poised to support Town efforts in communication, coordination, and collaboration within our community and provide assistance in gathering and compiling any additional information you may need to support discussions.

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

Article III - District Regulations

Section 3.1: Residential District R-1

- A. Statement of intent. The intent of this basic zoning district is to provide quiet, medium density, single-family residential development plus provide open areas where similar residential development appears likely to occur. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children, and to restrict all activities of a commercial nature as described in Section 3.5 (A) of this ordinance, known as Commercial Districts C-1, C-2, and C- 3 which are characterized by heavy traffic, noise, and congestion of people and passenger vehicles and by large office buildings and retail establishments, and to promote a convenient, attractive, and harmonious community. This section is created in recognition of the existence of developed areas where single-family and duplex dwellings currently exist on lots of five thousand six hundred square feet (5,600 SF) and where the characteristics of the neighborhood include both permanent as well as seasonal residents.
- B. Permitted Uses. The following uses are permitted by right:
1. Single-family dwellings.
 2. Duplex dwellings provided off-street parking is provided.
 3. Condominium dwellings.
 4. Cooperative dwellings.
 5. Manufactured home dwellings.
 6. Churches and places of worship.
 7. Parks and playgrounds.
 8. Schools, community centers, and public facilities
 9. Group Homes per § 15.2-2291 of the Code of Virginia.
- C. Accessory Uses.
1. Accessory buildings.
 2. Accessory Dwelling Units by right in compliance with the requirements of Section 4.1 (J).
 3. Home occupations in accordance with Section 4.0.
 4. Short Term Rentals, in accordance with Section 4.14
 5. Up to two (2) single electric vehicle charging stations.
 6. Uses which are customarily accessory and clearly incidental and subordinate to the principal use and structure.
- D. Conditional Uses: The following uses may also be permitted, subject to securing a use permit as provided for in this ordinance:
1. Outdoor recreation facilities
 2. Residential dwelling units in square footage area below the minimum or above the maximum stated in Section 3.1 (E)
 3. Bed and Breakfast Establishments, in accordance with Section 4.1(M)

Article IV - General Regulations Applicable to All Districts

Section 4.1: Exceptions to the Regulations

- J. Accessory Dwellings. One accessory dwelling may be maintained on a property in the R-1, R-2, R-3 and CR zoning districts subject to the following:
1. Physical characteristics.
 - a. Accessory dwellings shall be located in an accessory building.
 - b. Accessory dwellings shall not have a floor area exceeding forty-five percent (45%) of the floor area of the main building.
 - c. Accessory dwellings shall have one kitchen, one bathroom, and a sleeping area.
 - d. Accessory buildings shall not have the appearance of a single-family dwelling.
 2. Occupancy characteristics.
 - a. Length of stay – An Accessory Dwelling Unit may not be rented as a short- term rental. An accessory dwelling unit may be occupied by any person or persons for a period no less than thirty (30) consecutive calendar days either paying a fee for such occupancy at his own expense or at the expense of another thirty (30) day rental or greater. Upon request from any building, zoning, finance, or public safety official acting on behalf of the Town of Cape Charles the owner of the subject lot of record upon which the Accessory Dwelling Unit Accessory sits shall provide occupancy documentation and/or information as requested in writing.
 - b. The property owner where the Accessory Dwelling Unit (ADU) is located may utilize the ADU as an overflow residential space for members of their family and guests.
 3. Other requirements.
 - a. Accessory dwellings located in accessory buildings may have a separate water meter from the principal dwelling.
 - b. Accessory dwellings will be required to have their own municipality issues trash receptacle, separate from the main residence/structure.
 - c. Accessory dwellings meeting the requirements of all of the physical characteristics of 4.1 (J) (1) and (2) above must obtain a Certificate of Completion for Accessory Dwellings from the Code Official, which is equivalent to a Certificate of Occupancy. In order to issue said Certificate, the Code Official will conduct an inspection to determine compliance with the Building Code.
 - d. The lot on which an accessory dwelling is located shall have the required minimum lot area for the district in which it is located.
 - e. Parking shall be in compliance with Section 4.5 using both on and off-street parking areas.
 - f. Exterior elevations shall also be approved by the Historic District Review Board when required by Article VIII, Historic Overlay.
 - g. Annual Certifications to be submitted to the Town by March 15 of each year to the Building and Planning Departments.
 - i. The property owner will submit an annual affidavit on Town Affidavit Form for Accessory Dwellings attesting to their acknowledgement and adherence to the Zoning Ordinance requirements for Accessory Dwelling Units.
 - ii. The property owner will submit an annual affidavit on Town Affidavit Form for Safety Compliance for Accessory Dwelling Units.
 - iii. If the property owner changes between March 16 and December 31 of the calendar year, the new property owner will be required to submit both a new Town Affidavit Form for Accessory Dwellings and a Town Affidavit Form for Safety Compliance for Accessory Dwelling Units no later than thirty (30) days from the property transfer.

Section 4.14: Short-Term Rental (STR) Regulations

A. Purpose and intent

1. The purpose and intent of this section is to regulate Short-Term Rentals (STRs). STRs are common in America today, including in the town. However, given that they are commercial uses which must co-exist with residential uses, and often in neighborhoods not designed for commercial activity, limits and regulations are needed. This article is intended to provide the requirements to allow these certain limited commercial uses in town zoning districts containing residential uses per Article III.
2. The regulations for short-term rentals are designed to accommodate an STR Owner's and operator's limited commercial use in a way that is safe for the guest, meets town requirements, does not change the character of the town, and fits in with the districts in which STRs operate.
3. This Section is intended to work in tandem with the town's business license requirements as contained in the Town Code, as a measure for the town to monitor the number of STRs and enforce regulations.
4. Owners and operators are allowed a one-year (1 yr) grace period, from the date Zoning Ordinance No. 20241121 is adopted, to come into compliance, and pay the zoning permit fee. However, this grace period is not intended to limit or change existing rules, regulations, or fees, including but not limited to requirements to obtain a business license, pay taxes, and comply with the building code.

B. Permitting Requirements

1. A short-term rental unit shall not be operated until an annual business license is issued in accordance with Town Code Chapter 18, Article II by the Finance Department.
2. A short-term rental unit shall not be operated until a Short-Term Rental (STR) zoning permit is issued by the Planning Department. The application for a zoning permit will require, as a minimum, the following:
 - a. Name of owner and operator of the short-term rental property
 - b. Address of the short-term rental property
 - c. Town business license number
 - d. For operators that are a lessee or sublessee, an attestation that the property owner has granted permission for use of such property as a short-term rental.
 - e. Contact information for all owner(s), operator(s), and property management companies (if applicable), to include: names, telephone numbers, mailing addresses, and e-mail addresses. If ownership is via partnership or corporation, a list of all partners, officers, and shareholders (as appropriate) must be provided with the same contact information.
 - f. Contact information for the twenty-four (24) hour/seven (7) days a week contact who is the responsible party to address immediate concerns associated with a short-term rental, and who has the authority to act as the owner's and operator's agent.
 - g. If the property is governed by a homeowners' or condominium association, proof that authorization to operate the short-term rental was provided by the homeowners' or condominium association.
 - h. Certification that Town prepared STR training information has been reviewed annually.
 - i. Certification that adjacent property owners have been notified that an application for a STR zoning permit has been submitted.
3. Short-term rental zoning permits will be valid for one year (1 yr) and may be renewed each subsequent year, if there were no permit violations, and upon approval of the associated annual business license and re-inspection.
4. Any change to information on the (STR) zoning permit application will require notification to the Planning Department within ten (10) business days.
5. Any change in ownership of the property or short-term rental owner or operator will require a new application for the business license, short-term rental zoning permit, and inspection within twenty (20) business days.

6. An owner (which includes, but is not limited to, corporations or partnerships, and entities or individuals that are stockholders, members or partners in corporations, companies, or partnerships) may only operate up to five (5) short-term rental units within the entire town.
7. An operator is not prohibited from offering a property as a short-term rental solely on the basis that such operator is a lessee or sublessee, provided that the property owner has granted permission for such property's use as a short-term rental. However, a lessee or sublessee is limited to one (1) short-term rental within the town. An operator will be required to meet any subleasing requirements, if any, from any applicable homeowner's or condominium association.

C. Additional Requirements

1. Every short-term rental is required to submit transient occupancy tax (TOT) in accordance with Town Code Chapter 18, Article V.
2. Short-term rentals are only permitted in those districts as specified in Article III.
3. Simultaneous short-term rentals under separate contracts in the same dwelling are prohibited.
4. Commercial gatherings providing direct or indirect compensation, including but not limited to luncheons, banquets, parties, weddings, charitable fund-raising, commercial or advertising activities, or other similar occurrences are prohibited.
5. Occupancy: There shall be no more than two (2) lodgers per bedroom, plus two; with the maximum number of overnight lodgers per dwelling being no greater than ten (10). Occupancy shall not exceed any limit set by the Virginia Uniform Statewide Building Code (VA USBC) or local building official. This shall be identified as the Base Occupancy for STRs (BOSTR). For the purpose of the BOSTR, an occupant shall not include any person two years (2 yrs) of age or under.

Occupancy of greater than above may be approved, provided the property can accommodate sufficient off-street parking consisting of one (1) spot for every two (2) additional lodgers over the base occupancy for STRs (BOSTR), the property meets any other life safety requirements as may be reasonably required for such higher occupancy, and the property will not exceed the VA USBC or local building code official limitations.

The town retains the right to investigate violations and complaints of permit violations, and to periodically contact STR lodgers to determine occupancy. If town investigators determine that a violation has occurred, notice of such violation will be provided to the STR zoning permit holder or agent who will be responsible to cure the violation.

6. The business license and emergency information must be conspicuously posted inside each rental, including the twenty-four/seven (24/7) contact information for the STR responsible party.
7. Signage is to comply with Article V, Section 11.1.
8. Refuse requirements: one (1)- and two (2)-bedroom dwelling units used as short-term rental units will require one (1) trash receptacle; three (3) or more-bedroom units will require two (2) receptacles; five (5) or more bedrooms will require three (3) receptacles. Owners and operators are required to maintain the receptacles so that they do not overflow.
9. Lodgers and their guests will be required to observe noise requirements contained in Town Code Chapter 20, Article I, Section 20-3.
10. Safety Equipment: Operable smoke detectors, fire extinguishers, and carbon monoxide detectors shall be present in compliance with the Virginia Uniform Statewide Building Code.
11. Under no circumstances shall the issuance of a certificate of zoning compliance (permit for short-term rental) by the Administrator (Town) be construed as abrogating, nullifying or invalidating any other provision of Federal, State or local law: any deed covenant or property right; or any homeowners' or condominium association bylaw, or rule.

D. Inspections

1. An initial inspection will be required for all short-term rentals in accordance with Town Code Chapter 8, Section 8-4.

2. An annual re-inspection by the Code Official or designee is required when filing for a short-term rental business license renewal.
3. The Building Code Official or designee maintains the right to inspect a short-term rental, based on complaints or reasonable suspicion, to verify that the rental is being operated in accordance with the Virginia Uniform Statewide Building Code, the permit, and other applicable laws and regulations.

E. Violations

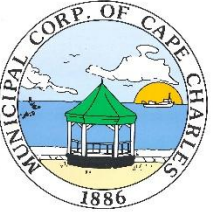
1. A Short-Term Rental (STR) zoning permit may be denied for any of the following violations:
 - a. Failure to obtain/maintain a town business license
 - b. Failure to pay all town real property taxes
 - c. Failure to pay all business taxes from the prior year
 - d. Failure to file and pay (if applicable) payment of transient occupancy taxes due the town for the previous three (3) months or more
 - e. Falsifying town forms or applications
 - f. Other applicable town zoning violations
 - g. Failure to provide responsive actions to issues raised to the twenty- four seven (24/7) contacts, as determined through town investigations.
 - h. Two (2) violations of safety/building code requirements within the same calendar year, that are not cured following reasonable notice.
 - i. Two (2) violations of occupancy limits within the same calendar year, that are not cured following reasonable notice.

Reasonable notice is satisfied when an authorized town official notifies the zoning permit holder or agent of a condition violating requirements of this section, and twenty-four hours (24 hrs.) pass without resolution of the violation.

Note: individual nuisance or noise violations will be issued directly to the offending party in addition to any consequence to the zoning permit holder.

Violations may be investigated by the Town Manager, Treasurer, Zoning Administrator, Building Code Official, Police Chief or their designees as appropriate. Once investigated, violations pursuant to this section will be issued by the Zoning Administrator.

2. An owner or operator, whose Short-Term Rental (STR) zoning permit has been denied pursuant to this Section, shall not be eligible to obtain another STR zoning permit for the subject short-term rental for the entire succeeding calendar year. Thereafter, the owner or operator will be required to apply for a new business license, STR zoning permit, and an inspection.
3. Before the denial of Short-Term Rental (STR) zoning permits is made effective, the town shall give written notice to the short-term rental owner or operator as noted on the STR zoning permit. The notice of permit denial under the provisions of the section shall contain:
 - a. A description of the violations constituting the basis of the denial, suspension or revocation;
 - b. If applicable, a statement of acts necessary to correct the violation(s); and
 - c. A statement that the owner may have a right to appeal the notice of a permit denial within thirty (30) days in accordance with the Code of Virginia Section 15.2-2311 (A) and that the decision of permit denial shall be final and unappealable if not appealed within thirty (30) days.

 TOWN OF CAPE CHARLES	AGENDA TITLE: Reappointment of Library Board Member		AGENDA DATE: July 17, 2025
	SUBJECT/PROPOSAL/REQUEST: Reappointment of Library Board member for another term		ITEM NUMBER: 7D
	ATTACHMENTS: None		FOR COUNCIL: Action (X) Information ()
	STAFF CONTACT (s): Libby Hume	REVIEWED BY: Rick Keuroglan, Town Manager	

BACKGROUND:

The Library Board meets monthly and consists of six members each serving four-year terms and a Town Council representative.

DISCUSSION:

Ms. Karen Mahaffy joined the Library Board on February 23, 2017. She currently serves in one of the two positions representing residents of Northampton County. Her term will be expiring on August 8, 2025. Ms. Mahaffy has expressed her interest in continuing her service on the Library Board for another term.

RECOMMENDATION:

Staff recommends, if deemed appropriate, that Council reappoint Ms. Karen Mahaffy to the Library Board for another four-year term.