



**TOWN COUNCIL
Regular Meeting
Trinity United Methodist Church Fellowship Hall
July 17, 2025
6:00 PM**

The change in location of the July 17, 2025 Town Council Regular Meeting was due to an electrical emergency at the Civic Center.

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 Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. Vice Mayor Buchholz arrived at 6:12 p.m. Staff in attendance were Town Manager Rick Keuroglan, Treasurer Marion Sofield, Capital Projects Manager Bob Panek, Planning & Zoning Director Katie Nunez, Police Chief Jim Pruitt and Town Clerk Libby Hume. There were 25 members of the public in attendance. The meeting was not broadcast on Facebook due to the change in location.

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

RECOGNITION OF VISITORS / PRESENTATIONS/RECOGNITIONS:

A. *Coast Guard Station Cape Charles Appreciation Proclamation*

Mayor Charney read Proclamation 20250717 – Coast Guard Appreciation Day – August 2, 2025. The Proclamation will be presented during the event on August 2nd.

B. *Cape Charles Museum Presentation – Dora Sullivan, Andy Dunton, Carol Carnegie*

Ms. Sullivan stated that she, Mr. Dunton and Ms. Carnegie were here this evening representing the Cape Charles Museum and wanted to reintroduce themselves. The Cape Charles Museum was revamping themselves and wanted to share their positive energy with the Council. The museum had over 650 visitors last month with numerous children. Children love museums! They were looking at developing programs with several schools this fall. Their fundraisers have done really well this year, and the membership drive was successful with about 129 current members. They had some new docents, and almost every day was covered with volunteers. They held a lecture series that had been very popular and were encouraged to work with the Town. Ms. Sullivan concluded by thanking Council for the opportunity to speak this evening.

Councilwoman Ashworth asked the date of the oyster roast. Ms. Sullivan responded that it was scheduled for November 1, 2025.

Mr. Dunton stated that he was here this evening addressing Council in the church he attended while he was growing up. He added that the stores along Mason Avenue were mostly boarded up during that time, but his grandfather used to tell stories of a busy Cape Charles with people walking the streets shopping in the numerous stores, etc. It was nice to see the Town coming back to those times. The Cape Charles Museum wanted to be a part of Cape Charles and were here to help in any way possible.

Ms. Carnegie stated that the future was their history which they took very seriously. They wanted to accentuate the Town's historic, cultural resources along with the sense of community. They were currently busy preparing for their 30th anniversary next year which would coincide with the 250th anniversary of the founding of our country. There would be some big celebrations next year with community festivals, expanded educational programs and the VA250 Mobile Museum which was scheduled with the support of the Town. They were looking forward to their partnership with the Town.

PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)

Donna Kohler, resident

Ms. Kohler addressed Council regarding the design of the new Town Hall building. (Please see attached.)

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

Ms. Lajoie asked Council and staff to let her know if there was anything that the Cape Charles Historic District Civic League could do to support Coast Guard Appreciation Day. She added that the Civic League was here for collaboration and coordination with the Town and were currently working on fall projects for the beautification of the Town to assist our public works department.

Adam McClellan, resident

Mr. McClellan stated that he was the new owner of the historic high school next to Central Park and just wanted to introduce himself. This was his first Council meeting, and he was working on becoming a full-time resident of the Town.

Eyre Baldwin, property and business owner

Mr. Baldwin stated that he was a property owner in the Harbor area for over 23 years, having outlived Bayshore Concrete, the railroad, Gallagher, and Tavi. He spoke in favor of the Town's proposed application for the planning grant for a Harbor master plan. In the past, harbor stakeholders had never been included in discussions regarding a master plan for the area. The Town had previously accused him and his father of bad things related to zoning around the harbor and after they were found to be correct, Mr. Hozey had to apologize to them. The Town was changing with new owners of Bay Creek, the restoration of the Rosenwald School, and the thriving Central Park. If the Town were to get this grant, he begged that staff work with the stakeholders. There was no reason not to work together. We would not succeed without communication and asked that the Town contact him and the other stakeholders about the needs for the harbor area.

Jim Metz, resident

Mr. Metz spoke in support of a zoning text amendment that was requested by the Civic League. He was no longer on the Civic League board, but he was still a citizen. He understood that Accessory Dwelling Units were originally permitted to be used as affordable workforce housing for long-term rentals. As time passed, the Town has evolved, and he supported allowing ADUs to be used as short-term rentals.

Sam Jones, resident

Mr. Jones began by thanking the Cape Charles Memorial Library staff and volunteers for their work on July 4th. His two grandchildren were in town and they and their parents went to Storytime and loved it and the experience, especially the treat bag. It was a packed house. This reinforced the decision made by the Council to keep the Library on Mason Avenue. He went on to express his support to move forward with the grant for the master plan for the harbor area. There was a lot of land there and the Town needed to be proactive with the development of a master plan without pressure versus being reactive when a development proposal was received. It was good to see the grant proposal on the agenda. He concluded by noting the 19K number that was floating around regarding the visitors on July 4th. This number was generated by an algorithm, and he suggested looking into that number. In walking around town, there was no way that there were 19K people in town. At 9:30 a.m. he and his family walked to the parade route and found a spot for their chairs. Their kids found space on the beach without any trouble, and they found space to watch the fireworks as well. He drove out of town to go to the grocery store and there was no traffic. It did not feel like 19K people were here.

Michelle Davidson, resident

Ms. Davidson stated that she and her husband, Nathan, supported the Accessory Dwelling Unit conversation. They had built an ADU for her mother who lived in Florida. She came for a visit to Cape Charles but moved back to Florida stating that it was too cold here. Since then, their ADU had sat

empty. They did not want long-term renters in their backyard but would love the opportunity to use it for part-time or short-term rentals to gain some income from it. There were a lot of differing opinions about this issue. Jeb Brady and staff did a great job regulating STRs. She asked Council for consideration in allowing ADUs to be used as STRs for full-time residents to gain some additional income.

Town Clerk Libby Hume read comments submitted in writing from Kathy Glaser, Cynthia Emrich, Emily and Greg Gentry, Penn Kinsey. (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 13, 2025 Town Council Work Session
 - ii. May 27, 2025 Town Council Town Hall Meeting
 - iii. June 5, 2025 Town Council Public Hearing
 - iv. June 18, 2025 Town Council Regular Meeting
- C. Approval of May 2025 Financial Report

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

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. *Community Development Block Grant:*

Planning & Zoning Administrator Katie Nunez stated that the Town's 2025 Community Strategic Plan, Appendix B, prioritized the development of a Harbor/Railroad Area Conceptual Master Plan & New Design Guidelines as well as updated to the Cape Charles Zoning Ordinance, Article IX – Historic Harbor Area Overlay District. In the Comprehensive Plan, the Future Land Use Map & Designation for this area are Harbor District and Historic District Mixed Use with a small area designated as Mixed Use. In preparation for this item moving forward to the top of the work plan for the Planning Department this fall, she contacted the Department of Housing and Community Development (DHCD) about this property to ask about potential grant opportunities. There was an identified need for developing a master plan, associated guidelines and zoning ordinance revisions for the former railroad property and associated harbor area. DHCD staff 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 would be accepted through October 16, 2025. The state was reviewing applications on a rolling basis and would make at least two rounds of awards until funds were exhausted. Project Driven planning grants had a maximum award of \$75K. One of the grant requirements was high level community involvement and DHCD strongly recommended contracting with 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. Katie Nunez continued to state that she had researched and spoken to several companies and was in discussion with The Berkley Group about their services and pricing. The Berkley Group was a consulting firm specializing in community development and planning, along with other disciplines, and had experience in this type of planning assistance. They had been working with Northampton County for over four years and were familiar with the Town and region as a whole. Funding for this project was included in the Planning & Zoning Department budget for both Fiscal

Year (FY) 2025 and 2026 since there was no guarantee that the Town would be successful in obtaining grants for this project. No funds were spent on this project in FY 2025.

There was some discussion as follows: i) Councilman Grossman stated that the 2006 plan included a lot of land that did not need to be included in the master plan and asked Katie Nunez to define the scope of area for this project. Katie Nunez responded that Council and staff would need to define the area; ii) Councilman Grossman referred to the attached excerpts from the Comprehensive Plan which included the Harbor Mixed Use area that he did not think needed to be included in this project. Katie Nunez stated that she included them since some of the property within this district was owned by Canonie and Council had identified a need for a master plan for the harbor and railroad. It would be up to the Town Council and staff to determine the scope of work; iii) Councilwoman Holloway noted that Cape Charles Main Street fell under DHCD and had been working with them for a long time. This grant was discussed many years ago. DHCD was interested in working with Cape Charles. She recommended a work session as soon as possible since we could not work through everything tonight. There were a lot of parameters to review, and everyone had their own opinions. We needed to discuss how to get community engagement and how to manage the information received; iv) Councilman Grossman asked where this project stood priority-wise relative to the request for proposals (RFP) for the Keck properties and workforce housing which was a higher priority on the long-term list. Katie Nunez stated that she was not the staff person assigned to the Keck property. Project Manager Bob Panek interjected that he had been accumulating some sample RFPs from other municipalities regarding workforce housing needs. He had also engaged the Northampton County Economic Development Authority to assist with the funding of the sewer line to make the density work. The Town needed to convene a group with the Town Manager and stakeholders to discuss ideas, etc. Afterwards, a RFP would be developed and presented to Council for approval. The process would take approximately another month; v) Katie Nunez stated that The Berkley Group had the ability to do a cooperative procurement process. They provided that information to her and she shared it with Rick Keuroglan. We would not have to go issue a RFP process due to the cooperative procurement process. Depending on the date of the work session, The Berkley Group might be able to attend; vi) Councilwoman Holloway stated that Council needed very guided, definitive directions of what needed to be accomplished; vii) Rick Keuroglan thanked Katie Nunez for her work on this. He explained to Council that he did not want the priority list to handicap us. Staff was juggling a lot of things. Workforce housing was high on the list but was not ready yet, so staff needed to move on to work on other things.

B. *Architectural Services Contract Amendment:*

Bob Panek stated that the staff report outlined how we got to where we were today regarding the new Town Hall building. The Council chose the seven lots on Randolph Avenue as the site for the new building. He obtained a cost for a contract amendment – two-thirds of the cost was for the new site plan, and one-third was to incorporate the new building code into the plans, for a total of \$92,856.50. This was over the threshold for the town manager's approval.

There was discussion as follows: i) Councilwoman Ashworth asked about the original amount of the contract to get where we were currently. Bob Panek stated that for all facilities, the cost was over \$500K. The majority of work associated with the municipal building amounted to about \$400K. Councilwoman Ashworth noted the additional \$100K for the new site. Councilman Newman added the even if the building was kept at the original site, there would be additional costs related to the new building code updates. Councilman Butta noted that it would still be less than the other two locations; ii) Bob Panek explained that the original site required a lot of land clearing, water and sewer, and golf cart path. It was a long way from the road and had an estimate of about \$600k in site development costs. The Randolph Avenue location would require underground stormwater retention, which was similar to the parking lot at the trail, and was estimated to cost about \$250K. The estimate for the original site was \$7.8M and the estimate for the new site was about \$7.5M, but we would not know for sure until we went out for bids; iii) Bob

Panek stated that a rendering of the building was included in the agenda packet. The design used neutral colors. There were elements of brick, charcoal colored standing seam metal roof, and a neutral-colored cement siding, overhangs, etc. The location would be in a transition area from the historical portion of the Town and the not so historical portion. He discussed the plan with the zoning administrator and in her view, the architectural plans were in compliance given the surrounding structures and there should be no issues with obtaining Historic District Review Board approval; iv) Rick Keuroglan added that if Council wanted to make additional design changes, it would cost more. If Council had any feedback or comments, please call him so the information could be provided to HBA. The design needed to be nailed down as soon as possible; v) Bob Panek noted that the \$92K was for site changes only and did not include any exterior building changes; vi) Councilwoman Holloway asked if the parking area would be in front of the building. Bob Panek responded that it would be in the front and side of the building.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to 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. The motion was approved by unanimous vote.

C. Resolution of Intent - Zoning Text Amendment Request from Historic District Civic League:

Rick Keuroglan stated that he received a letter from the Historic District Civic League requesting consideration that residents be permitted the by-right use of either an Accessory Dwelling Unit (ADU) or the main house as a short-term rental (STR) for flexibility. This might actually be a win for people who lived here full-time to have this option. It might be time for staff to discuss this option and to see how other communities made it work. The Civic League communicated that even though the intent for ADUs was for long-term rentals, the reality was that we did not know the numbers of ADUs being rented or unavailable for long-term rentals. Town staff had not made any assessment to determine how many ADUs were 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 lived in their primary home in the historic district.

Mayor Charney explained that the vote this evening was to refer this request and issue to the Planning Commission for their review and consideration. It was not for discussion of whether we agreed with the request or not. Katie Nunez added that the Planning Commission would draft a zoning text amendment and provide their recommendation for Council review and approval.

Motion made by Councilwoman Ashworth, seconded by Councilwoman Holloway, to adopt Resolution of Intent 20250717 Zoning Text Amendment Request from Cape Charles Historic District Civic League.

Motion made by Councilman Grossman, seconded by Councilman Newman, to amend the resolution adding the verbiage after the fifth "Whereas" to state "Whereas, this request would also impact the Cape Charles Comprehensive Plan, adopted December 15, 2022, page 41, regarding Accessory Dwelling Units." The motion was approved by unanimous vote.

Mayor Charney moved for adoption of Resolution of Intent #20250717 – Zoning Text Amendment Request from Cape Charles Historic District Civic League as amended and asked for a roll call vote.

The motion was approved by unanimous vote. Roll call vote: Ashworth, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes; Newman, yes.

D. Reappointment of Library Board Member:

Libby Hume stated that the Library Board consisted of six members, each serving four-year terms, and a Town Council representative. Ms. Karen Mahaffy's term on the Library Board would be expiring on August 8, 2025, and she expressed her interest in continuing her service on this board for another term.

Motion made by Councilwoman Ashworth, seconded by Councilman Grossman, to appoint Ms. Karen Mahaffy to the Library Board for another four-year term. The motion was approved by unanimous vote.

TOWN MANAGER COMMENTS

Rick Keuroglan commented as follows:

- i) He thanked everyone for attending this evening. It was exciting to see this turnout and nice to see everyone's interest.
- ii) The auditors wanted the Town to develop a checklist for year-end closing. Staff worked with the auditor and developed the checklist which was provided to Council for review.
- iii) Personnel: Adam Buell is no longer working for the Town. His last day was July 9th. We were not at liberty to discuss details of his employment ending with the Town; Joe Gittinger resigned in good standing after four years working in the Public Works Department as a maintenance specialist; Maleek Williams, a current seasonal employee with Public Works, will become a full-time regular employee on July 22nd; Tyler Brown, our current assistant harbor master, accepted an offer from the Cape Charles Police Department for the position of police officer. He would transition from the Harbor in early August; Kathlynn Schmidt would be starting with the Police Department at the end of this month. She was a seasoned, certified officer coming from Newport News; Tim Hamann, who was the harbor maintenance assistant, was promoted to assistant harbor master. We were currently looking to fill the maintenance role at the Harbor. Tim proved himself to be very capable and hardworking and well-deserving of this promotion; One of our beach attendants resigned to help his grandparents in Newport News, so we currently have four beach attendants. With July 4th behind us, we were currently well-staffed for this function; Harbor and Public Works were fully staffed for this time of year with seasonal help; The Town had two positions open – Inspector and Compliance Officer, and Harbor Maintenance Assistant. Both positions were posted on the website.
- iv) Another shout out to the Civic League. It was nice to see so many people at their meeting. One thing that was important to them was public restrooms. He was working on options to try to bring solutions. Other items of importance to them were ADUs, and fishing from the beach (this was also reported as a Report a Concern) with fishhooks, nets, wire, etc. being left on the beach. He spoke with Public Works about this issue.
- v) There was a need for strategic collaboration with other groups. We all needed to get together and talk to make sure we were all on the same page. We had so many groups and so many great things going on.
- vi) He received a card that he wanted to read. Whenever he received good news, he wanted to share it since we typically only received bad news. He read the card as follows: *"Dear Rick, One of the town's police officers made my day yesterday. I was sitting outside in the heat, sweating and grumbling as I weeded my garden. Officer Ivy stopped to ask if I had water and offered to get me some if I didn't. His actions reminded me of one 'Good Samaritan' which had been in our sermon and gospel yesterday morning. He went beyond duties in my mind. God bless the Cape Charles police."* The card was from Barbara Grossman.
- vii) Another shout out to staff on how hard they work. He attended meetings all day along with staff and the public. The staff worked hard making sure they stayed on top of the priorities. They were very protective and took their responsibilities regarding funds very well. He reached out to a financial advisory firm to make sure we were being the most responsible with funds related to projects. He felt that we could get some great guidance from them.
- viii) He spent a lot of time providing details on his weekly report this week. He wanted to explain what was going on with the various projects and be more transparent. Let him know if there were any questions.

There was some discussion as follows: i) Councilman Grossman asked when we might get something back from the consultant regarding the Beachfront Master Plan. Rick Keuroglan stated that he reached out to Ricky Wiatt via email earlier this week and was waiting to hear

back. Councilwoman Holloway noted that Ricky Wiatt was coaching his daughter's softball team and was busy traveling. They just won the state championship; ii) Councilman Newman asked about the status of the Rural and Tribal Assistance Grant (RTA) for the Beachfront Master Plan. Rick Keuroglan responded that he would ask about it; iii) Councilwoman Ashworth stated that she and Councilman Newman attended the Historic District Civic League meeting and asked if more members of Council could attend without violating the meeting laws. Libby Hume stated that if they went to the meeting to hear what was going on and not discuss Town business, it should be fine for more than one to attend, but she advised them not to sit together; iv) Rick Keuroglan stated that he was still learning the processes as the new town manager. John Hozey had created a very formal process that he was not used to. He was used to tackling things as they arose and overseeing operations. The current process felt like red tape and hindered progress. Councilman Grossman stated that it was a matter of setting expectations and of providing the public with information related to where our focus was. It was useful to Council to set those expectations and provide the big picture and direction to staff. Councilwoman Holloway explained some "history," stating that the Town was famous for shifting attention and not staying focused on priorities. If something came up, it might get the attention that was not needed. If Rick Keuroglan had something that needed to be done, he should bring it forward for discussion. The other Council members agreed, and Rick Keuroglan thanked everyone for clarification; v) Vice Mayor Buchholz asked about the open positions of boards. Libby Hume responded that we currently had two vacancies on the Building Code Board of Appeals, one on the Library Board as a long-time member was retiring on August 8th after over 20 years on the board, and one Planning Commission vacancy that would be opening up in October. Councilman Newman stated that Council had appointed Alan Clark to the Wetlands Board but felt that he would be good on the Planning Commission. Katie Nunez interjected that she needed Mr. Clark to stay on the Wetlands Board for the time being since she received an application that would need their review.

MAYOR AND COUNCIL COMMENTS

Councilman Grossman asked staff to contact Ms. Kinsey in response to her letter regarding food trucks. It seems like she had some misinformation that staff should address. Treasurer Marion Sofield responded that she had left a message for Ms. Kinsey. Councilwoman Ashworth asked if the food trucks paid taxes. Marion Sofield responded that they did. Katie Nunez added that they also had to be inspected by the health department. Marion Sofield also noted that food trucks paid attention to their proximity from the brick-and-mortar restaurants.

Councilman Newman asked Katie Nunez if the new STR software was live yet. Katie Nunez responded that the software was still being programed. Staff currently had access to certain portions of the software that had been activated, but the public portion should go live in the fall.

Councilwoman Holloway commented as follows: i) She asked how many STRs had registered as she did not recall that information being provided. Katie Nunez responded that there were 299 business licenses issued for STRs. Councilwoman Holloway asked for a report comparing this number to last year and also asked if the software would help the Planning Commission obtain information related to ADUs for the zoning text amendment. Katie Nunez stated that ADUs were not being tracked with this software. Councilman Butta asked that the number of STR owners who submitted their paperwork early also be included in the report; ii) She thanked the staff who stepped up to help with July 4th. They went above and beyond. The day was fabulous; iii) She had heard amazing feedback about Rick Keuroglan getting out into the community and meeting with the businesses and citizens. Rick came in running and the people already felt that he was approachable.

Councilman Butta stated that people were expressing their concern about the noise ordinance and vehicles, especially a red SUV, that drove through town playing music so loud it was making the walls of some homes vibrate. He lived on the third floor of the Wilson Building, and his windows shook several times each day. Others were experiencing this also. He asked Chief Pruitt if this something

could be done. Chief Pruitt responded that the noise ordinance only pertained to noise after 10:00 p.m., not anything during the day. Rick Keuroglan stated that staff could still have a talk with the individual.

Mayor Charney commented as follows: i) July 4th this year was phenomenal and gave a shout out to Pam Endlein who came in at the eleventh hour. Everything was organized and ran smoothly. Staff did a phenomenal job. There were so many people in Town – reported 19K per the data obtained by Cape Charles Main Street from cell phone pings. Everything was cleaned up the next day (with the help from Civic League volunteers). Councilwoman Holloway stated that she wanted to clarify that Placer AI used data from cell phones, iPads and mobile devices. If a house had four cell phones and four iPads, they would be counted as eight people. Councilman Butta added that the negative comments going around about how the Town destroyed the 4th of July and that people were unable to participate in the parade, etc. was just not true. It was all very well done, and people should know that. Rick Keuroglan stated that his department heads pulled together immediately to get things organized. They took it to heart to get it done. A part-time staff member just came out swinging. Everyone was so impressed by how she took charge that she was now our events coordinator. He added that we did not let the negative comments bother us. Staff reached out to all the vendors, and some responded that they could not attend this year. We received numerous emails praising the events of the day; ii) He personally received four emails from visitors to the Harbor. Paula Davis was doing an incredible job. It was the best thing for the Town to have taken back operations at the Harbor. The swag sold at the Harbor was also beautiful and he recommended that everyone go support the Town Harbor.

There were no additional comments.

Mayor Charney read the announcements adding that the first weekend in August would be a big weekend:

- August 2, 2025 – Shriner's Parade
- August 2, 2025 – Coast Guard Appreciation Day
Councilman Newman stated that a friend of his worked on the Coast Guard helicopter and asked if they could land the helicopter to give tours. He had asked John Hozey a while ago, but nothing was done. Would this be possible? Bob Panek responded that it could possibly be done on the ferry dock property. Councilman Newman would provide the information to Bob Panek.
- August 2-3, 2025 – Crab Slam
- August 7, 2025 - Town Council Special Meeting. Mayor Charney asked whether the work session regarding the DHCD grant could be held following the special meeting. All Council members would be able to attend so the work session was scheduled.
- August 21, 2025 – Town Council Public Hearing & Regular Meeting

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

The Regular Meeting adjourned at 7:43 p.m.

Mayor Charney

Town Clerk

**July 17, 2025 Town Council Regular Meeting
Comments & Information Provided in Writing**

Donna Kohler, resident

My name is Donna Olney Kohler and I reside at 711 Tazewell Avenue. Thank you for this opportunity to share my opinion on Town projects and issues.

First, I would like to comment on the new Town Hall design. I spoke to Council last year about the design and I would again ask the Town to have all gender- or gender-neutral bathrooms instead of women and men facilities. I looked at the design in the packet and I would recommend using the space to have separate, individual, non-gender-specific toilet rooms and then an external, open bank of sinks. It is my opinion that there is no need, particularly for new construction, for gender specific bathrooms where you can accommodate more individuals with self-contained toilet units that can be used by any person. The design already has the space allocated and backed up to one another and it should be simple enough to reconfigure with individual toilet rooms and an open bank of sinks. This design eliminates the need for urinals, and you may even have space for an additional toilet, possibly two. If one of the main purposes is to provide public restrooms, then individual, self-contained toilets allow the Town to provide the amenity to more people with less wait time.

My second comment is in regard to storefront window displays. It is not the Town's job to regulate what a storefront may or may not put in their windows. I am not aware that we have ever done so, and I hope the Town does not now consider this their purview. All storefront owners, whether open to the public or not, have the right to create displays of their choice whether with words, signage, or items for purchase. The use of words or physical signs in a display does not make this a sign ordinance issue. It is a window display, and if an individual finds something distasteful or offensive, they have the right to not support that business or shop owner.

My third comment is in regard to the use of Accessory Dwelling Units as short-term rentals. I personally don't know enough about the impact ADUs have had on our Town. Having read the letter from Ms. Lajoie representing the Civic League, I support their request for the Town to take the time to measure and evaluate the situation before making decisions.

Thank you again for this opportunity to speak. I encourage all Cape Charles residents to take advantage of the multiple opportunities we have as citizens to impact our Town policies and activities.

Kathy Glaser, resident

I am a local resident with an ADU. When it was first available, I was excited to open it to the local workforce. I contacted the Northampton School Board and local restaurants to offer my large 1-bedroom unit to teachers or local workers. Then I waited. No one responded. I was fortunate to have a friend of a friend that rented it until her new house was finished. It has been empty for 6 months now.

I recently read about a new program that the Outer Banks developed. Their community is very much like ours, having issues with worker housing. They are developing a website to help source housing options. <https://www.obxworkforcenetwork.org/resources>. It is in the early stages, but it is a wonderful idea. Perhaps if we had a centralized site that listed available ADUs, people might utilize them.

I would much rather rent my ADU long term than as a STR but if there is no market for long-term rentals, then I support being able to rent short term.

Cynthia & Tucker Emrich, residents

We're writing to express our strong support for allowing full-time residents the ability to occupy their main houses while using their ADUs as a short-term rental.

By taking this step, you'll "level the playing field" between part-time residents who have the ability to STR their main houses in their absences and full-time residents who may also wish to generate some income without vacating their homes.

As we're all keenly aware, full-time residents serve our Town in a myriad of ways, thereby helping to make our Town vibrant and engaging. Part-time residents struggle to fill these roles. Full-time residents shouldn't

be penalized for occupying their homes. They deserve the flexibility to engage in the STR market in this small way.

Thank you for listening and take care.

Emily & Greg Gentry, residents

Over the past nine months we have been involved in what has become a very public quest to gain the town's permission to rent out our secondary dwelling as a vacation rental. For various personal and financial reasons, renting long-term is not an option for us.

As the code is currently written, we are able to rent out our primary home short-term but not our cottage. It would seem that in light of all of the associated issues, the town would rather us rent our main house that is more than twice the size of our small two-bedroom cottage, allowing for at least twice the number of renters, cars and use of public infrastructure.

We are requesting that a text amendment be made allowing full-time residents be given the option to rent EITHER their primary home OR their ADU as a short-term rental. Attracting and retaining full-time residents is part of the town's Strategic Plan and this change could go a long way to achieve that goal.

We appreciate your consideration.

Penn Kinsey, resident

I hope this letter finds you well. I am writing to bring to your attention the need for a more equitable regulatory framework for food trucks operating in our town, especially considering the unique challenges and opportunities we face as a small seasonal community.

Food trucks have become an integral part of our local food scene, offering diverse culinary experiences and contributing to the vibrancy of our community. However, I believe it is essential that these mobile vendors adhere to the same health, safety, and operational standards as our brick-and-mortar establishments that operate year-round.

Additionally, food trucks often occupy a significant amount of parking space, which can affect access for customers of local businesses and residents. To address this concern, I propose that the city designate specific areas for food trucks, trailers, and carts. This would help manage parking effectively while providing food vendors with a dedicated space to operate.

Furthermore, it is crucial that food trucks are held accountable for local sale tax and any additional food taxes. Clarity is needed regarding who is responsible for collecting these taxes to ensure compliance and support our local economy. Ensuring that food trucks contribute to the tax base alongside traditional businesses is vital for maintaining a fair marketplace.

To ensure a level playing field, I propose that the city consider implementing the following measures for food trucks:

1. **Health and Safety Standards:** Food trucks should meet the same health inspection requirements as traditional restaurants. This helps protect consumers and ensures quality food service.
2. **Licensing and Permits:** Food trucks should be required to obtain the same types of permits and licenses that brick-and-mortar businesses must secure, including business licenses and operating permits.
3. **Zoning Regulations:** Clear zoning regulations should be established to ensure food trucks are placed in appropriate areas that do not disrupt local businesses or residences.
4. **Seasonal Limitations:** If food trucks are allowed to operate during certain seasons, they should also be permitted to operating during off-peak months, following the same guidelines as permanent establishments.
5. **Sales and Food Tax Compliance:** Establish clear responsibilities for food trucks regarding the collection and remittance of local sales tax and any additional food taxes to ensure fair competition with brick-and-mortar businesses.

Implementing these measures would not only enhance food truck operations but also align them with the standards set for our existing businesses, promoting fair competition and ensuring the safety and satisfaction of our patrons.

I appreciate your attention to this matter and look forward to discussing it further. Thank you for your continues efforts to improve our community.

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

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

REVENUE VS. EXPENDITURES

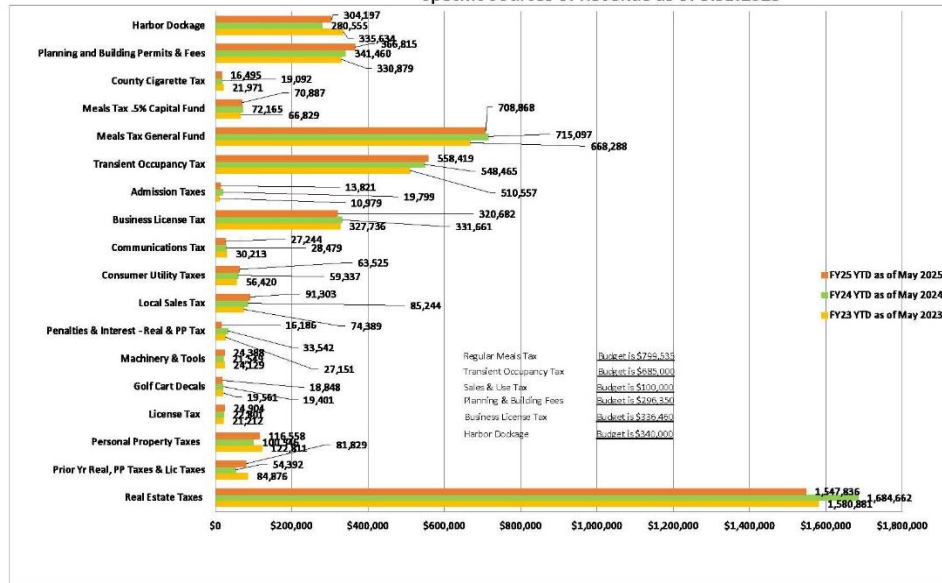
FUND	CURRENT MONTH	CURRENT YEAR-TO-DATE	ANNUAL BUDGET	% REALIZED/EXPENDED FY25
GENERAL Fund				
REVENUE	\$220,491	\$4,976,210	\$5,727,599	86.88%
EXPENDITURES	\$440,935	\$4,018,842	\$5,727,599	70.17%
NET	(\$220,444)	\$957,368	\$0	
GENERAL Capital Fund				
REVENUE	\$5,617	\$302,830	\$11,127,130	2.72%
EXPENDITURES	\$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	\$309,885	\$345,884	89.62%
NET	(\$29,399)	(\$59,463)	\$0	

FY 25 Capital Improvement Project Tracking Report

As of:
5/31/2025

		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	\$ -	\$ -	\$ -	\$ 9,920	\$ -	\$ 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	Complete		115%	\$ 50,000	\$ 274	\$ 84	\$ 35,532	\$ 11,500	\$ 57,309	\$ (7,309)
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	\$ 21,420	\$ 72,645	\$ 4,227,355
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	\$ 191,283	\$ 306,269	\$ 4,278,268

Specific Sources of Revenue as of 5.31.2025



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