



December 18, 2025 Town Council Regular Meeting

December 18, 2025 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. **Recognition of Visitors / Presentations / Recognitions**
 - A. Short Term Rental Software Presentation
6. **Public Comments (3 minutes per speaker for topics not subject to this evening's public hearing)**
7. **Consent Agenda**
 - A. Approval of Agenda Format
 - B. Approval of Minutes
 - C. Approval of October 2025 Financial Report
8. **Unfinished Business:**
 - A. Downtown Restrooms - POSTPONED until documentation received
 - B. Permitting Accessory Dwelling Units for Short-Term Rentals
9. **New Business:**
 - A. Town Code Changes re Transient Occupancy Tax (§§ 18-196 & 18-198)
 - B. Reappointment of Historic District Review Board Member
10. **Town Manager Comments**
11. **Mayor & Council Comments (5 minutes per speaker)**
12. **Announcements**
 - A. December 19, 2025 - Town offices closing at noon for Employee Christmas Party
 - B. December 24-26, 2025 - Town offices closed for Christmas Holiday
 - C. January 1-2, 2026 - Town offices closed for New Year's Holiday

D. January 8, 2026 - Town Council Work Session - tentative

E. January 15, 2026 - Town Council Regular Meeting

13. Adjournment

	Agenda Title:	Agenda Date:
	Short Term Rental Software Presentation	December 15, 2025
	Subject/Proposal/Request:	
	Demonstration of the Town's new STR Software	
Town of Cape Charles	Attachments:	For Council:
	None.	Action: Information: X
	Staff Contact(s):	Reviewed by:
	Katie Nunez, Director of Planning & Zoning Administrator	Rick Keuroglian, Town Manager

Background & Item Specifics: Town staff has been working with Deckard Technologies in programming the various modules to operate the Short Term Rental Zoning Permit along with associated fees, licenses and other obligations for the past 8 months. The software is specifically called Rentalscape and the Town is ready to launch said software this week on our website to accept new licenses and renewals of licenses for the 2026 calendar year.

I will be providing a live demonstration of the first three components of this software. Here are the components that make up this software package for us:

- 1) PUBLIC PORTAL of RENTALSCAPE - GIS of STRs in Cape Charles – active and up-to-date GIS mapping and listing of STRs in the Town of Cape Charles, both licensed and unlicensed. This includes where the public can file a written complaint thru this software or can call the 24/7 hotline to file a complaint re: STR.
- 2) Rentalscape – registration of new licenses and renewal registration of existing licenses which includes full application pursuant to the CC Zoning Ordinance for Short Term Rentals and payment of business license and STR Zoning Permit Fee.
- 3) Rentalscape – quarterly reporting and transmittal of Transient Occupancy Tax (TOT)
- 4) Inspections – along with iPads for the Inspectors in the field, there are programmed elements of the inspection for the inspector to review and determine compliance – attached is the Checklist as a Word Document.
- 5) “Back-end” of Rentalscape for Town Staff: notification, workflow of applications to inspections to issuance of STR Zoning Permit; reporting of registrations/renewals & compliance with STR Zoning Ordinance; complaints received & investigation of said complaints and disposition of complaints; financial reporting of STR Business license and STR Zoning Permit Fee and Transient Occupancy Tax.

Please note that all of the current 2025 licensees have been uploaded to this software.

Recommendation: Information Only.



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

At approximately 6:00 p.m. Mayor Adam Charney, having established a quorum, called to order the Work Session 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 members in attendance were Town Manager Rick Keuroglan, Planning & Zoning Director Katie Nunez, Planning & Zoning Assistant Tracy Outten, Assistant to the Town Manager Pam Endlein, and Town Clerk Libby Hume. Also in attendance was Claudette Lajoie, President of the Cape Charles Historic District Civic League. There was one member of the public in attendance.

Town Clerk Libby Hume read a statement honoring William “Billy” Powell, recognizing his nearly 34 years of service to the Town’s Public Utilities Department and 43 years with the Cape Charles Volunteer Fire Company. She noted his passing on November 3, 2025, and the details of his upcoming funeral with Firefighter honors on November 8th. She informed Council that, in lieu of flowers and in accordance with his obituary, the Town would make a \$100 memorial donation to the Cape Charles Volunteer Fire Company. A moment of silence was observed.

Town Manager Rick Keuroglan introduced the topic of the work session: continued review of Article VIII, Historic District Overlay, with specific emphasis on Appendix G. He noted the extensive work completed by the subcommittee, consisting of Claudette Lajoie, Ed Wells, Councilman Grossman, and Councilman Newman, who invested significant time refining the document to improve clarity and usability. He invited Claudette Lajoie to present on behalf of the subcommittee.

Claudette Lajoie presented the subcommittee’s process, emphasizing collaboration with staff and the Planning Commission and explaining that the primary goal was to create a clearer, more accessible Appendix G that clearly distinguished routine maintenance, minor work, and major work. She stressed that the revisions were aimed at clarity rather than substantive changes. Their goal was to have a single, alphabetized table as a reference document to help evaluate projects. A column was added to show when the Building Code Official needed to be involved so owners would understand that more than just zoning approval was required.

Discussion began with routine maintenance. The subcommittee originally proposed requiring a simple email from property owners notifying Planning and Zoning staff of their intent to conduct routine maintenance. Staff described current practices, explaining that such notifications helped them manage complaints and ensure compliance. Councilwoman Holloway expressed concern that some property owners will misinterpret the boundaries, and that lack of documentation could complicate enforcement and fairness. Councilman Newman noted that having at least a record of what owners believed they were doing could be useful when things went off track.

After extended discussion, the Council and staff agreed that routine maintenance would be clearly defined in Appendix G and in the ordinance. No formal application, notification or fee would be required for routine maintenance. Staff would be available to answer questions and confirm whether work was routine.

The Council next discussed the definition of “repair,” specifically the use of “equivalent” versus “like for like.” The subcommittee recommended shifting to “like for like” to avoid misuse of the term

“equivalent” in cases such as replacing wood decking with composite. Staff pointed out that historic materials were unavailable and that composites might be appropriate in certain cases. Ms. Lajoie noted that the Virginia Department of Historic Resources now recognized certain composite materials as acceptable in historic contexts. The Council agreed to adopt “like for like” and supplement the guidelines with examples illustrating acceptable substitutions.

The discussion turned to survey and site plan requirements under Section 8.26. Concerns were raised about the cost and timing of surveys. Staff clarified that surveys were required for zoning purposes and that the Historic District Review Board did not independently require them. Council recognized that the wording in Section 8.26 could be misinterpreted and agreed that the authority to require surveys should remain strictly under Planning and Zoning. The Council supported revising the language accordingly.

Certificate of Appropriateness (COA) expiration and extension fees were reviewed. The subcommittee proposed extending COA validity from six months to one year citing difficulties with securing contractors and supply chain issues. Staff explained the importance of alignment with the building permit cycle and noted that COAs were not automatically revoked when clear progress was evident. After discussion, the Council chose to retain the six-month validity of the COA to maintain consistency with the building code but eliminated the COA extension fee. Staff would continue to use discretion and flexibility where supply chain, contractor, or other uncontrollable conditions delayed work.

Ms. Lajoie introduced future-phase topics including fee structure updates, such as adjusting the threshold for substantial alterations or considering incentives for historically appropriate restoration. Council agreed that a detailed review of fees, fines and application formats would be scheduled separately after the ordinance and Appendix G language was finalized.

Ms. Lajoie noted specific categories in Appendix G, to address the treatment of non-historic features like pools, fuel tank additions, removals and emergency stabilization, along with certain temporary features. These items were included in Appendix G so owners knew they must still go through zoning and building code review. Council also discussed the challenges faced by corner lots or properties adjacent to undeveloped parcels, acknowledging these “line of sight” issues as complex and requiring further policy development.

Appendix G formatting was reviewed broadly. The Council supported the subcommittee’s recommendations to reorganize headings for clarity and address specific categories such as accessory structures, architectural details, shutters, and exterior surfaces. Screening requirements were clarified to apply only when used to mitigate the visibility of structures requiring review and not to general landscaping uses.

Council also discussed outdoor kitchens, built-in bars, saunas, and similar amenities now appearing more frequently in the historic district. These items were not clearly addressed in current guidelines, and the group agreed they should be incorporated into Appendix G and zoning review as a future refinement.

The subcommittee was directed to prepare a clean revised draft of Appendix G incorporating the Council’s consensus decisions. Once complete, staff and the Building Code Official would review the draft and provide comments. The revised Appendix G and associated Article VIII would then move forward through the Planning Commission and public hearing process.

The Council thanked Ms. Lajoie and the subcommittee for their significant volunteer efforts and contributions to simplifying and improving Appendix G. This would help reduce staff workload and provide a more usable tool for homeowners.

Motion made by Councilwoman Ashworth, seconded by Vice Mayor Buchholz, to adjourn Town Council Work Session. The motion was approved by unanimous vote.

Section 7, Item B.

The work session adjourned at 8:02 p.m.

Adam Charney, Mayor

Libby Hume, Town Clerk

DRAFT



DRAFT
Town Council
Regular Meeting
Cape Charles Civic Center – 500 Tazewell Avenue
November 20, 2025
6:00 PM

At approximately 6:00 p.m. Vice Mayor Buchholz, having established a quorum, called the meeting to order. In addition to Vice Mayor Buchholz, in attendance were Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. Mayor Adam Charney arrived at approximately 6:15. Staff in attendance were Town Manager Rick Keuroglian, Police Chief Jim Pruitt, Assistant to the Town Manager Pam Endlein, and Town Clerk Libby Hume. There were 12 members of the public in attendance.

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

RECOGNITION OF VISITORS / PRESENTATIONS / RECOGNITIONS:

- A. *Proclamation Honoring the Life of William “Billy” Powell*
Vice Mayor Buchholz read Proclamation 20251120 honoring the life, service and legacy of William “Billy” Powell. The proclamation recognized his 33 years with the Town, 43 years with the Cape Charles Volunteer Fire Company, and the positive influence of his character, humility, and dedication. His family received the proclamation.
- B. *Cape Charles Volunteer Fire Company – Update by Treasurer Ryan Peake*
Treasurer Ryan Peake presented a wide-ranging update on operations. (Please see attached.) Councilmembers asked questions throughout and discussed staffing challenges, demographic shifts affecting volunteer availability, enforcement of golf cart regulations, potential tri-fold educational materials, as well as ways the Town and Fire Company could collaborate on public safety messaging.
- C. *Arts Enter / LemonTree Gallery Plein Air Event Concept – MaryAnn Roehm*
MaryAnn Roehm described the potential for a Plein Air weekend event during SailFest. She explained how artists painted scenes throughout Town and later displayed their work for sale. She outlined anticipated costs and the importance of sponsorships and marketing. The Council discussed Town policy regarding nonprofit funding and suggested external grant opportunities. Councilwoman Holloway would contact Ms. Roehm regarding some specific grants that were available for this type of event.

PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)

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

CONSENT AGENDA:

- A. Approval of Agenda Format
- B. Approval of Minutes
 - i. October 16, 2025 Town Council Regular Meeting
 - ii. November 6, 2025 Town Council Executive Session
- C. Approval of September 2025 Financial Report

Town Manager Rick Keuroglian stated that when the agenda packet was published, the information related to the downtown restrooms options (Item #7D) had not yet been received, so the item was postponed. Since then, all information had been received, and he was now

prepared to discuss this topic if Council wanted to add it back to the agenda as an informational item.

Motion made by Vice Mayor Buchholz, seconded by Councilwoman Holloway, to resurrect Item 7D – Downtown Restroom Options as an informational item only. The motion was approved by unanimous vote.

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

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS:

A. *January 2, 2026 as Additional Paid Holiday*

Rick Keuroglan described the staff’s exemplary performance through the office relocation, tax cycle, with long work hours. New Year’s Day fell on Thursday, January 1, 2026, and Town officer would be closed. The following day, Friday, January 2, was scheduled as a regular work day. Historically, the Town operated with minimal staffing during the week between Christmas and New Year’s as many employees used vacation time. Public demand for services was also traditionally low during this period. He felt that adding January 2 as an additional holiday would be a great way to thank staff for all their hard work and dedication throughout the year.

Council discussed the holidays for Christmas and New Year’s and opted to close the office for a full day on Wednesday, December 24, versus the half day closure which was the current holiday schedule.

Motion made by Vice Mayor Buchholz, seconded by Councilwoman Ashworth, to close the Town offices for a full day on December 24 and a full day on January 2 as additional paid holidays for the staff. The motion was approved by unanimous vote.

Rick Keuroglan thanked Council on behalf of the staff.

B. *United States Postal Service Collection Box Resolution*

Town Manager Keuroglan detailed inspections and communications with the Cape Charles Postmaster regarding the deteriorating condition of the collection boxes. To date, his attempts had been unsuccessful. Council adoption of a resolution would elevate our request for corrective action to the regional office.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to adopt Resolution 20251120 Requesting the United States Postal Service to Repair or Replace Public Blue Collection Boxes Located Within the Town of Cape Charles. The motion was approved by unanimous vote. Roll call vote: Ashworth, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes; Newman, yes.

C. *Waste Collection Services Contract Extension*

Council reviewed the contract extension details for waste collection and disposal services. The original contract was awarded on November 21, 2024 and included the option to renew for three additional years.

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to approve the first extension of the Waste Collection and Disposal Services contract with P.W. Davis Disposal from December 1, 2025 through November 30, 2026. The motion was approved by unanimous vote.

D. *Downtown Restroom Options – Informational Briefing*

Rick Keuroglan presented comparisons of restroom options at 11 Peach Street and 7 Strawberry Street, including lease terms, build out estimates, ADA access and the possibility of an unmanned visitor lounge at the Strawberry Street location. Council discussed the need for improved lighting along Strawberry Street if the facility was located there. Staff was directed to obtain updated lighting estimates and clarify plumbing responsibilities prior to the December 4 meeting.

Rick Keuroglan also provided an update on the temporary restroom trailer. The Town had paid a 50% deposit but the unit was not yet ready to ship. The company also offered rentals, and he was waiting for the quote. He also contacted Greg Gentry and received a quote for a three stall, non ADA compliant, trailer for \$4K for five weeks which would work for Festive Fridays. Council directed staff to confirm the cost of the rental and if it was \$4K for five weeks, to secure the unit for delivery as soon as possible.

E. *Request for Financial Support – Plein Air Cape Charles*

Council expressed their interest in a Plein Air event in Cape Charles but discussed the longstanding efforts to step away from being a funding source for non-profits and events as there were a lot of funding opportunities available for non-profits. Councilwoman Holloway offered to provide a list of funding sources to Ms. Roehm to pursue.

There was some discussion regarding supporting the arts. Town Clerk Libby Hume stated that we apply for a grant through the Virginia Commission for the Arts (VCA) to support Arts Enter Cape Charles. The VCA grant provides up to \$4,500 match of the Town's support, so Arts Enter received \$9K annually to support their efforts.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to decline the funding request for Plein Air Cape Charles. The motion was approved by majority vote with Councilwoman Ashworth opposed.

TOWN MANAGER COMMENTS:

Town Manager Keuroglan reported on the following:

i) Training & Development:

- Karen Crumb from the Library attended Virginia Risk Sharing Association (VRSA) training and participated in the *Celebrate Native American and Indigenous Voices* webinar.
- Sharon Silvey, the Library manager, attended VRSA training and participated in the *LibraryCon LIVE!* webinar.
- Adrian Oei and Ryan Silvey attended the Virginia Government Finance Officers Association Fall Conference in Charlottesville.
- Libby Hume attended the Virginia Association of Government Archives and Records Administrators (VAGARA) Conference the week of October 20th. She was also re-elected to the VAGARA Executive Board as a Member-at-Large.
- All police officers completed Computer Aided Dispatch (CAD) training and annual firearm qualifications.
- Sgt. Diaz attended a gang conference in Virginia Beach and California.
- Sgt. Lewis completed radio instructor training.
- Officer Brown completed Bola Wrap training.
- Chief Pruitt completed elections and poling sites safety training.

ii) Personnel Changes: We welcomed Jeremiah Camp back as a seasonal Public Works employee to assist with holiday preparations and duties related to holiday events. Jeremiah previously worked in Public Works full-time.

iii) He attended an Emergency Management Workshop through the Virginia Rural Water Association. Although Northampton County coordinated emergency response on a regional level, the Town must still maintain its own operational continuity plan tailored to internal

communication needs, staff roles, and department-level coordination. The workshop instructor would assist the Town in drafting such a document.

- iv) Department Heads and Supervisors participated in training through VRSA and the International City/County Management Association (ICMA). We would be holding regular training sessions for department heads and supervisors.
- v) He provided an update on the Mason Avenue electrical infrastructure project, explaining that substantial redesign work over the past several months required the project to be rebid. The revised bid would go out in December.
- vi) Regarding the Harbor project, the previous contractor filed bankruptcy. The demolition was complete. A new bid solicitation was issued, and a new contract would be awarded in December.
- vii) Four proposals were received for the Affordable Housing development. The selection committee completed its preliminary review of evaluation criteria and would continue its work at their December 5 meeting. A briefing would be presented to Council at the December 18th Town Council Regular Meeting.

MAYOR AND COUNCIL COMMENTS:

Councilman Newman commented as follows: i) He expressed his appreciation for the collaborative effort between the Civic League, Town staff, and Public Works that enabled the successful removal of 64 problematic tree stumps around Town. He noted that these improvements, though incremental, meaningfully enhanced walkability, ADA access, and the visitor experience along the commercial and residential sidewalks; ii) The next phase would be plantings, and a few applications had been received. Council discussed the need to remove several mature trees on Mason Avenue due to the underground utility installation and emphasized that replacement trees should be carefully selected to avoid root issues with the sidewalks and to preserve the character of the streetscape; iii) He stated that it felt hypocritical to tell the post office to paint their collection boxes while the Civic Center building was in need of work. Rick Keuroglan thanked Councilman Newman for painting the front door of the Civic Center; iv) He stated that the Public Works team did a great job with sand fencing along the beach. The fencing had already begun capturing the drifting sand and reducing accumulation along the street. He was not sure if there was enough fencing installed and suggested additional fencing at other areas along the beach.

Councilman Butta commented as follows: i) He thanked staff for all the work done throughout the office move; ii) He asked staff to investigate why only a portion of the holiday lights on Mason Avenue came on following the seasonal time change, and expressed the importance of having all lights on for both safety and the overall holiday experience; iii) We needed to get a quote to repair and paint the exterior of the Civic Center and a plan was needed to get things done.

Councilwoman Holloway commented as follows: i) She wanted to ensure a work session, possibly in January, to address golf cart issues as well as Strawberry Street lighting; ii) She congratulated Pam Endlein for a wonderful Halloween Hootenanny. It was a beautiful day with a great community atmosphere. Everyone had a great time; iii) She asked about the gate at the water treatment plant. Vice Mayor Buchholz stated that Virginia American Water installed a fence with electric gate at the plant.

Councilwoman Ashworth concluded the remarks by acknowledging the passing of Father Michael Breslin, noting his 35 years of service to the Cape Charles Catholic community. Council members expressed condolences and reflected on his longstanding contributions to the Town.

ANNOUNCEMENTS:

- November 26 – Town Offices closing at noon for the Thanksgiving Holiday
- November 27–28 – Town Offices closed for Thanksgiving Holiday
- November 28 – The first Festive Friday
- December 4 – Town Council Special Meeting
- December 6 – Golf Cart Parade & Grand Illumination of Central Park

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

The meeting adjourned at 8:04 PM.

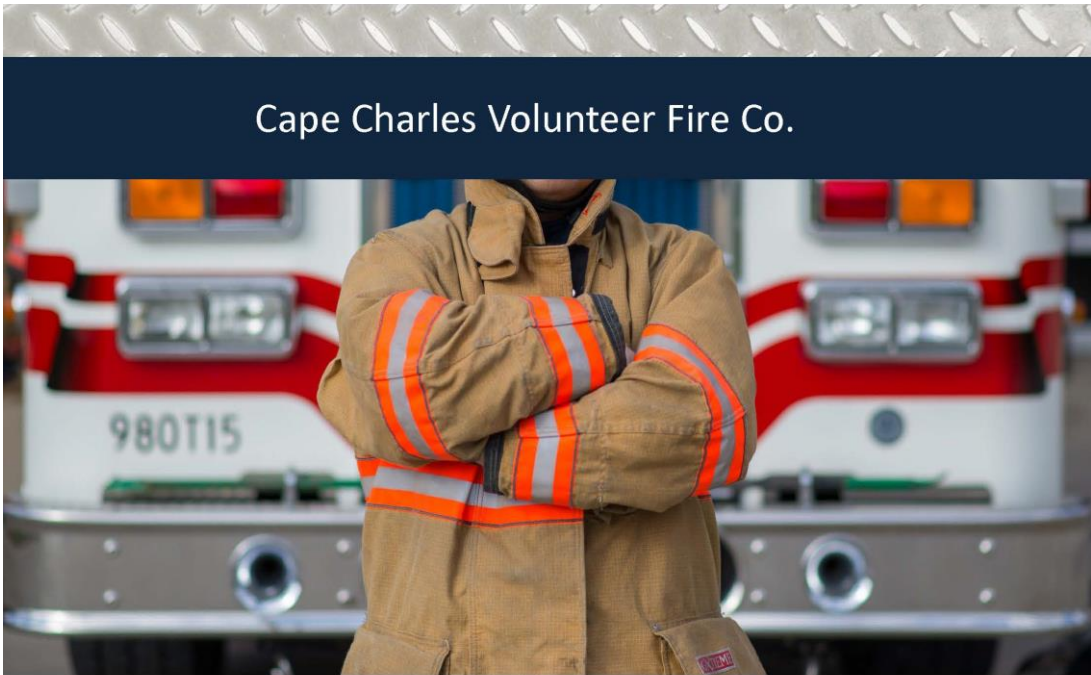
Adam Charney, Mayor

Libby Hume, Town Clerk

DRAFT

November 20, 2025 Town Council Regular Meeting
Information Provided in Writing

Cape Charles Volunteer Fire Company Presentation – Ryan Peake, Treasurer



Cape Charles Volunteer Fire Co.



Chief
Jay Bell

Deputy Chief
Jeb Brady

Assistant Chief
Matt Pruitt

Captain
Masen Bell

Leutenant/Treasurer
Ryan Peake

A Brief History of the Cape Charles Volunteer Fire Co.

- 1890-1900
 - First records of fire fighting activities paid for by the Railroad.
- 1921
 - Cape Charles Volunteer Fire Co. incorporated.
- 1924
 - First motorized fire engine purchased after a large fire on March 6th, 1924.
- 1931
 - Moved into what is currently the town municipal building.
- 1958
 - Moved into current Fire Station(Owned by CCVFC)

CCVFC Coverage area:

CCVFC is a mutual aid Fire Department.

In emergency services, mutual aid is an agreement among emergency responders to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources, such as a disaster or a multiple-alarm fire. Mutual aid may be ad hoc, requested only when such an emergency occurs. It may also be a formal standing agreement for cooperative emergency management on a continuing basis, such as ensuring that resources are dispatched from the nearest fire station, regardless of which side of the jurisdictional boundary the incident is on. Agreements that send closest resources are regularly referred to as "automatic aid agreements".

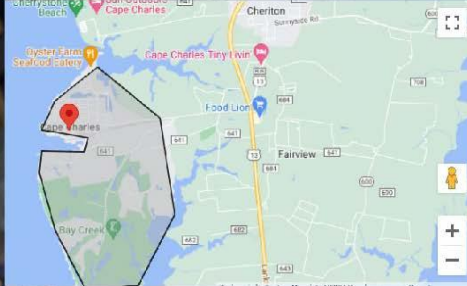
The Cape Charles Volunteer Fire Company engages in mutual aid with the specified stations, which reciprocally provide mutual aid in return :

- Cheriton VFC
- Eastville VFC

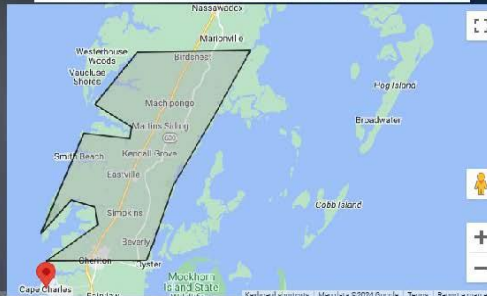
CCVFC Coverage area:

CCVFC Primary Coverage area:

- The Cape Charles Volunteer Fire Company serves two main areas, encompassing the entire Town of Cape Charles within its boundaries, as well as a specific region designated by the county beyond the town's borders. The service area within the town spans approximately 3.5 square miles, while the service sector in the surrounding county measures about 34.5 square miles. In total, the primary area of responsibility for the fire company covers roughly 38 square miles.



CCVFC Secondary Coverage area/Mutual Aid:



By the Numbers 2024:

In 2024 CCVFC responded to the most calls in Northampton County

- Number of Calls: 270
- In 2024 46% of the calls were within the Town Limits.

By the Numbers 2025 To date:

Number of Calls: 205



Capital Expenses 2025

- New Roof
- New Extrication Tools
- Drainage back of Station

Capital Projects Moving Forward.

- SCBA Replacement(Air Packs)
- Replacement of Tanker 15-8
- Replacement of Air compressor for SCBA Bottles
- Update Outside of Station



New Roof-Completed
Cost \$82,000

Replacing our 25+ year old \$40,000 Northampton County \$25,000 fundraising \$17,000 General Funds.

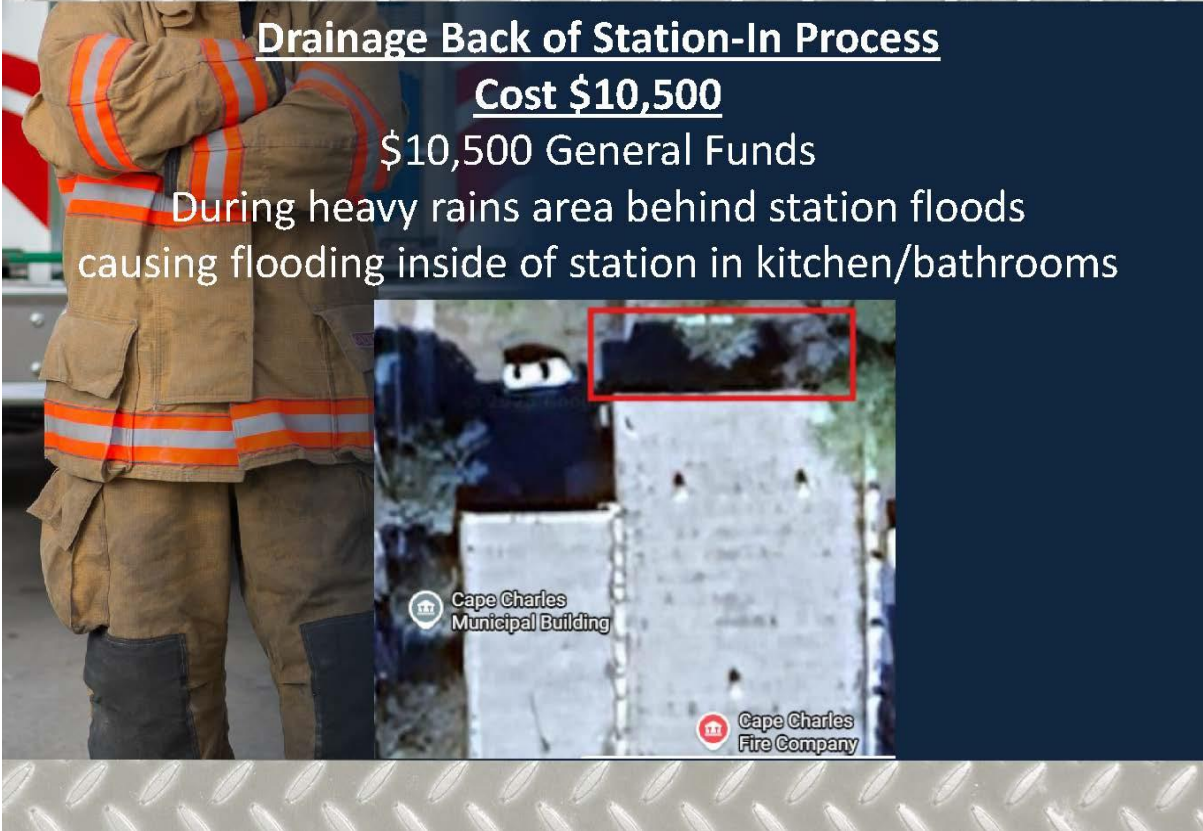


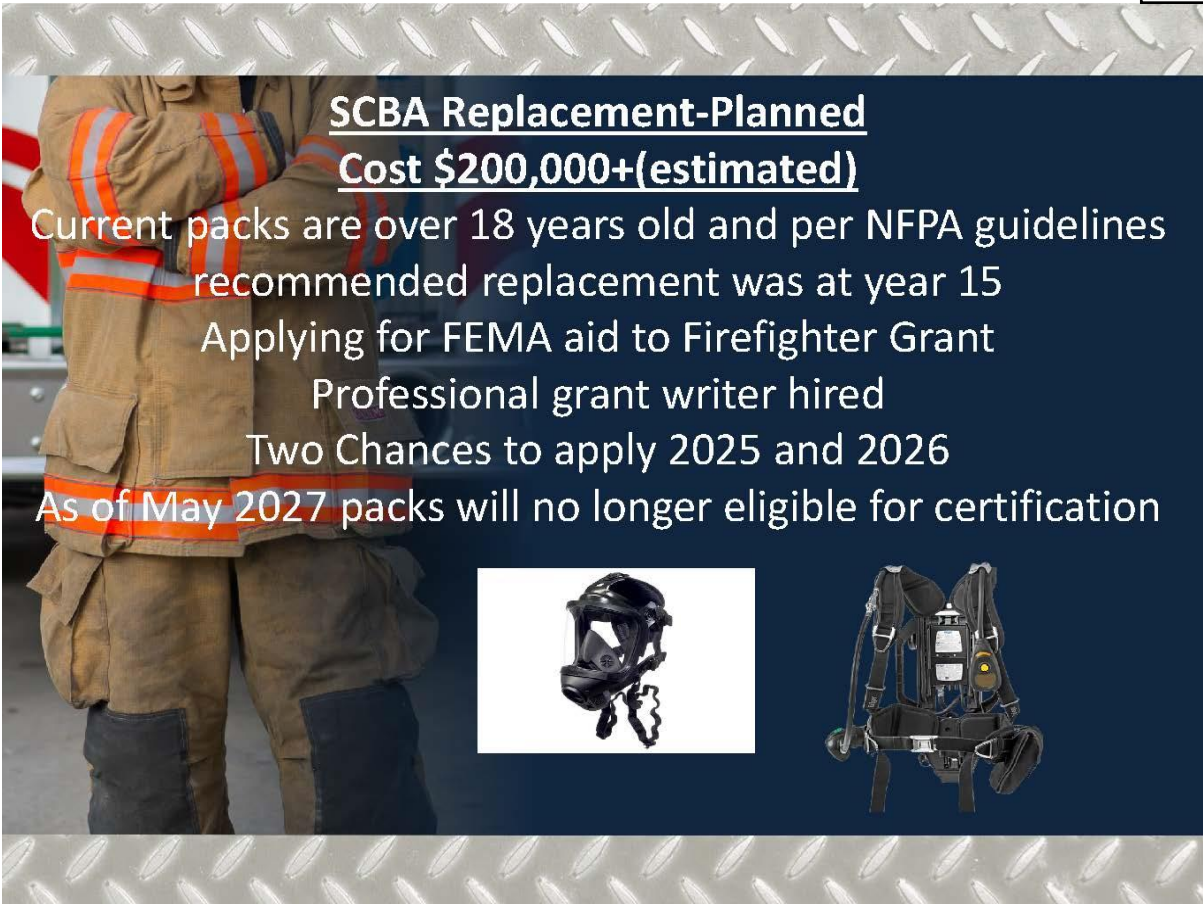
Extrication Tools-In Process
Cost \$54,000
Supplementing our 25+ year old
Extrication equipment
\$25,000 From Northampton County
\$29,000 General Funds



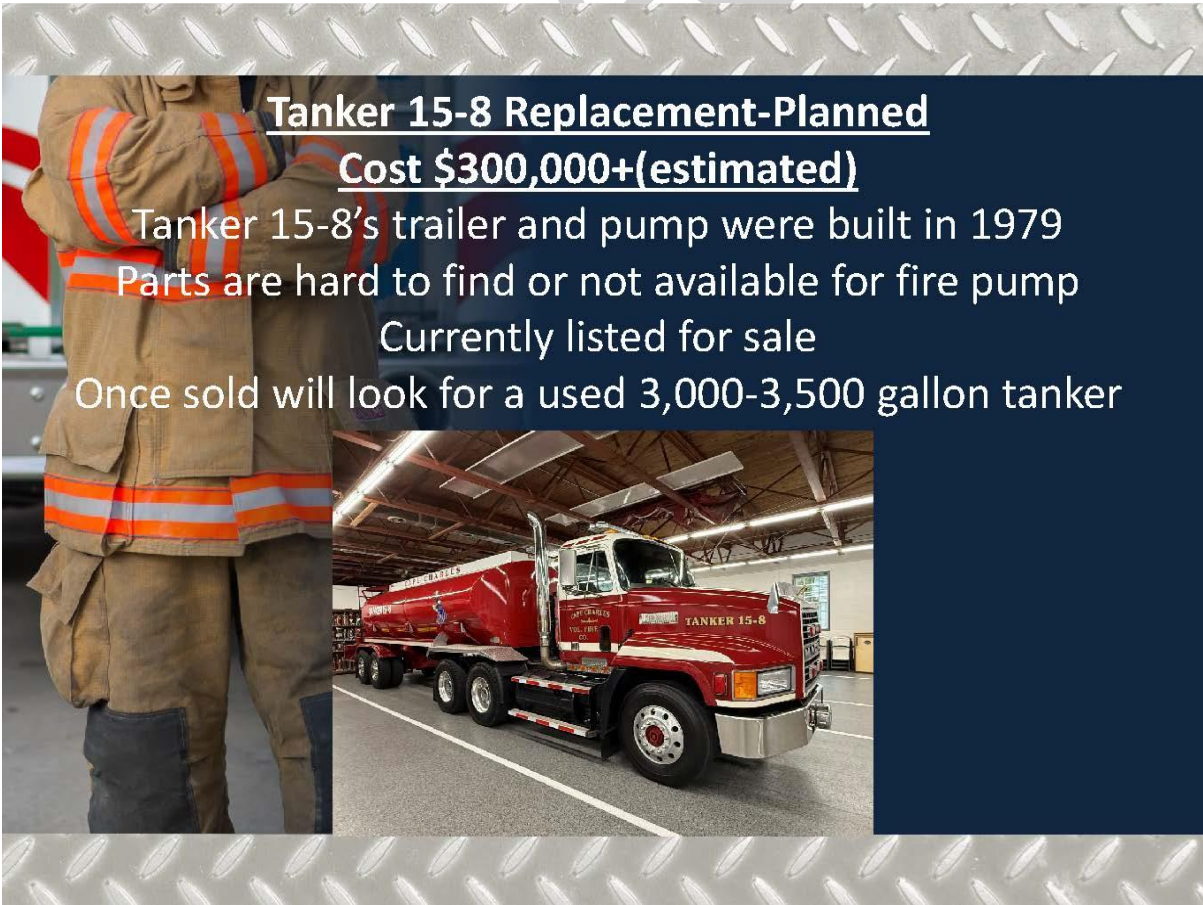


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Drainage Back of Station-In Process
Cost \$10,500
\$10,500 General Funds
During heavy rains area behind station floods
causing flooding inside of station in kitchen/bathrooms






SCBA Replacement-Planned
Cost \$200,000+(estimated)
Current packs are over 18 years old and per NFPA guidelines recommended replacement was at year 15
Applying for FEMA aid to Firefighter Grant
Professional grant writer hired
Two Chances to apply 2025 and 2026
As of May 2027 packs will no longer eligible for certification



Tanker 15-8 Replacement-Planned
Cost \$300,000+(estimated)
Tanker 15-8's trailer and pump were built in 1979
Parts are hard to find or not available for fire pump
Currently listed for sale
Once sold will look for a used 3,000-3,500 gallon tanker



SCBA Tank Compressor-Planned
Cost \$72,000+(estimated)
Current Compressor is 20 years old
Compressor has failed 2 times in 2025
Compressor has been repaired, but parts are no longer available



Update outside of building-Planned
Cost \$75,000+(estimated)
Outside of station hasn't been updated since 1990's

Current



Concept



Golf Cart Safety

There is an estimated 20,000+ ER visits per year

GOLF CART ACCIDENT STATISTICS

30-YEAR GROWTH IN INJURIES

1990 2023

DEMOGRAPHICS OF INJURED



31%
CHILDREN



62%
ADULTS



7%
SENIORS



SERIOUS ORTHOPEDIC INJURIES



38%
EJECTIONS



10%
ROLLOVERS



93%
FRACTURES

Golf Cart Safety

When accidents happen on public roads, they're typically 40% more severe than those on golf courses.

There are an estimated 600+ fatalities every year from golf cart accidents. Over 50% of those fatalities are children under the age of 12

Age Group	Most Common Injury Location	Most Severe Injury Type	Hospitalization Rate
Children	Head and neck (60% of cases)	Traumatic brain injury	29.5%
Adults	Upper extremities	Fractures	15.2%
Seniors	Hip and lower extremities	Hip fractures	38.7%




Golf Cart Safety Ways to reduce injury

For communities seeking to reduce preventable injuries, the following evidence-supported measures are recommended:

- **Require one seat belt per occupant** and require consistent seat belt use.
- **Prohibit infants and very young children** from riding on laps in golf carts and in proper car seats etc.....
- **Restrict occupancy to the number of manufacturer-installed seats-** Golf carts are designed for 4, 6 or 8 riders, **no lap riders**, multiple riders in one seat, side sitting, or standing passengers.
- **Encourage alignment with motor-vehicle passenger safety best practices** for all occupants riding in properly equipped, street-legal carts.

These recommendations reflect current safety standards and the most common injury mechanisms seen nationally. They provide a strong foundation for local policy aimed at reducing preventable injuries while preserving responsible golf-cart use within the community.



Questions?





DRAFT
TOWN COUNCIL
Work Session
November 20, 2025
Immediately Following the Regular Meeting

At 8:16 p.m., Mayor Adam Charney, having established a quorum, called to order the Work Session 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 Keuroglan, Assistant to the Town Manager Pam Endlein and Town Clerk Libby Hume.

WORK SESSION ORDER OF BUSINESS:

A. *Community Strategic Planning Survey Questions*

Town Manager Rick Keuroglan opened the discussion with an overview of his process. He met with both the Historic District Civic League and Bay Creek residents and received their feedback related to the survey and questions. He shared that many residents expressed frustration with prior yes/no questions, indicating they felt simplistic and unhelpful in capturing meaningful information.

Council emphasized the importance of differentiating between the survey and the strategic planning process itself. While the survey gathered community sentiment, the strategic plan was shaped through a broader, more formal process involving workshops with Council, Planning Commission, Historic District Review Board, staff, and representatives from various stakeholder groups. It was noted that the last comprehensive strategic planning session took place several years ago and that the Town is due for another full workshop.

Council discussed last year's issue where 70 responses were discarded due to incomplete identification information. Councilman Grossman stressed the need for clear instructions and early prompts requiring necessary fields. Council agreed that identification fields should be located at the beginning of the survey, with required fields preventing incomplete submissions. Rick Keuroglan also suggested adding a clear disclosure that personal information was not shared and that results were published anonymously.

Council debated how to categorize residents to better analyze data. Some members supported adding neighborhood-level identification to distinguish Historic District, Bay Creek North, and Bay Creek South responses. Others were concerned about perceptions of dividing the Town. Council agreed that these categories should be optional and would be used only for internal data analysis. Council also emphasized encouraging business owners to complete the survey regardless of residence, noting their unique perspective on economic activity in town.

Council reviewed proposed rating-scale questions relating to elements of small-town character. Councilwoman Holloway explained that, during the previous strategic planning cycle, the Town identified unique community events, walkability, and historic architecture as defining traits. Councilman Newman suggested changing language from "retaining" to "fostering," expressing concern that "retaining" implies decline. Council agreed and modified the heading accordingly. Council removed "natural environment" from this category, determining it fit better under environmental stewardship.

Council reached consensus that the beachfront section should be removed entirely. Members expressed concern that repeatedly surveying the same issues, such as dune height, fishing pier condition, and shoreline protection, could create frustration among residents. Since the Beachfront Master Plan already solicited extensive feedback, Council agreed that further questions would be duplicative and potentially confusing.

Council noted that many residents were unaware of which portions of the harbor the Town manages, so questions should explicitly reference the town docks, boat slips, and walkways. Councilman Newman recommended rewording open-ended questions to encourage input on physical conditions and amenities rather than broader harbor operations. Council supported retaining a question on needed improvements.

Council discussed concerns about maintenance, facility usage, and amenity feedback. Council supported adding specific items such as the restrooms, walkway, playground, tennis/pickleball courts and splash pad to allow more targeted feedback.

Council agreed that asking residents to rate the Town's efforts could create misleading impressions, given regional coordination with Northampton County and ongoing grant-funded planning efforts. However, Council felt it was still useful to ask residents how important environmental stewardship was to them and which priorities they believed the Town should focus on. Recycling was removed from the list due to the lack of contractors in the area to provide curbside recycling.

Council discussed the Town's strategic plan language regarding business environment and economic vitality. It was noted that Cape Charles Main Street was the Town's designated economic development partner and regularly fielded inquiries about desired business types. Council agreed to retain an open-ended question asking what types of businesses residents would like to see, removing specific categories that could imply Town-led recruitment.

Council confirmed that visitor feedback was valuable. The survey would retain a visitor experience rating question and ask which factors contributed most to a positive visit.

After a lengthy discussion, Council agreed to remove the housing options section. It was noted that past controversies surrounding housing policy and expressed concern that including housing questions could imply Town-led initiatives. Council reiterated that housing discussions were guided by zoning updates and not by survey sentiment.

Council decided that each Town department should be evaluated individually through rating scales. The open-ended question asking "which services need improvement and why" was removed in favor of a structured list that would generate clearer data. Council requested departments be listed alphabetically to avoid perceived prioritization.

Council determined that all Goal Headings would be removed.

Council added an open-ended question asking how the Town could enhance community engagement. Council members noted improvements made over the past year, such as recording work sessions and offering additional engagement opportunities, but indicated that resident feedback could provide further direction.

Council discussed last year's participation levels, noting strong community involvement but also expressed a desire to exceed 500 responses this year. Members emphasized releasing the survey earlier in December to prevent drop-off as many residents traveled for the holidays. Council suggested leveraging local organizations, including the Historic District Civic League and Cape

Charles Main Street, to boost participation. Members discussed technical options for survey hosting, including Google Forms, though the Town’s limitations regarding Google Suite access were noted.

Rick Keuroglan would clean up the survey as discussed and provide it to Council for review. Staff would finalize the hard copy survey and create an online version using Google Forms.

B. Review Town Manager Evaluation Question

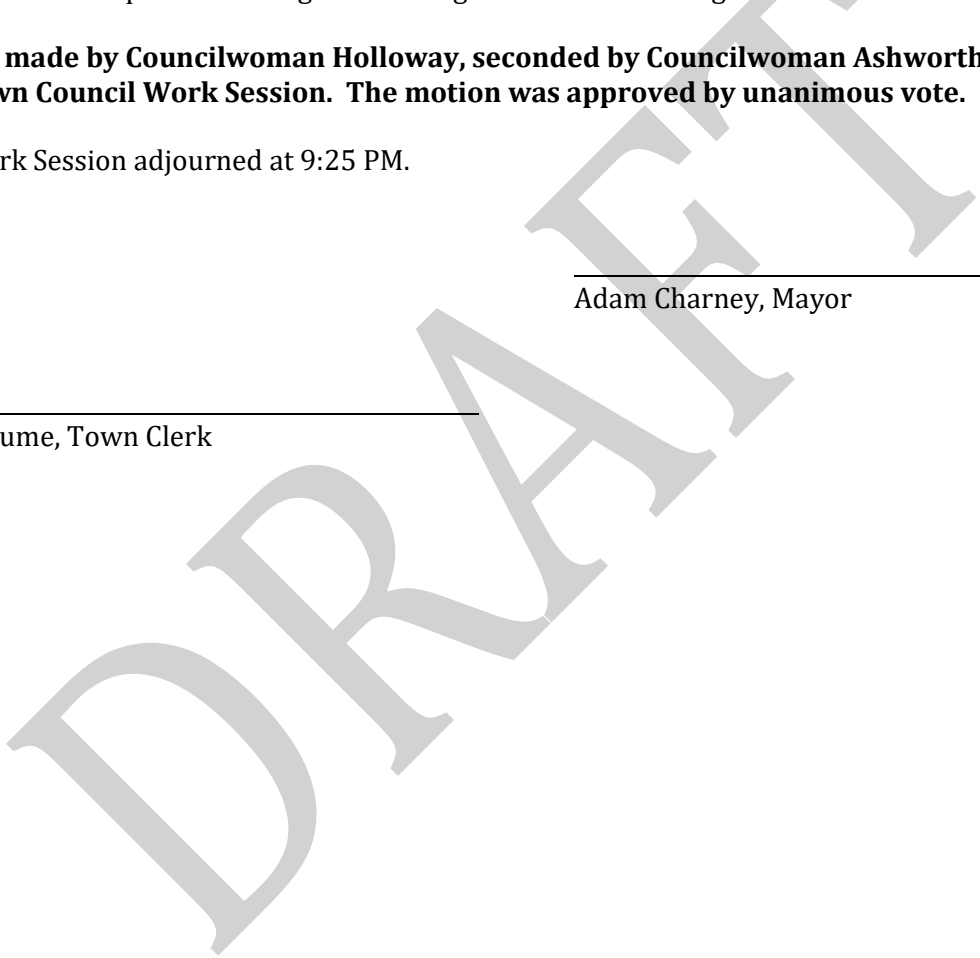
Councilman Grossman recommended holding a discussion-based evaluation during an executive session rather than using numerical scoring. He emphasized the importance of transparency and constructive dialogue. Council members noted the variation in personal scoring tendencies and agreed that qualitative discussion would yield a more accurate evaluation. The Town Manager would also have an opportunity to provide his input during the evaluation. A written summary would be compiled following the meeting for the Town Manager’s review.

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

The Work Session adjourned at 9:25 PM.

Adam Charney, Mayor

Libby Hume, Town Clerk



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

Cash on Hand	9/30/2025	10/31/2025	Increase/ (Decrease)
Atlantic Union Bank Checking Account	\$153,501	\$78,651	-\$74,850
Atlantic Union Bank Money Market Account	\$15,104	\$15,139	\$34
LGIP Account 1 - 0565 - Unrestricted	\$121,681	\$122,118	\$438
LGIP Account 2 - 0195 - Unrestricted	\$386,761	\$388,152	\$1,391
Virginia Investment Pool Liquidity Unassigned - 5003	\$16,814,974	\$16,875,893	\$60,919
Virginia Investment Pool 1-3 Year Unassigned 0001	\$1,122,908	\$1,126,129	\$3,221
Taylor Bank Operating Cash Account	\$149,584	\$280,316	\$130,733
Taylor Bank Sweep Account	\$1,155,563	\$1,010,017	-\$145,546
Total Cash On Hand	\$19,920,075	\$19,896,416	-\$23,659

Restricted and Reserved Cash Balances	9/30/2025	10/31/2025	Increase/ (Decrease)
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$30,120	\$30,120	\$0
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsrvd (Utilities)	\$0	\$0	\$0
Total Cash Held in Reserve	\$30,551	\$30,551	\$0
Total Cash - All Accounts	\$19,950,626	\$19,926,966	-\$23,659

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

REVENUE VS. EXPENDITURES

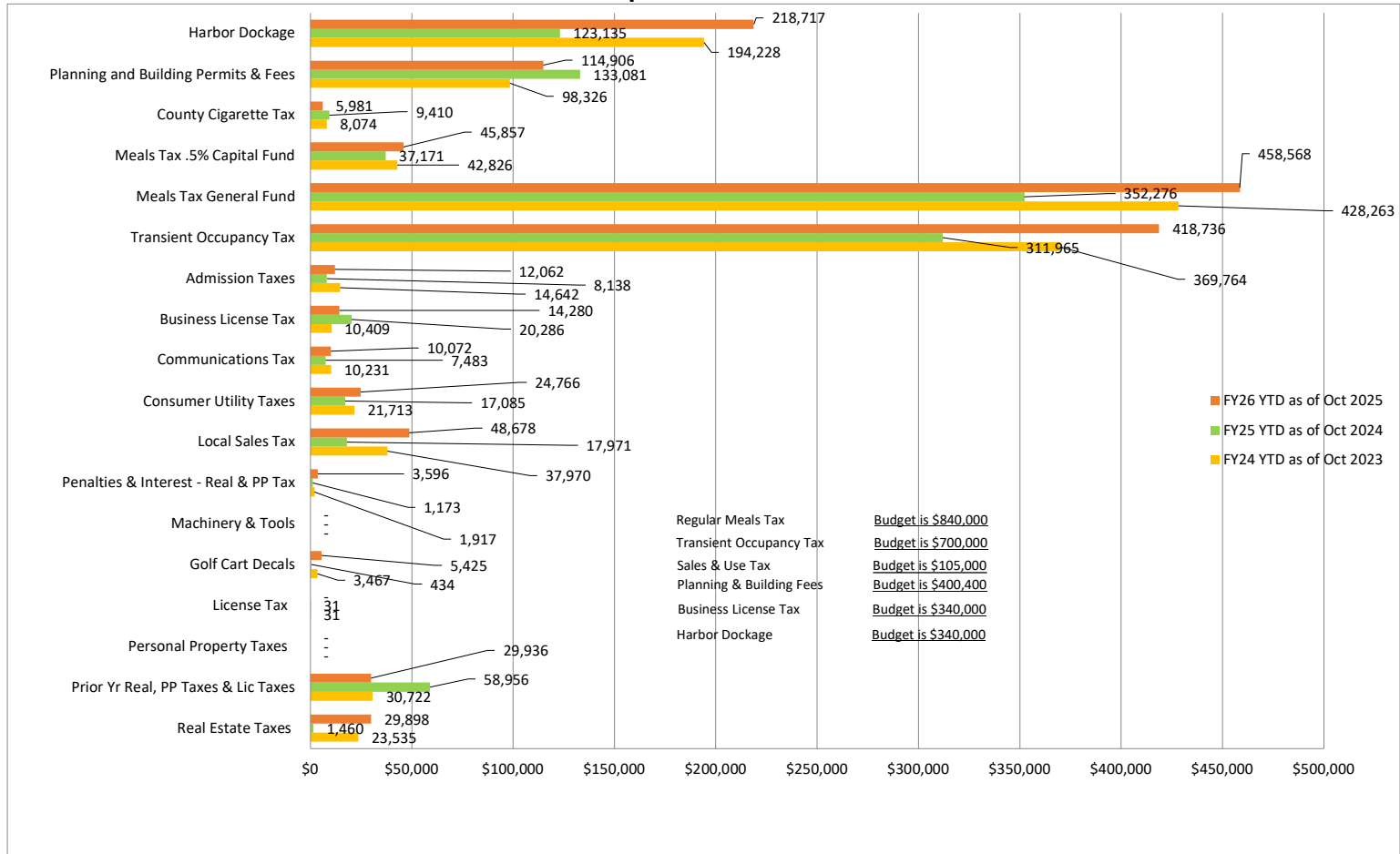
FUND	CURRENT MONTH	CURRENT YEAR-TO-DATE	ANNUAL BUDGET	% REALIZED/ EXPENDED FY25
GENERAL Fund				
REVENUE	\$377,720	\$1,687,686	\$5,870,099	28.75%
EXPENDITURES	\$373,740	\$2,099,843	\$5,870,099	35.77%
NET	\$3,981	(\$412,158)	\$0	
GENERAL Capital Fund				
REVENUE	\$8,063	\$1,545,857	\$6,837,456	22.61%
EXPENDITURES	\$197,818	\$2,445,242	\$6,837,456	35.76%
NET	(\$189,755)	(\$899,385)	\$0	
GENERAL Debt Service Fund				
REVENUE	\$0	\$1,595,121	\$1,655,121	96.37%
EXPENDITURES	\$0	\$1,500,000	\$1,655,121	90.63%
NET	\$0	\$95,121	\$0	
GENERAL Special Activities Fund				
REVENUE	\$0	\$0	\$0	0.00%
EXPENDITURES	\$0	\$0	\$0	0.00%
NET	\$0	\$0	\$0	
PUBLIC UTILITIES Fund				
REVENUE	\$438	\$81,989	\$80,000	102.49%
EXPENDITURES	\$42	\$80,042	\$80,000	100.05%
NET	\$396	\$1,948	\$0	
HARBOR Fund				
REVENUE	\$101,744	\$862,849	\$1,000,631	86.23%
EXPENDITURES	\$67,054	\$380,617	\$1,000,631	38.04%
NET	\$34,690	\$482,232	\$0	
SANITATION Fund				
REVENUE	\$93,606	\$96,819	\$361,177	26.81%
EXPENDITURES	\$29,593	\$129,415	\$361,177	35.83%
NET	\$64,013	(\$32,596)	\$0	

FY 26 Capital Improvement Project Tracking Report

As of:
10/31/2025

	<u>% of Current Year Budget</u>	<u>FY26 Budgeted</u>	<u>QTR 1 Expended</u>	<u>QTR 2 Expended</u>	<u>QTR 3 Expended</u>	<u>QTR 4 Expended</u>	<u>FY26 YTD Expended</u>	<u>(Over)/Under Budget</u>
General Capital Fund								
Municipal Space Replacement	0%	\$3,087,981.00	\$ 2,004	\$ 13,417	\$ -	\$ -	15,421	\$ 3,072,560
ADA Parking	14%	\$60,000.00	\$ 5,667	\$ 2,469	\$ -	\$ -	8,136	\$ 51,864
Library Repair & Renovation	0%	\$ 310,000	\$ 610	\$ -	\$ -	\$ -	610	\$ 309,390
Beachfront Revitalization	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	-	\$ 45,000
Beach Restroom/Bathhouse	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	-	\$ 45,000
Sidewalk Infill	0%	\$ 100,000	\$ -	\$ -	\$ -	\$ -	-	\$ 100,000
Mason Ave. Electrical	0%	\$ 164,000	\$ -	\$ -	\$ -	\$ -	-	\$ 164,000
Keck Wells Water Line Return	19%	\$ 565,000	\$ -	\$ 105,000	\$ -	\$ -	105,000	\$ 460,000
Subtotal		\$ 4,376,981.00	\$ 8,281	\$ 120,886	\$ -	\$ -	24,167	\$ 3,787,814
Harbor Fund								
Fuel Tank Improvements	0%	\$ 42,000	\$ -	\$ -	\$ -	\$ -	-	\$ 42,000
Fixed Dock Rehab	0%	\$ 25,000	\$ -	\$ -	\$ -	\$ -	-	\$ 25,000
Replace Boardwalk With Synthetic Decking	10%	\$ 129,000	\$ 11,785	\$ 1,650	\$ -	\$ -	13,435	\$ 115,565
Subtotal		\$ 196,000	\$ 11,785	\$ 1,650	\$ -	\$ -	13,435	\$ 182,565
TOTAL		\$ 4,572,981	\$ 20,066	\$ 122,536	\$ -	\$ -	37,602	\$ 3,970,379

Specific Sources of Revenue as of 10/31/2025



FY 26 Real Time Project Tracking Report

As of:
12/15/2025

	% of Budget	FY26 Budgeted	FY26 YTD Expended	(Over)/Under Budget
Restroom Trailer	49%	\$ 70,000	\$ 34,582.50	\$ 35,417.50
Interim Town Hall Costs				
Moving Costs				
Repairs & Improvments			\$ 34,711.73	
Information Technology & Computer Hardware			\$ 38,691.27	
Furnishings			\$ 39,767.98	
Contingency			\$ 6,263.93	
Subtotal	119%	\$ 100,000	\$ 119,434.91	\$ (19,434.91)
Lease		\$ 62,019	\$ -	
Total	74%	\$ 162,019	\$ 119,434.91	\$ 42,584.09

	Agenda Title:	Agenda Date:
	Permitting Accessory Dwelling Units for Short-Term Rentals	October 16, 2025
	Subject/Proposal/Request:	
	Planning Commission Recommendation on Referred Request from Town Council to consider Accessory Dwelling Units to be used as Short Term Rentals	
<p style="text-align: center;">Town of Cape Charles</p>	Attachments:	For Council:
	A) Planning Commission Staff Report dated September 12, 2025 B) ADU List	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Katie Nunez, Director of Planning & Zoning Administrator	Rick Keuroglan, Town Manager

Background: At the Town Council Regular Meeting on October 16, 2025, staff discussed a proposed zoning text amendment to consider Accessory Dwelling Units to be used as Short Term Rentals as well as a proposed Comprehensive Plan Amendment that would delete a sentence in the Housing Chapter on page 41 and add a new section to the Future Land Use Designation Description for Mixed Use Designation on page 127.

During that meeting, Town Council were supportive of advancing the first proposed change to the Comprehensive Plan but did not understand why the new section to the Future Land Use Designation Description was necessary relative to this discussion concerning Accessory Dwelling Units and Short-Term Rentals. Therefore, Town Council passed the Resolution of Intent to advance the Zoning Text Amendment as presented and agreed to the deletion of the one sentence on page 41 re: Accessory Dwelling Units contained in the Housing Chapter and requested that I reconsider the other proposed Comp Plan change.

Item Specifics: After re-reading the entire Comp Plan and then discussing this further with Town Manager Rick Keuroglan, I concur with Town Council that the addition of the new section is inappropriate at this particular junction and am not including this to advance to public hearing to amend the Comprehensive Plan. Nevertheless, based upon current discussions about Town parcels that fall within the Mixed Use Designation of the Future Land Use section of the Comprehensive Plan regarding workforce housing and proposals that are being considered at this time, I have added to my TO DO worklist with the Planning Commission and Town Council when we begin the 5-year review of the Comprehensive Plan to determine if we should amend the plan, pursuant to Code of Virginia §15.2-2230, to add language regarding housing stock diversity as part of the Comp Plan. Please note that this 5-year review of the Comp Plan will occur during summer/fall 2026.

Recommendation: No further action is required by Town Council on this matter since they adopted Resolution #20251016 at their October 16, 2025 meeting with that proposed section #3 Future Land Use Mixed Use stricken from that resolution.

Both the Comprehensive Plan Amendment 2026-01 and Zoning Text Amendment 2026-01 are being advertised with public hearings for the Planning Commission on Tuesday, January 6, 2026 and for the Town Council on Thursday, January 15, 2026.

For your reference, I have included the two Amendments that you were presented in October and showing the strike thru of the item discussed in this staff report.

Cape Charles Comprehensive Plan Changes
Housing – Accessory Dwelling Units (pg.41)
The Town of Cape Charles adopted ordinances in February 2019 that permitted accessory dwelling units under certain conditions, with adequate safeguards to protect the character of the existing residential neighborhood. This strategy is intended to develop new, moderate-cost rental housing while preserving the large, older homes and allowing more flexibility for elderly homeowners to stay in their homes. Among the conditions of approval for accessory apartments is that the accessory dwelling unit be “clearly subordinate to” the main unit. This is achieved by requiring that the unit be less than a specified percentage of the original house’s square footage. ~~In addition, these units cannot be rented for less than 30 day length stays in order to foster longer term residences (as opposed to summer tourist related weekly rentals).~~

~~**Add new Item #3 to the Future Land Use - Mixed Use Designation in the Comprehensive Plan**
Mixed Use – Preferred Uses (pg. 127)
3. Housing within this area shall lend itself to a variety of housing types (e.g., apartments, condos, single-family dwellings). It shall offer a diverse range of both rental options and ownership options to meet a range of price points to serve the community.~~


Cape Charles Zoning Ordinance Changes

CCZO Section 4.1 (J) (2) (a)

*Length of Stay –An Accessory Dwelling may either be rented as a short-term rental or long-term rental; by ~~An Accessory Dwelling Unit may not be rented as a short term rental. An Accessory Dwelling Unit may be occupied by any person for no less than 30 consecutive calendar days;~~ either paying a fee for such occupancy at his/her 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 sits shall provide occupancy documentation and/or information as requested in writing. *If an Accessory Dwelling Unit is going to be rented for less than thirty (30) days (Short-Term Rental), the Owner must comply with Section 4.14 of the Cape Charles Zoning Ordinance.**

Proposed Language to add in Section 4.14 (STRs) (B) (new item 4) of the Cape Charles Zoning Ordinance

A property with a legal Accessory Dwelling Unit (ADU) in accordance with Section 4.1 (J) may apply for only the primary dwelling unit or accessory dwelling use to receive an annual Short Term Rental Zoning Permit; there will be no allowance for both dwelling structures to be utilized as an Short Term Rental in the same calendar year.. If the ADU is applying for an STR Zoning Permit, the requirements outlined in the STR ordinance must be met to establish # of applicable bedrooms and occupancy for the STR. The ADU is prohibited from the plus two occupancy allowance contained in Section 4.14 (C) (5).

	Agenda Title: New Business	Agenda Date:
	Town Code Changes re Transient Occupancy Tax (§§ 18-196 & 18-198)	December 18, 2025
	Subject/Proposal/Request:	
	Transient Occupancy Tax - Code of Ordinance Changes	
<p align="center">Town of Cape Charles</p>	Attachments:	For Council:
	<ol style="list-style-type: none"> 1. Chapter 18, Article V of Town Code re: TOT 2. TOT Report (2025) 3. Ordinance 20251218 	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Marion Sofield, Treasurer	Rick Keuroglian, Town Manager

Background

The Town of Cape Charles currently levies a Transient Occupancy Tax (TOT) of 4% of gross occupancy revenue, plus:

- \$4.00 per night for short-term rentals (STRs), or
- \$1.00 per room for bed & breakfasts and hotel rooms.

At present, TOT is calculated and reported monthly, with reports and any tax remittance due to the Treasurer’s Office on or before the 20th day of the month following the month of occupancy. For example, TOT collected on occupancy during the month of June must be reported and remitted by July 20th. A 5% discount is currently allowed if the tax is reported and paid on or before the due date.

Item Specifics

To reduce the administrative time and effort required by both S.T.R. or lodging operators or owners and the Treasurer’s Office, it is more efficient to shift the TOT reporting and payment process from a monthly basis to a quarterly basis.

Quarterly reporting will reduce the frequency of filings while maintaining consistent tax collection and compliance.

Recommendation

It is recommended that the Town of Cape Charles amend its Code of Ordinances, Article V – Transient Occupancy Tax (see attached), to revise the reporting and remittance schedule from monthly to quarterly, and to eliminate the on-time payment discount.

Specifically, the ordinance should be amended to provide that:

1. Transient Occupancy Tax shall be reported and remitted on a quarterly basis.
2. Reports and any taxes due shall be submitted on or before the 20th day of the month following the end of each calendar quarter.
3. No discount shall be allowed for timely reporting or payment of Transient Occupancy Tax.

Quarterly Reporting Periods and Due Dates

Reporting Period	Due Date
January 1 – March 31	April 20
April 1 – June 30	July 20
July 1 – September 30	October 20
October 1 – December 31	January 20

Fiscal Impact

This amendment is not expected to reduce total Transient Occupancy Tax revenue. The change is administrative in nature and is intended to improve efficiency for both taxpayers and Town staff.

CODE OF THE TOWN OF CAPE CHARLES, VIRGINIA

- **ARTICLE V. - TRANSIENT OCCUPANCY TAX^[4]**

Footnotes:

--- (4) ---

State Law reference— *Transient occupancy tax authorized, Code of Virginia, § 58.1-3840.*

- **Sec. 18-191. - Violations and penalties.**

Any person who shall willfully violate or fail to comply with any provision of this article or who shall file a false or misleading monthly report hereunder shall be guilty of a Class 2 misdemeanor and fined an amount of not more than \$1,000.00.

(Code 2002, § 66-55; Ord. No. 20140424, 5-1-2014)

- **Sec. 18-192. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Hotel means any public or private hotel, inn, hostelry, tourist home or house, bed and breakfast, tourist camp, tourist cabin, camping grounds, motel, roominghouse or other lodging place within the town offering lodging, for compensation, to any transient.

Lodging means any room, lodging or space furnished to any transient.

Transient means any person who, for any period of not more than 30 consecutive days, either at such person's own expense or at the expense of another, lodges or obtains lodging at any hotel, motel, tourist home, or other facility.

(Code 2002, § 66-56; Ord. No. 20140424, 5-1-2014)

- **Sec. 18-193. - Amount of levy.**

There is hereby levied and imposed on each transient a tax in the amount established by the town on the total amount paid for lodging, by or for any such transient, to any hotel, motel, bed and breakfast, campground, and other facilities offering guest rooms rented out for continuous occupancy for 30 consecutive days or less. The revenue collected from the transient occupancy tax shall be allocated for tourism-related initiatives.

(Code 2002, § 66-57; Ord. No. 20140424, 5-1-2014; [Ord. No. 20150917, § 2](#), 9-17-2015)

- **Sec. 18-194. - Exemptions.**

The tax imposed by this article shall not apply to the rental of condominiums, apartments, townhouses or single-family houses which are rented for occupancy for periods exceeding 30 consecutive days.

(Code 2002, § 66-58; Ord. No. 20140424, 5-1-2014)

- **Sec. 18-195. - Collection.**

Every person receiving any payment for lodging with respect to which a tax is levied under this article shall collect the amount of such tax so imposed from the transient on whom such tax is levied, or from the person paying for such lodging, at the time payment for such lodging is made. The taxes required to be collected under this section shall be deemed to be held in trust by the person required to collect such taxes until remitted as required in this article.

(Code 2002, § 66-59; Ord. No. 20140424, 5-1-2014)

EDIT THE

- **Sec. 18-196. - Reports required.**

Every person collecting any tax levied by this article shall make out a report thereof, upon such forms and setting forth such information as the town treasurer may prescribe and require, showing the amount of lodging charges collected and taxes required to be collected. Such person shall sign and deliver such report to the town treasurer with the remittance of the taxes collected. Transient Occupancy Tax shall be reported and remitted on a quarterly basis. Such reports and remittances shall be remitted to the town treasurer on or before the 20th day of each month covering the amount of tax collected during the preceding month following the end of the preceding quarter.

(Code 2002, § 66-60; Ord. No. 20140424, 5-1-2014)

- **Sec. 18-197. - Collector's records.**

It shall be the duty of every person liable for the collection and remittance to the town of any tax imposed by this article to keep and to preserve, for a period of four years, all

suitable records as may be necessary to determine the amount of tax to have been collected and remitted to the town. The town treasurer, or a designated representative, may inspect such records at all reasonable times.

(Code 2002, § 66-61; Ord. No. 20140424, 5-1-2014)

DELETE THE FOLLOWING:

Sec. 18-198. - Compensation for collection.

For the purpose of compensating sellers for the collection of tax imposed by this article, every seller shall be allowed five percent of the amount of the tax due and accounted for in the form of a deduction on the monthly return, provided the amount due is not delinquent at the time of payment.

(Code 2002, § 66-62; Ord. No. 20140424, 5-1-2014)

- **Sec. 18-199. - Penalty and interest for late payment.**

If any person shall fail or refuse to remit to the town treasurer the tax required to be collected and paid under this article within the time and in the amount specified, there shall be added to such tax a penalty in the amount of ten percent thereof and interest thereon at the rate of ten percent per annum, which shall be computed upon the taxes and penalty from the first day of the month next following the month in which such are due and payable.

(Code 2002, § 66-63; Ord. No. 20140424, 5-1-2014)

- **Sec. 18-200. - Failure to collect taxes or make reports.**

If any person, whose duty it is so to do, shall fail or refuse to collect the tax imposed under this article and make timely report and remittance thereof, the town treasurer shall proceed in such manner as is practicable to obtain facts and information on which to base an estimate of the tax due. As soon as the treasurer has procured whatever facts and information which may be obtainable, upon which to base the assessment of any tax payable by any person who has failed to collect, report or remit such tax, the treasurer shall proceed to determine and assess against such person the tax, penalty and interest provided in this article and shall notify such person, by registered mail, sent to such person's last-known address, of the total amount of such tax, penalty and interest. The total amount thereof shall be payable ten days after the date such notice is sent.

(Code 2002, § 66-64; Ord. No. 20140424, 5-1-2014)



Municipal Corporation of Cape Charles 2025 Transient Occupancy Tax Return

2 Plum Street, Cape Charles, VA 23310
(757)-331-3259 x20, 21, or 26
Email: ryan.silvey@capecharles.org

Part 1: Business Information

Business Name: _____

Physical Address: _____

For the Month Ending: _____

**If filing for more than one rental unit, YOU MUST ATTACH AN ITEMIZED LISTING of each unit including the gross rent amount and tax due.*

Part 2: Owner Contact Information

Name: _____

Address: _____

Email: _____ Phone Number: _____

Part 3: Property Management Company (If Applicable)

Name: _____

Address: _____

Email: _____ Phone Number: _____

Part 4: Tax Information

Total Gross Receipts	A.	\$
Less Exempt Receipts (see reverse side)	B.	\$
<i>4% Tax Liability (Net Taxable Receipts x .04)</i>	C.	\$
Hotels/BnB's - Total of _____ nights x flat fee of \$1 per room	D.	\$
Rental Homes - Total of _____ nights x flat fee of \$4 per night	E.	\$
TOTAL of all taxes due - Tax Liability	F.	\$
Plus 10% late filing penalty (Tax x .10)	G.	\$
Plus Interest (see reverse side)	H.	\$
5% Discount if Remitted by Owner	I.	\$
Tax Payable to Town of Cape Charles	J.	\$
Remitted by VRBO	K.	\$
Remitted by Airbnb	L.	\$
Remitted by Owner/Property Manager/Other Agent	M.	\$

Part 5: Acknowledgement

Please refer to the reverse side of this form for additional information and instructions on how to complete this form.

***Note:** A 5% discount will be allowed only if this return is postmarked by the due date of the 20th day of the month following the month the tax is due. The owner or local manager may take the discount if sending payment, him/herself, but not if Airbnb, VRBO, etc. are remitting on their behalf. The discount is for the entity collecting and remitting the taxes. If filing for more than one rental unit, YOU MUST ATTACH AN ITEMIZED LISTING of each unit including the gross rent amount and tax due. I declare that this return has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

Signed: _____ Date: _____

Transient Occupancy Tax Return

General Information & Form Instructions

Taxes are due from any public or private hotel, inn, hostelry, tourist home or house, bed and breakfast, tourist camp, tourist cabin, camping grounds, motel, rooming house or other lodging place within the Town offering lodging for compensation, to any transient.

Lodging means any room, lodging or space furnished to any transient.

Transient means any person(s) who, for any period of not more than 30 consecutive days, either at his own expense or at the expense of another, lodges or obtains lodging at any hotel, motel tourist home or other facility.

The tax imposed shall not apply to the rental of condominiums, apartments, townhouses or single-family homes which are rented for occupancy for *periods exceeding 30 consecutive days*.

Please note: Northampton County also collects a transient occupancy tax. The report and payment of Northampton County's tax should be remitted directly to the Northampton County Commissioner of Revenue. Questions or additional information should be directed to Northampton County at the following telephone number: (757) 678-0446.

Form Instructions:

Gross Receipts is the amount collected by the innkeeper (or innkeeper's representative) on the cost(s) of renting the space offering guest rooms for rent **without subtracting** any costs or expenses, such as cleaning, etc.

Exempt Receipts: Subtract from your gross receipts any other transient or sales taxes that were collected which are due other entities or taxing authorities, or rental income received from foreign nationals or other tax-exempt agencies if they were included in Gross Receipts.

Net Taxable Receipts are gross receipts less exempt receipts.

4% Tax Liability: Multiply net taxable receipts by .04 or 4% and enter that amount on the line designated.

Flat Rate Tax: Multiply the number of room rental nights by \$1 flat rate for hotels and B&B's, and house rental nights at \$4 flat rate for rental homes.

Payment of the occupancy tax is due on or before the 20th day of the month covering the amount of tax collected during the preceding month.

If payment is made or is postmarked by the 20th of the following month: A 5% discount is allowed to the entity that collected the tax. Multiply the total tax liability by .05 and enter that amount in the line designated "5% Discount." Subtract that amount from the tax liability and enter the result in the "Net tax payment due from all sources" line. Sign and date the return and prepare a check for the amount due. Remit payment to the Town of Cape Charles. If VRBO or Airbnb pays part or all of you tax for the month, they will not take the discount. Enter in the amount they will be sending on the appropriate line.

If payment is not made or is not postmarked by the 20th day of the following month: A 10% late filing penalty will be assessed. Multiply the tax amount by 10% and enter that amount in the line designated "10% Late Filing Penalty." In addition: An interest charge is due thereon at the rate of 10% per annum or .833% per month and is computed upon the tax liability from the first day of the month following the month in which such tax is due and payable. Enter that amount in the line designated "Plus Interest." Add that tax liability, the 10% late filing penalty, and the interest amounts together and enter the result in the applicable "Tax Payable" line.

Sign and date the return and send payment and the return to the Treasurer, Town of Cape Charles. If you need assistance or have questions regarding the form, please direct them to the Treasurer's office by calling (757) 331-3259, ext. 20, 21, or 23.

**ORDINANCE 20251218
UPDATING CAPE CHARLES TOWN CODE CHAPTER 18, ARTICLE V.
TRANSIENT OCCUPANCY TAX, §§ 18-196 AND 18-198**

WHEREAS, the Town of Cape Charles currently levies a Transient Occupancy Tax (TOT) of 4% of gross occupancy revenue, plus:

- \$4.00 per night for short-term rentals (STRs) of
- \$1.00 per room for bed & breakfasts and hotel rooms.

WHEREAS, currently, TOT is calculated and reported monthly with tax remittance due by the 20th day of the month following the month of occupancy with a 5% discount applied if tax is reported and paid on or before the due date; and

WHEREAS, to reduce the administrative time and effort required by both the STR and lodging operators and owners and the staff of the Treasurer’s office, it is more effective to shift the TOT reporting and payment process from a monthly basis to a quarterly basis; and

WHEREAS, in addition to the change to quarterly reporting and payment, staff is also recommending elimination of the discount for on-time payment; and

NOW, THEREFORE, BE IT ORDAINED by the Town Council of Cape Charles, this 18th day of December 2025, that Chapter 18, Article V, Sections 18-196 and 18-198 of the Cape Charles Town Code be revised as attached, to become effective January 1, 2026.

Adopted by the Town Council of Cape Charles on December 18, 2025.

By: _____
Mayor Charney


ATTEST:

Town Clerk

Sec. 18-196 – Reports required.

Every person collecting any tax levied by this article shall make out a report thereof, upon such forms and setting forth such information as the town treasurer may prescribe and require, showing the amount of lodging charges collected and taxes required to be collection. Such person shall sign and deliver such report to the town treasurer with the remittance of the taxes collected. **Transient Occupancy Tax shall be reported and remitted on a quarterly basis. Such reports and remittances shall be remitted to the town treasurer on or before the 20th day of month following the end of the preceding quarter.**

Delete Section 18-198 – Compensation for collection.

	Agenda Title:	Agenda Date:
	Reappointment of Historic District Review Board Member	December 18, 2025
	Subject/Proposal/Request:	
	Reappoint member to the Historic District Review Board	
Town of Cape Charles	Attachments:	For Council:
	None	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Libby Hume, Town Clerk	Rick Keuroglan, Town Manager

Background:

The Historic District Review Board (HDRB) reviews applications for certificates of appropriateness for exterior modifications to existing buildings, construction of new buildings and demolition of buildings in the Town’s Historic District. The HDRB consists of five members – four citizen members each service five-year terms, and one Planning Commission representative.

Item Specifics:

Kathy Glaser currently serves on the HDRB and her term will be expiring on January 8, 2026. She has expressed her interest in continuing her service on the Board for another term.

Recommendation:

Staff requests Council discussion, and if deemed appropriate, reappointment of Ms. Kathy Glaser to the Historic District Review Board for another five-year term.