



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

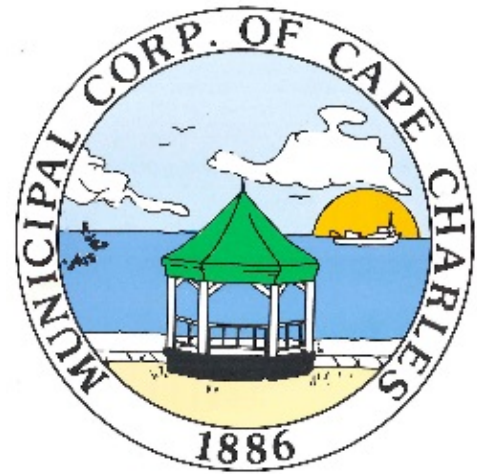
1. Call to Order
 - A. Roll Call
 - B. Establish quorum

2. Order of Business – [New Municipal Building Options](#)
 - A. Staff Presentation & Discussion with Council
 - B. Mayor Charney – Welcome and Ground Rules for Public Participation
 - C. Public Questions & Answers / Open Discussion
 - D. Next Steps

3. Adjournment

TOWN HALL SITE ALTERNATIVES

Town Council Discussion
May 27, 2025



SITE ALTERNATIVES

1. Town-owned parcel on Cassatt Parkway (2.1-acres)
2. Former Meatland parcels (14) on Randolph Avenue (1.8-acres)
3. Town-owned parcels (7) on Randolph Avenue (.9-acres)
4. Trinity UMC at Plum Street & Tazewell Avenue

ASSUMPTIONS

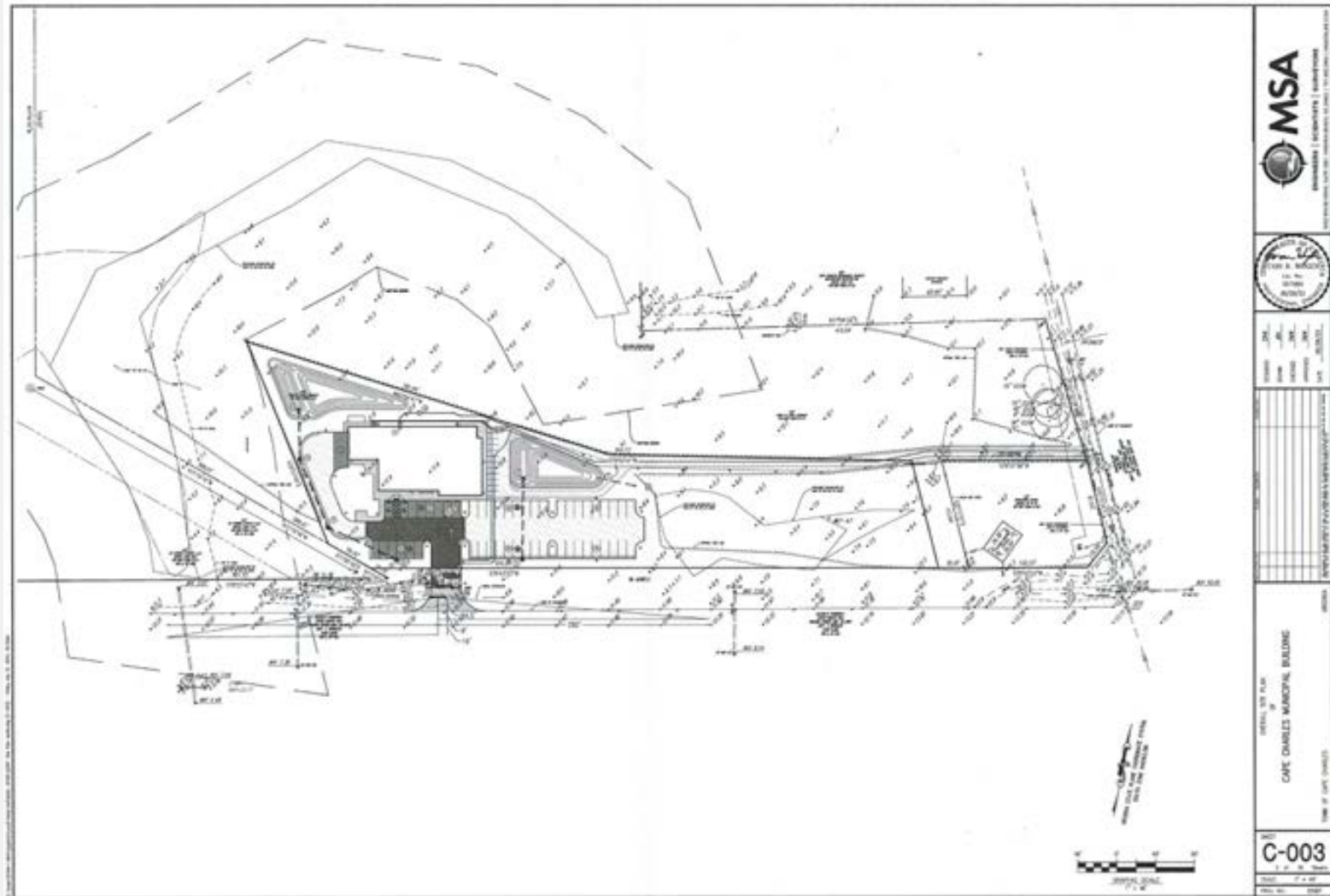
Current Building Design:

- 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

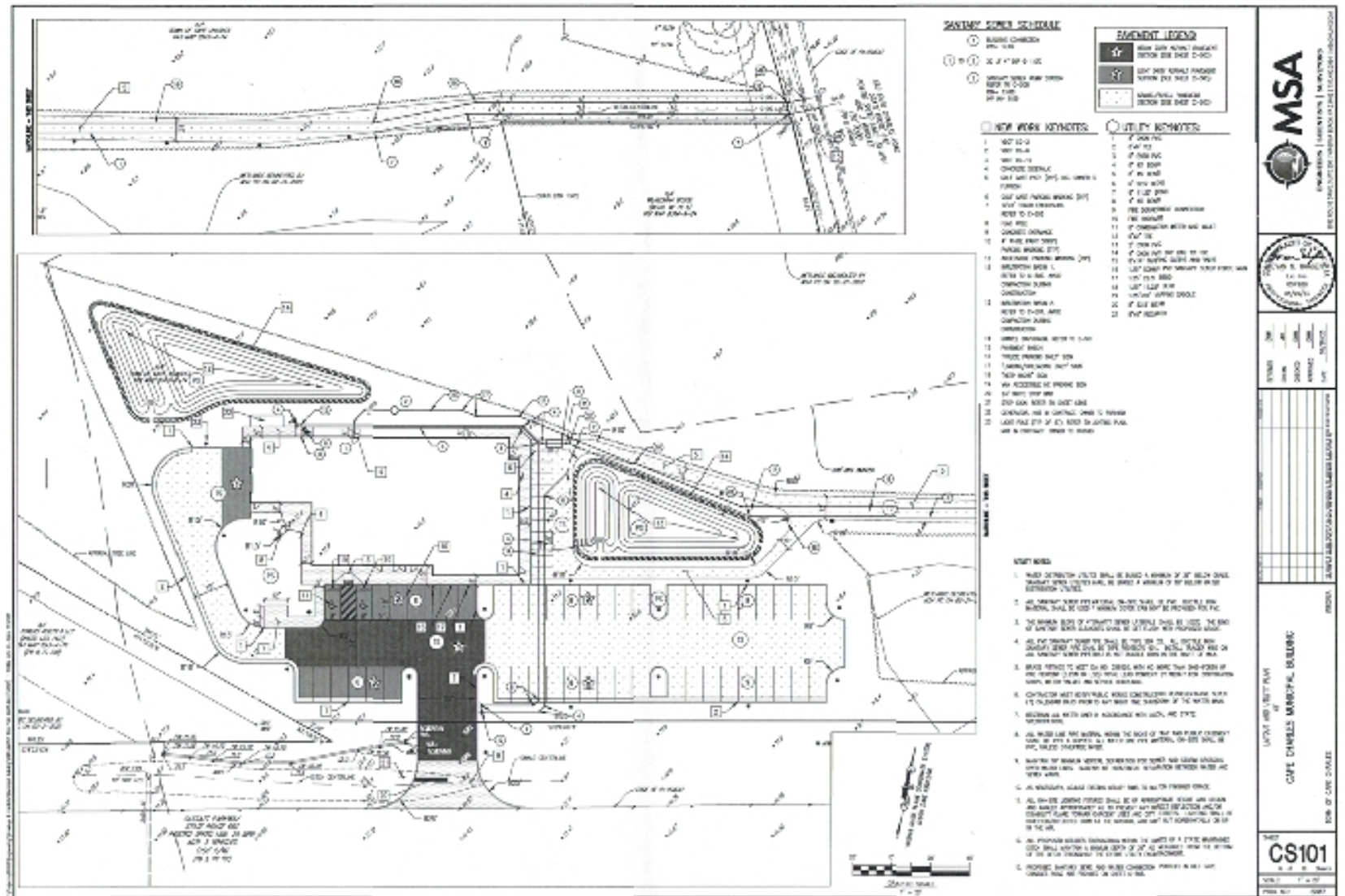
Current Site Plan:

- 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

CASSATT PARKWAY – OVERALL VIEW



CASSATT PARKWAY – FOCUSED VIEW



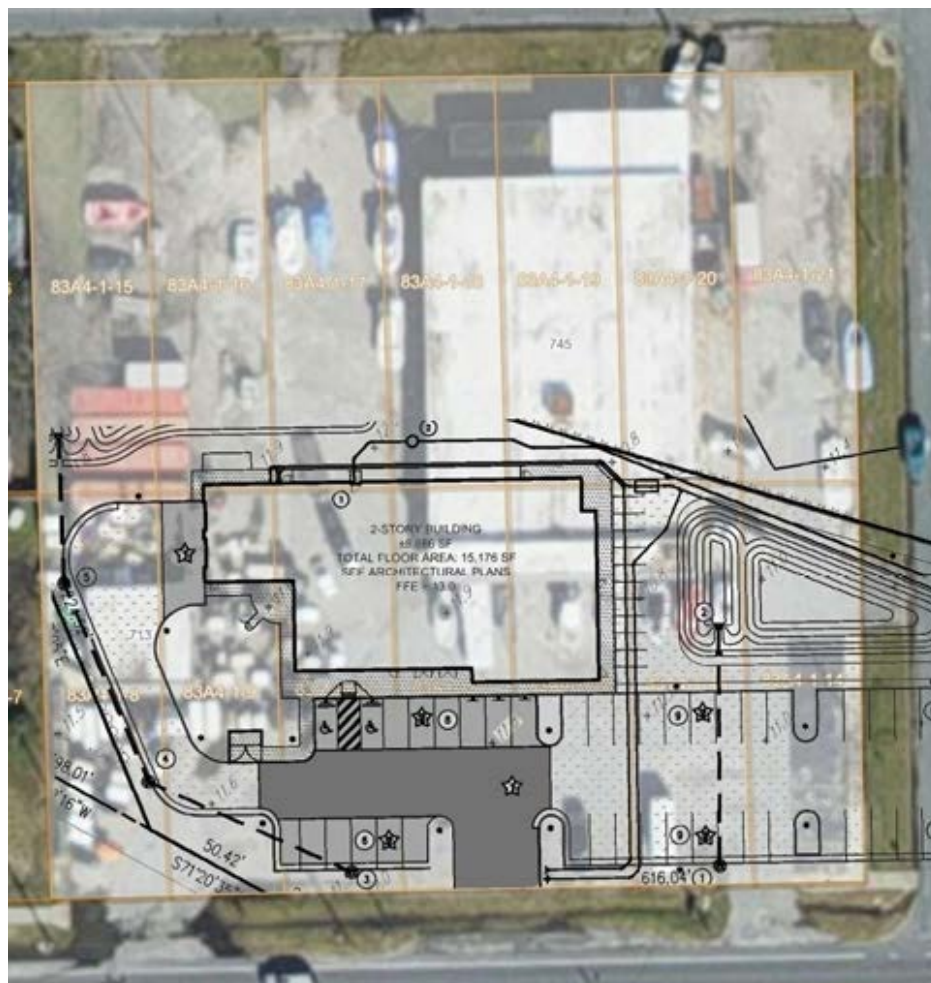
CASSATT PARKWAY

Pros:

1. No land acquisition cost
2. Site plan already developed
3. Everything fits
4. Near geographic center of Town

Cons:

1. Extensive site work required
2. Requires longer water & sewer connection/easement
3. Requires longer golf cart path/easement
4. Not easily walkable



FORMER MEATLAND ON RANDOLPH AVE

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

TOWN PARCELS ON RANDOLPH AVE



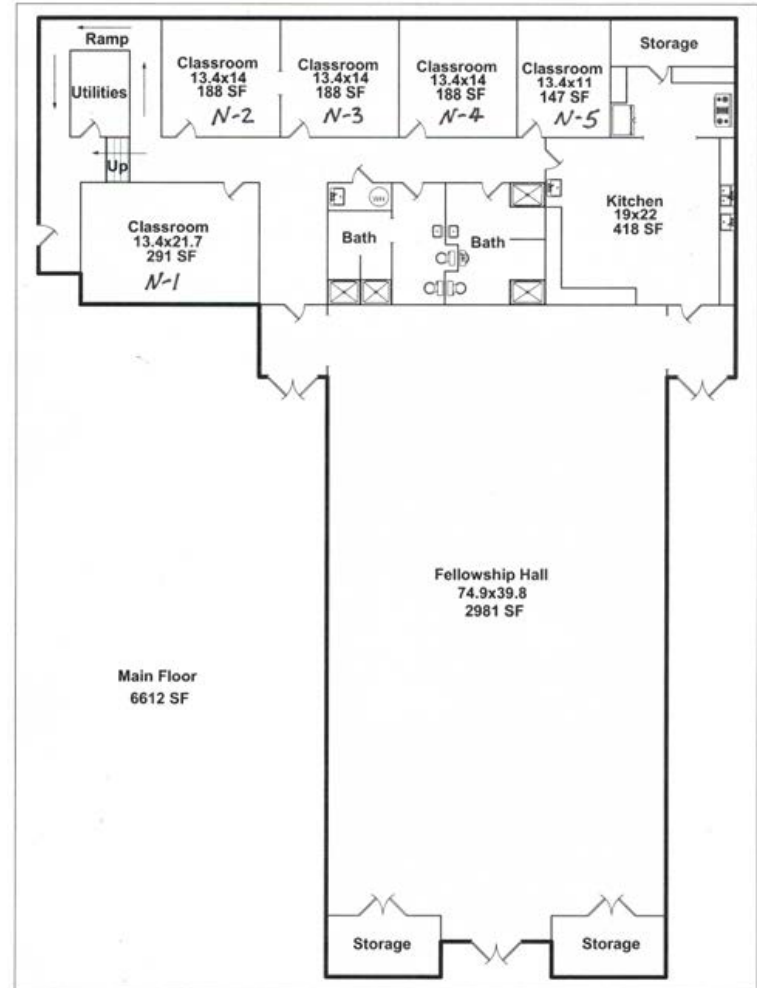
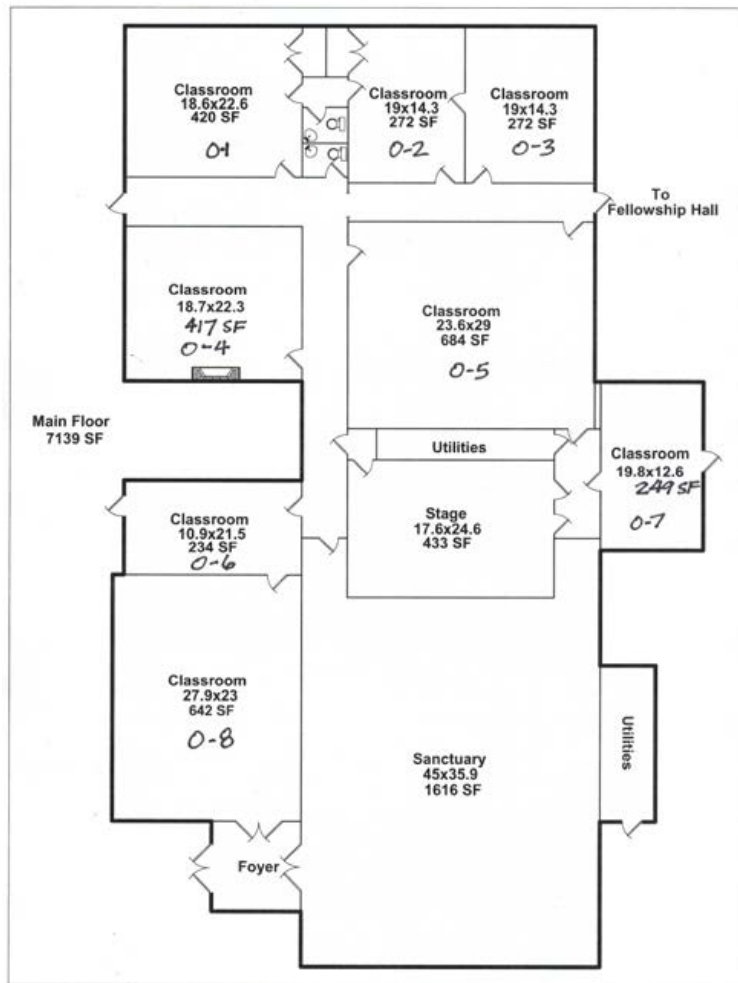
TOWN PARCELS ON RANDOLPH AVE

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)



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)

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)

Option 1 (Cassatt Parkway)

- Cost: \$7.8 million
 - Benefit: New Town Hall
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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
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Option 4 (Trinity UMC)

- Costs (estimated):
 - o Lease payments (25 years): \$1.7 million
 - o Initial reconfiguration/move in expenses: \$0.1 million
 - o Existing Town Hall renovation: \$2.9 million
 - o 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

Floor Plan

First Floor

DEPARTMENT LEGEND

- CLERK
- POLICE
- SUPPORT SPACE



Second Floor

DEPARTMENT LEGEND

- ADMINISTRATION
- BUILDING/ PLANNING
- FINANCE
- FUTURE GROWTH
- HUMAN RESOURCES
- SHARED SPACE
- SUPPORT SPACE

