




January 8, 2026 Town Council Special Meeting

January 08, 2026 at 6:00 PM

Cape Charles Civic Center - 500 Tazewell Avenue

Agenda

- 1. Call to Order**
 - A. Roll Call
 - B. Establish Quorum
- 2. Moment of Silence and Pledge of Allegiance**
- 3. Public Hearing: (3 minutes per speaker)**
 - A. None
- 4. Close Public Hearing**
 - A. N/A
- 5. Public Comments (3 minutes per speaker for topics not subject to this evening's public hearing)**
- 6. Order of Business:**
 - A. Downtown Public Restrooms
 - B. Update on Temporary Downtown Restrooms
- 7. Town Manager Comments**
- 8. Mayor & Council Comments (5 minutes per speaker)**
- 9. Announcements**
 - A. January 15, 2026 - Town Council Public Hearing & Regular Meeting
 - B. January 19, 2026 - Town offices closed for Martin Luther King, Jr. Day
- 10. Adjournment**

	Agenda Title:	Agenda Date:
	Downtown Public Restrooms	January 8, 2026
	Subject/Proposal/Request:	
	Authorize lease for public restrooms in downtown business district.	
Town of Cape Charles	Attachments:	For Council:
	1. Lease options. 2. Lease terms.	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Bob Panek, Project Manager	Rick Keuroglan, Town Manager

Background: Council has been considering providing public restrooms in the downtown business district for several years. The original plan was to build a restroom facility on property leased from the railroad just south of Strawberry Station on Mason Avenue. During the design process, this facility was expanded to include a visitors' center to be operated by Cape Charles Main Street (CCMS). The one construction bid received was very high, in part because of the extensive site development and utilities work needed at that location. The contract was not awarded, and later efforts with several contractors to bring down the cost did not yield sufficient savings to make the project practical. Subsequently, CCMS decided that it was not in their interest to operate a visitors' center. Staff has since been exploring options for public restrooms only.

Item Specifics: Council has been briefed on options to either build or lease a restroom facility:

1. Build a facility on property leased from the railroad at the southeast corner of Mason Avenue and Peach Street. This could be the restroom part (about 650 square feet) of the originally designed stick-built building or one of the many modular or packaged types that are available. The rough cost estimate is \$750,000 to \$850,000, including site work and utilities connections. There may also be additional rent as the property now leased from the railroad would need to be enlarged. This option would encumber a small piece of the railroad property before the current master planning effort is completed.

Lease options are shown at attachment 1. The two basic lease options would entail: 10-year lease of space in an existing building, build-out of 4 restrooms at an estimated cost of \$250,000, ADA accessibility, annual rent increase of 3%, renewal option for an additional 10-year term. Variations could include plumbing maintenance, a higher build-out cost, or lump sum reimbursement of the build-out cost rather than amortization over the 10-year term.

2. 11 Peach Street – Existing building requires renovation. Only 297 square feet available for restrooms in north part of the building due to historic renovation tax credit restrictions. Two ADA and two non-ADA restrooms. Monthly rent of \$10.43/sf. Ten-year rent of \$426.5K.
3. 7 Strawberry Street – Existing renovated building. Front part of the building totaling 945 square feet. Four ADA restrooms, custodian's closet, and lounge area. Monthly rent of \$3.80/sf. Ten-year rent of \$492.9K.

Staff considers 7 Strawberry to be the better lease option. The size of the space allows all 4 restrooms to be ADA compliant, and provides a custodian's closet and lounge area. Also, the cost per square foot is far more attractive.

Leasing 7 Strawberry offers faster delivery at a better-defined price than new construction. It uses an existing renovated building and does not prematurely encumber development of the railroad property. However, the 10-year lease cost is significant - about half the cost of a building the Town would own. But the rent for a second 10-year term would be much less (assuming the same annual escalation rate) because the build-out cost is fully amortized during the first 10-year term. The second 10-year term is projected to be \$276,869, making the lease cost over a 20-year period about the same as constructing a Town-owned building.

Recommendation: Staff recommends that Council consider the options and if it is deemed appropriate to provide downtown public restrooms at this time, authorize the Town Manager to finalize and execute a lease agreement for 7 Strawberry Street substantially in accordance with the attached terms.

Lease Options for Permanent Restrooms Downtown

	11 Peach St. Option 1	11 Peach St. Option 2	7 Strawberry St. Option 1a	7 Strawberry St. Option 1b	7 Strawberry St. Option 2
Monthly Rent	\$3,450	\$3,100	Base Rent (\$1500pm) plus build-out costs= \$3600	Base Rent (\$1500pm) plus build-out costs= \$4000	\$1,500
10-Year Lease	Yes	Yes	Yes	Yes	Yes
Annual Monthly Increase	3%	3%	3%	3%	3%
Rent includes total build-out	Yes based on \$250K	Yes based on \$250K	Yes based on \$250K	Yes based on \$300K	No...Town reimburse build-out costs (\$250K)
Total Restrooms	4	4	4	4	4
Total ADA Restrooms	2	2	4	4	4
Total Square Feet	297	297	945	945	945
Price per Square Feet	\$11.60	\$10.43	\$3.80	\$4.23	\$1.50
Includes a lounge area	No	No	Yes	Yes	Yes
ADA Entrance/Ramp	Yes	Yes	NA	NA	NA
Landscaping & Exterior	Yes	Yes	NA	NA	NA
Maintenance & Repairs					
Plumbing Contract	Yes	No	No	No	No
Total investment year 1	\$41,400	\$37,200	\$43,200	\$48,000	\$18,000 + \$250K
Total investment year 2	\$82,800	\$74,400	\$86,400	\$96,000	\$36,000 + \$250K
Total investment year 3	\$124,200	\$111,600	\$129,600	\$144,000	\$54,000 + \$250K
Total investment year 4	\$165,600	\$148,800	\$172,800	\$192,000	\$72,000 + \$250K
Total investment year 5	\$207,000	\$186,000	\$216,000	\$240,000	\$90,000 + \$250K
Total investment year 6	\$248,400	\$223,200	\$259,200	\$288,000	\$108,000 + \$250K
Total investment year 7	\$289,800	\$260,400	\$302,400	\$336,000	\$126,000 + \$250K
Total investment year 8	\$331,200	\$297,600	\$345,600	\$384,000	\$144,000 + \$250K
Total investment year 9	\$372,600	\$334,800	\$388,800	\$432,000	\$162,000 + \$250K
Total investment year 10	\$414,000	\$372,000	\$432,000	\$480,000	\$180,000 + \$250K

December 2, 2025

Public Restrooms
7 Strawberry Street
Lease Terms

1. Ten-year lease beginning June 1, 2026.
2. Extension to be negotiated between Landlord and Tenant.
3. Approximately 950 square feet in front of building.
4. Base Rent of \$1,500/month, escalated by 3%/year:

2026	1,500.00
2027	1,545.00
2028	1,591.00
2029	1,639.00
2030	1,688.00
2031	1,738.00
2032	1,790.00
2033	1,843.00
2034	1,898.00
2035	1,954.00


5. Additional Rent equal to 10-year amortization of construction costs for improvements agreed to by Landlord and Tenant. Examples:

\$200,000	\$1,667
\$250,000	\$2,083
\$300,000	\$2,500

6. In addition to the Base Rent, the Tenant is responsible for paying:
 - a. Electricity.
 - b. Water and sewer.
 - c. Supplies and cleaning of the space.
7. The Landlord is responsible for paying:
 - a. All insurance relating to the building.
 - b. Repairs and replacements to the building and any component of the building.
 - c. Provision, repair, replacement of heating, cooling, ventilation and air conditioning equipment throughout the building;
 - d. All outdoor maintenance including landscaping

We have provided the owner the plans prepared by HBA for restroom fixtures and finishes to use as a baseline for pricing out construction costs. This can be adjusted upward or downward by increasing or decreasing the scope of work.

We have also provided the owner the lease for the Interim Town Hall space to use as a baseline for preparing the proposed lease for public restrooms. The basic provisions of this lease have been reviewed and approved by the Town Attorney.

 <p>TOWN OF CAPE CHARLES</p>	Temporary Trailer Update		DATE January 8, 2025
	SUBJECT/PROPOSAL/REQUEST: General Update		ITEM NUMBER: 6b
	ATTACHMENTS: See documents		FOR COUNCIL: Discussion
	STAFF CONTACT (s): Rick Keuroglan, Town Manager	REVIEWED BY: Rick Keuroglan, Town Manager	

Background history:

The Council authorized the Town Manager to move forward with the OAHU Series - New ADA Restroom Trailer +2 Station - 20' Direct-To-Sewer – 4 Season Trailer from Portable Restroom Trailers, LLC for the price of \$65,725 plus the freight charge of \$3,440 for a total of \$69,165. However, the unit that was approved by Council was sold and Mr. Comerford, National Accounts Sales Specialist, was able to match the price for a New Build but the trailer could take up to 6 months to build. The Bill of Sale was sent by Scott Mr. Comerford and signed by the Town Manager on August 22, 2025. A deposit of 50% of the sale was required at time of order and full balance is to be paid prior to shipment. Mr. Comerford reiterated that the Trailer would have to be built and asked when we would like it to be delivered. The Town Manager requested it to be delivered by the last week of November so to have it ready for Festive Fridays. Mr. Comerford said that it was highly unlikely that it would be constructed and delivered by that date, since most take up to 6 months to build, but would make the request.

Recent Update:

When the Town Manager followed up in November 2025 to see if the Trailer was going to be ready for Festive Fridays, Mr. Comerford confirmed that the Trailer would not be ready but most likely be delivered early January of 2026. The Town Manager reached out again early January of 2026, and Mr. Comerford confirmed that the Trailer is still being constructed and should be finished by January 14, 2026, and is scheduled to be delivered by January 21, 2026. This is still subject to change if in their inspections they discover something that needs to be fixed. The last payment of \$34,582.50 is due 5 days of completion. The Town Manager asked Mr. Comerford what the policy is if we decide to cancel the contract before it is delivered? Mr. Comerford said he would discuss this question with his supervisor and get back by January 6, 2026.



BILL TO
Rick Keuroglain
Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310

SHIP TO
Rick Keuroglain
Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310

INVOICE 9429

DATE 08/22/2025 TERMS Due on receipt

DUE DATE 08/22/2025

SALESPERSON
Scott Comerford

PO:
Unit # CHA030422

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Trailer: NEW ADA Restroom Trailer +2 Station – Oahu Series – 20' – Direct to Sewer – 4 Season Package, VIN: TBD, is being transferred upon payment in full from Portable Restroom Trailers LLC to Town of Cape Charles.	1	65,725.00	65,725.00
	Freight -	1	3,440.00	3,440.00

Requires a 50% deposit at time of order and full funding prior to shipment to complete the sale.

SUBTOTAL	69,165.00
TAX	0.00
TOTAL	69,165.00

Wire/ACH Instructions:
Truist (previously BB&T),
601 Hawley Ave, Belmont, NC 28012
Name: Portable Restroom Trailers, LLC
Routing: 053101121
Savings: 0005105566338
Swift: BRBTUS33

TOTAL DUE \$69,165.00

Please see the Remittance Address below for sending checks.

Pay invoice



BILL TO
Rick Keuroglain
Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310

SHIP TO
Rick Keuroglain
Town of Cape Charles
2 Plum Street
Cape Charles, VA 23310

INVOICE 9429

DATE 08/22/2025 **TERMS** Due on receipt

DUE DATE 08/22/2025

SALESPERSON
Scott Comerford

PO:
Unit # CHA030422

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Trailer: NEW ADA Restroom Trailer +2 Station – Oahu Series – 20’ – Direct to Sewer – 4 Season Package, VIN: TBD, is being transferred upon payment in full from Portable Restroom Trailers LLC to Town of Cape Charles.	1	65,725.00	65,725.00
	Freight -	1	3,440.00	3,440.00
	Less 50% due upon completion	1	-34,582.50	-34,582.50

Requires a 50% deposit at time of order and full funding prior to shipment to complete the sale.

SUBTOTAL	34,582.50
TAX	0.00
TOTAL	34,582.50

Wire/ACH Instructions:
Truist (previously BB&T),
601 Hawley Ave, Belmont, NC 28012
Name: Portable Restroom Trailers, LLC
Routing: 053101121
Savings: 0005105566338
Swift: BRBTUS33

TOTAL DUE \$34,582.50

Please see the Remittance Address below for sending checks.

Pay invoice

PORTABLE RESTROOM TRAILERS, LLC
Mobile Restroom Trailers
1-877-600-8645
info@portablerestroomtrailers.com

Account Owner: Scott Comerford

Whatever Your Event, We Have the Right Solution!

Phone: 1-877-600-8645 Email: info@portablerestroomtrailers.com www.portablerestroomtrailers.com

BILL OF SALE: NEW ADA RESTROOM TRAILER +2 STATION – OAHU SERIES – 20’ – DIRECT TO SEWER – 4 SEASON PACKAGE **DATE: 8-22-2025**

Buyer: Town of Cape Charles
Contact/Phone: Rick Keuroglian – 757-331-2979
Contact Email: townmanager@capecharles.org
VIN: TBD
Unit # CHA030422
Mailing Address: 2 Plum Street
Cape Charles, VA 23310

Price: \$65,725
Freight Quote: \$3440
Fed Tax ID# 546001186
Delivery Address: SAME
Delivery Contact: SAME

The New ADA Restroom Trailer +2 Station – Oahu Series – 20’ – Direct to Sewer – 4 Season Package, VIN: TBD, is being transferred upon payment in full from Portable Restroom Trailers LLC to Town of Cape Charles.

The verified signed Bill of Sale is a letter of intent and requires at least 50% deposit at time of order and balance due prior to shipment to complete a sale.

Please indicate form of payment:

- **Wire/ACH**
- **Check** (Copy of check must be provided within 48 hours. Complimentary shipping label will be provided)
- **Credit Card** (Front & back copies of Driver’s License & credit card required) *A 3% processing fee will be applied
- **Financing** (Name of Approved Lender/Address): _____

Date payment will be made by: 8/25/2025 *This Bill of Sale expires (without deposit or purchase order) after 48 hours. **Initial:** RL

Add a Spare Tire Mounted (\$580 additional)? Yes ___ No X

Please note that drivers do not set up the trailer. If this is requested/required, this option can be added for an additional fee. Additional time for delivery scheduling will be needed. **Initial:** RL

The sale is subject to the following conditions and representations:

Final payment required within 5 days of completion prior to the removal from the Seller’s property. The Seller warrants to Buyer that the unit is new and in good condition. Order will be placed within 48 hours following signed custom build confirmation. Date of delivery and timeline will be confirmed upon order. This supersedes any Purchase Order dates. Seller reserves the right to showcase the Buyer’s solution in their marketing materials (including, but not limited to the Company website). The Parties hereto specifically consent to the jurisdiction of the courts of the state of South Carolina in connection with any formal litigation or other claims brought to by either Party hereto against the other arising under this Agreement. Manufacturer’s Statement of Origin will be provided by mail (2-6 weeks from delivery), to present to local jurisdiction to obtain title and plates. The Buyer is responsible for ALL State and Local Jurisdiction Taxes. The Federal Tax ID is correct, and the Buyer Name listed will be used on the MSO (Manufacturer’s Statement of Origin) to register the unit. **Initial Here:** RL

Purchaser Signature: Rick Keuroglian **Printed:** Rick Keuroglian **Date:** 8/22/2025
Seller: Teri Pahon Portable Restroom Trailers LLC **Printed:** Teri Pahon **Date:** 8-22-2025

Corporate Address: 4607 Charlotte Hwy, Suite #11 Lake Wylie, SC 29710
Remittance Address: 6414 W. Wilkinson Blvd. Suite #141, Belmont, NC 28012



Account Owner: Scott Comerford

Whatever Your Event, We Have the Right Solution!

Phone: 1-877-600-8645 Email: info@portablerestroomtrailers.com www.portablerestroomtrailers.com

This new unit has a 5-year limited trailer manufacturer warranty on the trailer frame and axles and a 2-year limited warranty on the trailer as a whole. Sealant, electrical components, hydraulics, hoses, wall coverings, trim and paint are warranted for 1 year, and 1-3 year warranty on individual appliances. Registration details are provided by their individual appliance manufacturers and are located in the component binder located in the mechanics room on the backside of the trailer.

Please confirm the following for your Manufacturer Statement of Origin (MSO):

Your Full Business Name (or name to be listed): Town of Cape Charles VA

If Financing, name of lender: _____

Address to Mail your MSO (we do not send to PO Boxes) as signature will be required:

2 Plum Street, Cape Charles, VA 23310

Street _____ City _____ ST _____ ZIP _____

Name of person who will sign for the MSO:

Rick Keuroglian 757-331-2979 townmanager@capecharles.org

Name _____ Phone Number _____ Email _____

Wiring Information to Truist (Previously BB&T)

Bank Address:	601 Hawley Ave, Belmont, NC 28012
Bank Phone:	(704) 825-6440 open until 5 pm EST
Bank Routing:	053101121
Bank Account:	0005105566338
Bank Swift Code:	BRBTUS33 (for International)
Account Name:	Portable Restroom Trailers, LLC
Account Address:	6414 W. Wilkinson Blvd. Suite 141 Belmont, NC 28012

For Check Payments, Please Remit to:

6414 W. Wilkinson Blvd. Suite#141 Belmont, NC 28012

Corporate Address: 4607 Charlotte Hwy, Suite #11 Lake Wylie, SC 29710
Remittance Address: 6414 W. Wilkinson Blvd. Suite #141, Belmont, NC 28012



Whatever Your Event, We Have the Right Solution!

Phone: 1-877-600-8645 ♦ Email: info@portablerestroomtrailers.com ♦ www.portablerestroomtrailers.com

Buy Back Policy

What is our Buy Back Policy?

Portable Restroom Trailers LLC offers up to **80%** of the purchase price at any point within ***six to twelve months*** of purchasing with us!

How does it work?

The following are the requirements to be considered for our buy-back policy:

1. The portable restroom trailer must initially be purchased through our company.
2. The portable restroom trailer has to be a brand new unit from the current year sold within the United States.
3. You must contact us when you have had your portable restroom trailer for six months.
4. The purchase and pricing is subject to the condition determined at the inspection. Timeframe will be determined at the time of inspection.
5. For the inspection power and water will be required.
6. We pay up to 80% of the retail purchase price! *

**Excludes park model/skids, PODS, units without a waste tank. Must be within the continental US. Excludes Alaska, Hawaii and Islands within the continental US. Must be easily accessible.*

6428 W Wilkinson Blvd
Suite #141
Belmont, NC 28012

4607 Charlotte Hwy
Suite #11
Lake Wylie, SC 29710

1135 W. Western Reserve Rd.
Suite #B PMB 102
Youngstown, OH 44514

	ADA (+2 Singles)	ADA (+2 Singles)	ADA (+2 Singles)	ADA (+2 Singles)	ADA (+2 Singles)	ADA (Single)	Non ADA (4 Single Stalls)
Price	\$68,580	\$72,820	\$65,725	\$92,695	\$102,980	\$64,287	\$48,791
Company	Portable Restroom Trailers LLC	Portable Restroom Trailers LLC	Portable Restroom Trailers LLC	Portable Restroom Trailers LLC	Satellite Suites	Satellite Suites	Satellite Suites
Model	Oahu Series CHA117572	Oahu Series CHA117572	Oahu Series CHA030422	Endurance Series AMA304002			RT6X14-4-4 Door
ADA?	ADA + 2	ADA + 2	ADA + 2	ADA + 2	ADA+2	ADA	No
Unisex?	3 Unisex toilets	3 Unisex toilets	3 Unisex toilets	3 Unisex toilets		1 Unisex toilet	4 Unisex toilets
Urinals?	No	No	2	No	No		
City Sewer?	No	Yes	Yes	Yes	Yes	Yes	Yes
Freshwater tank (gal)	105	105	225	200	105	105	200
Waste Tank (gal)	300	300	No	No	300	300	440
Water Heater	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Trailer size	17' x 6'	17' x 6'	20" x 6'-5"	20" x 6'-5"	19' x 6'	10' x 6'	10' x 6'
AC Unit	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4 Season	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Entertainment package	No	No	No	No	Yes	Yes	Yes
Solar Package	No	No	No	No	Yes	Yes	Yes
Hydraulic lift System	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Shipping	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Notes:	Tank only		End of the season clearance	Slanted tank can take direct sewer			
Availability	Available Now	Available 3-4 months	Available Now	Available Now	Available Now	Available Now	Available Now

PORTABLE RESTROOM TRAILERS, LLC

portablerestroomtrailers.com

ADA Restroom Trailer + 2 Station |
Oahu Series - 20' - Direct to
Sewer

SKU# CHA030422

\$65,725.00 ~~\$73,980.00~~

Available Now

- 4 Season
- 1 ADA Toilet + 2 Toilets & 2 Urinals + 3 Sinks
- Up to 250 Guests

Model Year : New

Exterior Color : Pewter

Stations : 3 - Standard

Toilets : 2 - ADA Toilets : 1

Sinks : 3

Fresh Water Tank

(Gallons) : 225

Waste Tank (Gallons) : NA

Water Heater

Mechanical Room

Box Length : 20'

Box Width : 6'-5"

Curb Weight (lbs.) : 7000

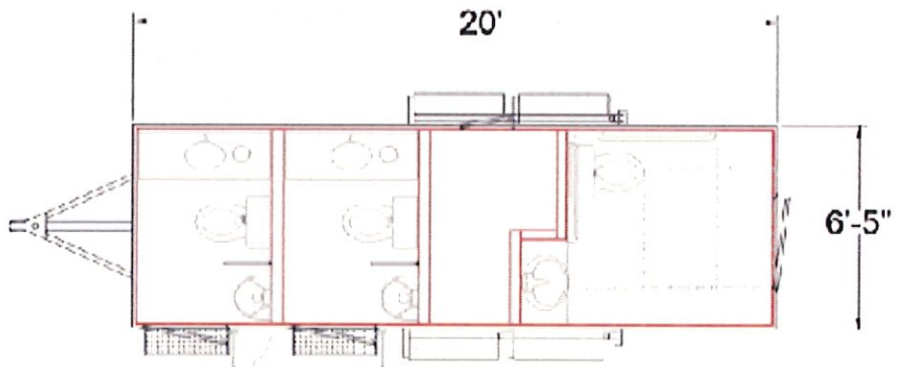
GVWR : 10000

A/C Unit Type (BTU) : 13.5

A/C Unit Count : 1

Water Supply : City Water- Pressurized Water System- Garden Hose

Power Supply/Cords : (1-5) 30 Amp Cords



Durable ADA Restroom Trailers for Hospitals, Schools, and Parks
ADA Restroom Trailer + 2 Station | Oahu Series - 20' - Direct to Sewer

The ADA Restroom Trailer + 2 Station | Oahu Series is perfect for any venue in which ADA accessibility is a must. This climate-controlled unit features 2 standard unisex restrooms, each with pedal flush toilets, cabinet sink, and shatterproof mirror.

The 20' ADA Restroom Trailer also contains one unisex ADA suite with an ADA toilet, sink, shatterproof mirror, and grab rails. The ADA suite features a wide entry door and ADA-compliant ramp and welcomes each guest with a One Button execution system that smoothly and quietly lowers the trailer to the ground.

Abundant porch lighting and vinyl flooring to ensure a safe entry/exit to each private suite, no matter what time of day or night. The unit is well equipped with a 105-gallon freshwater tank. Your guest will find comfort with air conditioning.

ADA Compliant in all 50 US States

Photos are used to show a choice of white or grey FRP walls and may not be an actual representation of the unit. Please see the layout for actual representation.

Financing available with deposit and approved credit.

Call us today for more information at 1-877-600-8645.

Warranty Information : This new unit has a 5-year limited trailer manufacturer warranty on the trailer frame and axles and a 2-year limited warranty on the trailer as a whole. Sealant, electrical components, hydraulics, hoses, wall coverings, trim and paint are warranted for 1 year, and 1-3 year warranty on Individual appliances. Registration details are provided by their individual appliance manufacturers and are located in the component binder located in the mechanics room on the backside of the trailer.