



February 19, 2026 Town Council Regular Meeting

February 19, 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)**
4. **Close Public Hearing**
5. **Recognition of Visitors / Presentations / Recognitions**
 - A. Cape Charles Volunteer Fire Company - Ryan Peake, Treasurer
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 December 2025 Financial Report
8. **Unfinished Business:**
 - A. Railroad & Harbor Area Master Plan Design
9. **New Business:**
 - A. Virginia Port Authority Aid to Local Ports Grant
 - B. Resolution to VDOT for Placement of Flooding Notification Signage Around Plum St & Madison Ave
 - C. Mason Avenue Handicap Ramps
 - D. Sidewalk Infill Project
 - E. Formal Adoption of CAPE Values
 - F. Precious Metals and Gemstones Permit Fee and Process
10. **Town Manager Comments**
11. **Mayor & Council Comments (5 minutes per speaker)**
12. **Announcements**
 - A. February 28, 2026 - Strategic Planning Session, 9AM-1PM, location to be determined
 - B. March 5, 2026 - Town Council Special Meeting

C. March 19, 2026 - Town Council Regular Meeting

D. March 21, 2026 - Cape Charles Day

13. Adjournment

Cape Charles Volunteer Fire Co.



Chief
Jay Bell

Deputy Chief
Jeb Brady

Assistant Chief/President
Matt Pruitt

Captain
Masen Bell

Leutenant/Treasurer
Ryan Peake

Bay Creek Fire Update

Chief Jay Bell

- Response Times
- On Scene after action report
- Things that went well
- Things that could have gone better

By the Numbers 2025:

- Number of Calls: 254
- In 2025 42% of the calls were within the Town Limits.
- 2025 saw a 6% reduction in calls down from 270 calls in 2024

By the Numbers 2026 To date:

- Number of calls through Feb 7th in 2025: 11
- Number of Calls through Feb 7th: 35(3x increase)

By the Numbers 2025 Financials(Income):

Donations	\$13,744.00
Fundraising	\$111,991.00
Northampton County Yearly Contribution	\$100,000.00
Northampton County Cigarette Tax	\$42,000.00
Town Of Cape Charles-Yearly Contribution	\$75,000.00
Town of Cape Charles-Permit Fees	\$17,548.00
Northampton County Fire rescue commission	\$2,489.00
Sale of Brush truck	\$3,600.00
American water	\$1,000.00
Total	\$367,372.00

By the Numbers 2025 Financials(Large Expenses):

Roof Replacement	\$82,000.00
Loan Payment 15-3	\$48,000.00
Loan Payment Tanker 15-7	\$12,000.00
Comprehensive/Liability Insurance	\$24,000.00
Workers Comp	\$5,500.00
Supplemnetal Workers comp	\$3,650.00
Fundraising Expenses	\$26,000.00
Replacement Tires	\$7,500.00
Matheny Fire(Hose and loose eq for 15-3)	\$33,000.00
New turnout gear/helmets	\$9,500.00
Total	\$251,150.00

Capital Expenses 2025

New Roof-Completed(\$80K)

New Extrication Tools-Completed(\$90K)

Drainage back of Station-In Process

Capital Projects Moving Forward.

Projects on hold until SCBA replacement is finalized

SCBA Replacement(Air Packs)(\$200K)

Replacement of Tanker 15-8(TBD)

Replacement of Air compressor for SCBA Bottles(72K)

Update/paint Outside of Station(50K-70K)

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

One Chance to apply 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

Concept



Current

Planned Development Bay Creek

Section 5, Item A.

Planning Together for safe, Responsible emergency response in Bay Creek.

- We support Bay Creek's continued growth and the benefits it brings to the community
- As development evolves, public safety planning and equipment needs to evolve alongside it
- Our goal is simple: align emergency response capability with building scale
- If we build higher (5 stories / ~65') and bigger → we need a documented aerial response plan (and/or aerial capability), plus validated access & staging
 - Currently, the only aerial in Northampton County is operated by Cheriton. It responded to the Bay Creek fire, but experienced a mechanical failure on scene and was not operational. On the day of that incident, the next closest available aerial resource was from Chincoteague, with an estimated response time of approximately 1.5 hours.
 - If we build denser → we need stronger water supply + hydrant coverage, and clear fire lanes
 - If we build larger footprints / more complex sites → we need verified apparatus access, turning radius, and pre-plans before occupancy

Bottom line: Growth works best when safety planning is built in early—so projects move forward smoothly and the community stays protected.

Planned Development Bay Creek

New 5-Story (65') Condos: A chance to Plan Ahead

- Proposed 5-story / ~65-foot buildings are a meaningful step up in response complexity
- At this height, the safety plan typically includes aerial capability (ladder truck or a documented aerial response plan), plus validated access, staging, and water supply
- Regional aerial availability is currently limited and not always reliable, so planning needs redundancy:
 - clear response plan (primary/secondary aerial resources + realistic response expectations)
 - confirmed apparatus access and setup space
 - water supply capable of supporting extended operations
- Collaboration (forward-looking, constructive):
 - We're hopeful and looking forward to partnering with the Developer, Northampton County, and the Town to align the project design with practical emergency response needs early—so there are no surprises later

Practical Next Steps: Securing a Reliable Aerial Device for our Response

Section 5, Item A.

- With no consistently reliable local aerial resource, our priority is building a redundant, dependable aerial strategy that matches our response area
- We're looking forward to working with the Developer, Town, and County on a clear path forward

Proposed steps (actionable + collaborative):

- 1) Convene a joint working session (Developer + Town + County + Fire/EMS)
Confirm response area needs, access points, fire lanes, and staging zones early in design
- 2) Document an aerial response plan for our response area
Identify primary + secondary aerial resources, dispatch procedures, and realistic response expectations
Validate access routes, turning radii, and apparatus setup locations on the site plan
- 3) Confirm water supply can support extended operations
Hydrant spacing and flow verification / water supply assessment tied to the project footprint and height
- 4) Create pre-plans before occupancy
Site maps, standpipe/FDC locations (if applicable), key access points, staging, and incident action options
- 5) Establish a funding/partnership pathway for a reliable aerial solution
Explore options such as shared funding, dedicated public safety contributions tied to development, grants, or a regional agreement that ensures dependable aerial coverage
As of today an aerial will cost between \$2M-\$2.5M and take around 3 years to build.



Questions?





**DRAFT
TOWN COUNCIL
Executive Session
Cape Charles Civic Center, 500 Tazewell Avenue
January 15, 2026
5:00 PM**

At 5:00 p.m. Vice Mayor Andy Buchholz, having established a quorum, called to order the Executive Session of the Cape Charles Town Council. In addition to Vice Mayor Buchholz, in attendance were Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. Also, in attendance was Town Clerk Libby Hume.

Motion made by Councilman Grossman, seconded by Councilman Butta, and unanimously approved to go into Executive Session in accordance with Section 2.2-3711.A of the Code of Virginia, Paragraph 1 for the purpose of: Discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The motion was approved by unanimous vote.

Specifically: Interviews to fill Planning Commission Vacancy

Members of the public were asked to leave the room.

Council went into executive session at 5:01 p.m.

Motion made by Councilwoman Ashworth, seconded by Councilwoman Holloway, to return to open session. The motion was approved by unanimous vote.

The open portion of the meeting resumed at 5:51 p.m. There were no members of the public waiting to return to the meeting.

Certification, to the best of each member’s knowledge, that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body. Roll call vote: Ashworth, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes; Newman, yes.

Motion made by Councilwoman Ashworth, seconded by Councilman Grossman, to appoint Mr. Alan Clark to the Planning Commission effective February 1, 2026, to complete a term expiring on October 31, 2029. The motion was approved by unanimous vote.

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

The Executive Session adjourned at 5:52 p.m.

Mayor Charney

Town Clerk

DRAFT
TOWN COUNCIL
Public Hearing & Regular Meeting
January 15, 2026
Cape Charles Civic Center, 500 Tazewell Avenue
6:00 p.m.

CALL TO ORDER

Mayor Adam Charney called the Town Council Public Hearing and Regular Meeting to order at approximately 6:00 p.m.

ROLL CALL

Council Members in attendance: Mayor Charney; Vice Mayor Buchholz; Councilmen Butta, Grossman and Newman, Councilwomen Ashworth and Holloway. A quorum was established.

Others in attendance: Town Manager Rick Keuroglan, Planning & Zoning Director Katie Nunez, Code Official Jeb Brady, Treasurer Marion Sofield, Police Chief Jim Pruitt, Assistant to the Town Manager Pam Endlein, Town Clerk Libby Hume.

There were 14 members of the public in attendance.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Council observed a moment of silence followed by the Pledge of Allegiance.

PUBLIC HEARING

Mayor Charney opened the public hearing at 6:02 p.m.

A. Conditional Use Permit Application (CUP 2026-01) from the Cape Charles Rosenwald School Restoration Initiative

Planning & Zoning Director Katie Nunez presented the staff report and provided a detailed overview of the Conditional Use Permit (CUP) application. She explained that the applicant sought approval for a freestanding sign exceeding the zoning ordinance’s maximum allowable height of 10 feet and maximum allowable sign area of 24 square feet. The proposed sign measured approximately 59 square feet. She reviewed the purpose and intent of the Town’s recently adopted sign ordinance, noting that it was developed to balance visibility, traffic safety, and community character. She emphasized that the ordinance included a conditional use permit process to allow site-specific flexibility where ordinance standards might not anticipate every circumstance. Katie Nunez summarized the Planning Commission public hearing held January 6, 2026, at which no written or verbal public comments were received. She described Planning Commission discussion regarding requested square footage and height, legibility standards including discussion of letter sizing and speeds along Old Cape Charles Road, comparisons to other signs, and concerns about precedent. The Planning Commission unanimously recommended approval of CUP 2026-01 with conditions: the sign not exceed 36 square feet, be no greater than 10 feet in height, and comply with applicable lighting provisions.

Vice Mayor Buchholz disclosed that he was the contractor associated with the sign installation and asked if Council had objections to his participation. No objections were raised.

Elise McMath, Director of Programming and Communications for the Impact Center, addressed Council stating that the request was fundamentally about visibility, wayfinding, and recognition of the Impact Center as a historic, public-facing institution serving education, workforce development, and preservation of African American history. She emphasized the need for the

sign to provide clear identification, including the 911 address, and incorporate a changeable letter board to communicate programs and events, particularly for residents who did not use social media. (Please see attached.)

PUBLIC HEARING COMMENTS

Dianne Davis, resident

Ms. Davis addressed Council and spoke in support of the application. She stated that she is an alumnus of the Cape Charles School and emphasized that the building’s location and lack of lighting on the roadway make visibility important. She noted that many people did not use social media and that signage was an important means of communication and outreach. She went on to state that the sign would help ensure that the public would become aware of the building and its programs and urged Council to support the requested sign size. She emphasized the historic significance of the Rosenwald School as the only African American structure of this type in Cape Charles and asked Council to consider that significance when making its decision.

Mark Usry, resident

Mark Usry, a board member of the Cape Charles Rosenwald School Restoration Initiative, also spoke in support. He stated that the board sought to include multiple elements on the sign to recognize the site’s past and its future as the Impact Center, including the former school identity and Washington Rosenwald history, and to allow for changeable messaging about programming. Mr. Usry acknowledged concerns about exceptions to ordinances but stated that well-reasoned, logical exceptions would not “blow the lid off” a policy. He discussed historic school board decisions that placed the school out of sight and argued that allowing a larger sign would be a meaningful way to make the site visible and help correct historic exclusion. He requested Council approval of the larger sign.

Council discussed sign size, letter sizing, legibility, comparisons to other signs within the town’s limits for comparable examples, and the importance of applying the adopted ordinances consistently while also recognizing the site’s historic significance.

B. Amend Comprehensive Plan Page 41 Regarding Housing - Accessory Dwelling Units and Page 12 - Future Land Use – Mixed Use Designation

Katie Nunez explained that the proposed Comprehensive Plan amendment would remove language stating that Accessory Dwelling Units (ADU) may not be rented for fewer than 30 days, to align Comprehensive Plan policy with the proposed Zoning Text Amendment allowing ADUs to be used as Short-Term Rentals (STR) under defined conditions. She reviewed the background and noted the Planning Commission reviewed the Comprehensive Plan Amendment and Zoning Text Amendment together because they were interdependent.

PUBLIC HEARING COMMENTS

Claudette Lajoie, President of the Historic District Civic League

Ms. Lajoie addressed Town Council regarding concerns about the handling of Town policies and procedures related to recent discussions on allowing accessory dwelling units (ADUs) to be used as short-term rentals. Ms. Lajoie stated that the topic had been discussed over several months at multiple Planning Commission and Town Council meetings with consistent public participation, and she questioned the timing and presentation of staff concerns referenced in the meeting materials. She expressed concerns regarding transparency, consistency, and process, citing issues related to draft ordinance language, meeting documentation, and procedural clarity. Ms. Lajoie emphasized the importance of accountability, adherence to established processes, and maintaining public trust in Town decision-making, particularly as the Town moves forward with future planning efforts. (Please see attached.)

Town Clerk Libby Hume read letters from Julie Jones and Sam Jones into the public hearing record regarding CPA 2026-01. (Please see attached.)

C. *Amend Cape Charles Zoning Ordinance Sections 4.1(J)(2)(a) and 4.14(B) new item 4*

Ms. Nunez reviewed the proposed zoning text amendments, explaining that the changes would allow either the primary dwelling unit **or** the accessory dwelling unit on a lot to operate as a short-term rental in a given calendar year, but not both. She explained that the amendments maintain existing ADU size limitations, setback requirements, and occupancy restrictions. She also reviewed enforcement provisions, documentation requirements, and consistency with the Town’s existing STR ordinance.

There were no additional comments to be heard, nor any additional letters submitted prior to the meeting.

Motion made by Councilman Grossman, seconded by Vice Mayor Buchholz, to close the public hearing. The motion was approved by unanimous vote.

The public hearing closed at 6:57 p.m.

Recognition of Visitors / Presentations / Recognitions

A. *Recycling Presentation – Gaelan Patel of GP Backroad Recycling*

Mayor Charney recognized Gaelan Patel of GP Backroad Recycling, who presented a curbside recycling proposal for the Town.

Mr. Patel began by informing Council that Cape Charles threw away over 2.6M pounds of trash each year including about 836K pounds of recyclable material with glass being a significant component. About 32% of trash going to the landfill could be recycled instead. Mr. Patel proposed biweekly pickup, preferably on Fridays, at an estimated cost of \$20 per month per household if the Town provided the carts, and \$25 per month if the vendor provided the carts. A Town-wide contract was preferable, but he could provide an option for residents to opt out. In order for the program to be viable, approximately 950 homes and businesses would need to participate. (Please see attached.)

Council asked about cart procurement costs and Mr. Patel stated that one quote, for approximately 1,200 carts, totaled about \$70K. Council discussed whether participation should be Town-wide, how carts would be counted for business participation, and how additional carts for businesses would be priced. It was noted that recycling was often requested by residents, so this could be something to discuss further during the FY 2027 budget meetings.

Mayor Charney thanked Mr. Patel for the presentation.

PUBLIC COMMENTS (3 minutes per speaker for topics not subject to this evening’s public hearings)

Barry Gabler, resident

Mr. Gabler addressed Council regarding flooding conditions around his property and surrounding streets. Mr. Gabler provided background that he and his family discovered after Hurricane Matthew that the area was prone to significant flooding, which they commonly refer to as “Lake Madison.” He described the area as a low point in Town and stated that flooding could occur when high tide coincides with heavy rain. He explained that flooding conditions could become severe, including impacts to vehicles. Mr. Gabler stated that he understood the complexity of drainage and flooding issues but requested that the Town support a safety improvement by advocating for warning signage, specifically, signage along Plum Street alerting visitors that the area was prone to flooding so that vehicles were not caught in hazardous conditions. Mr. Gabler stated that he understood that VDOT involvement would be required and requested Town support. He stated he would be willing to pay

for and install signs if permissions and approvals could be obtained. Mr. Gabler thanked Council for consideration.

Mayor Charney thanked Mr. Gabler, and staff requested clarification regarding Plum Street and the flood-prone area.

Consent Agenda

- A. Approval of Agenda Format
- B. Approval of Minutes
 - December 4, 2025 Town Council Special Meeting
 - December 18, 2025 Town Council Regular Meeting
 - January 8, 2026 Town Council Special Meeting
- C. Approval of November 2025 Financial Report

Councilman Grossman requested that the financial report be pulled out for separate discussion.

Motion made by Councilman Grossman, seconded by Vice Mayor Buchholz, to approve the Consent Agenda items of (A) Approval of Agenda Format and (B) Approval of Minutes as submitted. The motion was approved by unanimous vote.

- C. *Approval of November 2025 Financial Report (Pulled for Separate Discussion)*
Councilman Grossman requested staff explanation regarding revisions to the financial report.

Treasurer Marion Sofield apologized to Council and explained that a spreadsheet linkage error resulted in a portion of the revenue versus expenditures sheet showing zeros in the original packet and that the spreadsheet was corrected to link to the appropriate cell. She stated the correction cascaded through the spreadsheet but did not create a major impact. She also explained that on the real-time project tracking report, \$5,168 in rent for November had been miscoded and therefore not reflected in the year-to-date totals shown in the report, and that this had been corrected. Process changes would be implemented to prevent similar issues in the future.

Motion made by Councilman Grossman, seconded by Councilman Butta, to approve the revised November financial report as distributed. The motion was approved by unanimous vote.

UNFINISHED BUSINESS

- A. *Vote on Temporary Downtown Restroom Unit*
Town Manager Rick Keuroglan reviewed the status of the temporary downtown restroom trailer purchase. He explained that after the prior meeting, staff confirmed that the unit being built was designed for direct sewer connection only and would not meet the Town’s operational needs as initially believed and that a substitution was necessary. Council discussed options and referenced the comparison chart of available tanked trailer models.

Motion made by Councilwoman Holloway, seconded by Councilman Grossman, to move forward with the purchase of the Oahu Plus Series temporary restroom unit. The motion was approved by unanimous vote.

- B. *Review of Updated Possible Comparable Communities from Rural Resilience Advisors for Town Council Selection of 3*
Katie Nunez led the discussion regarding selection of comparable communities for the Railyard and Harbor Master Planning process. She reminded Council that Rural Resilience Advisors presented an initial list of comparable coastal communities at the December 4, 2025 meeting, and

Council narrowed the list to four communities while also requesting analysis of two additional communities for possible consideration. She reported that the updated memorandum and ranking analysis had been provided in the Council packet and reviewed the six communities evaluated: St. Michaels, MD; Beaufort, NC; Edenton, NC; Southport, NC; Rockport, MA; and Bald Head Island, NC. She reviewed the updated similarity ranking provided by Rural Resilience Advisors and noted that the Town’s contract scope called for selection of 3 comparable communities.

Motion made by Councilwoman Ashworth, seconded by Councilman Grossman, to select the top three comparable communities recommended by Rural Resilience Advisors: St. Michaels, MD; Beaufort, NC; and Edenton, NC. The motion was approved by unanimous vote.

NEW BUSINESS

A. Conditional Use Permit Application 2026-01 from Rosenwald School

Mayor Charney noted that staff presentation had been given during the public hearing and moved directly into Council discussion. Council discussed the conditional use permit mechanism, how it was intended to function within the sign ordinance, and the importance of balancing flexibility with uniform enforcement.

Motion made by Councilwoman Ashworth, seconded by Vice Mayor Buchholz, to approve CUP 2026-01 as submitted for 59 square feet with a height of no greater than 10 feet with the caveat that no additional signage be allowed to be mounted on the sides of the building. The motion failed by majority vote with Councilwoman Ashworth and Vice Mayor Buchholz in favor, and all others opposed.

Motion made by Councilman Grossman, seconded by Councilman Newman, to accept the Planning Commission’s recommendation and approve CUP 2026-01 with the following conditions: the sign cannot exceed 36 square feet, be no greater than 10 feet in height, and comply with the lighting requirements as laid out in the Zoning Ordinance. The motion failed by majority vote with Councilmen Grossman and Newman in favor, and all others opposed.

Motion made by Councilwoman Holloway, seconded by Councilman Butta, to approve CUP 2026-01 with a sign size of 49 square feet, not to exceed 10 feet in height, and comply with the lighting requirements as laid out in the Zoning Ordinance. The motion was approved by majority vote with Councilman Grossman opposed.

B. Comprehensive Plan Amendment (CPA 2026-01) – Accessory Dwelling Units

Council discussed the proposed deletion of the Comprehensive Plan sentence prohibiting rentals under 30 days. Councilman Grossman noted that the sentence being deleted had been truncated in the distributed language and proceeded to read the full sentence.

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to approve Resolution 20260115A for adoption of the Town of Cape Charles Comprehensive Plan Amendment 2026-001 as presented. The motion was approved by unanimous vote. Roll call vote: Ashworth, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes; Newman, yes.

C. Zoning Text Amendment (ZTA 2026-01) – Accessory Dwelling Units

Council discussed the ordinance provisions limiting short-term rental activity to either the principal dwelling unit or the accessory dwelling unit on a lot within a given calendar year, but not both. Discussion also addressed occupancy limitations, including the removal of the “plus-two” prohibition for ADUs used as short-term rentals adding that ADUs operating as STRs would be subject to the Town’s existing STR regulations.

Council also discussed a request raised by Mr. Scott Simms during the Planning Commission meeting regarding whether a property owner should be permitted to switch a short-term rental (STR) designation from an accessory dwelling unit to the principal dwelling in situations involving medical needs. Councilwoman Ashworth expressed the view that residents should be allowed to make such a change for any personal reason, without being required to disclose the reason to the Town. She stated that under such a process, the property owner would notify Town staff of the intent to switch the STR designation and would be required to complete the STR application and permitting process for the alternate structure. It was noted that no refunds would be issued for any remaining period on the original STR permit.

There was much discussion regarding amending the language in the last paragraph of the Ordinance to coincide with their intent. The language was amended to read “...*there will be no allowance for both dwelling structures to be utilized as a Short-Term Rental concurrently in the same calendar year. For each change, an additional permit and license will be required. If the ADU is applying for a STR Zoning Permit, the requirements outlined in the STR Ordinance must be met to establish the number of applicable bedrooms for occupancy for the STR.*”

Motion made by Councilwoman Ashworth to adopt Ordinance 20260115B, as amended, to amend the Cape Charles Zoning Ordinance to allow accessory dwelling units to obtain permits for short-term rentals, seconded by Councilwoman Holloway. The motion was approved by unanimous vote. Roll call vote: Ashworth, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes; Newman, yes.

Councilman Grossman stated that this discussion should have occurred at the Planning Commission level. Councilwoman Holloway added that the information being discussed should have been provided earlier in the process, noting that both the Planning Commission and Town Council require all pertinent information when evaluating a project of this scope. She stated that the timing placed Council in a difficult position and was also unfair to the public. Councilwoman Holloway further expressed concern with last-minute additions to meeting agendas and stated her preference for adhering to the one-week advance distribution practice previously followed, noting that late additions could result in missed information. Mayor Charney concurred, stating that he also preferred receiving materials earlier for review prior to the meeting.

TOWN MANAGER COMMENTS

Town Manager Rick Keuroglan provided comments including follow-up and operational updates: i) He thanked Mr. Gabler who raised flooding concerns and stated staff would look into the issue and advocate as appropriate; ii) He thanked Councilwoman Holloway for her comments adding the importance of accountability and a greater stance of excellence. The adjustments would be made so that Council and the public would have adequate time to review the agenda material. He thanked everyone for all the comments on behalf of this matter; iii) Jeremiah Camp, our Public Works seasonal employee, completed his seasonal assignment assisting with holiday preparation and events, and staff looked forward to bringing him back in the spring; iv) Katie Lewis, who was previously the Deputy Treasurer with Northampton County, would begin with the Town on January 27 as the new business specialist supporting STRs, filling the position vacated when Ryan Silvey moved; v) A mandatory Defensive Driving class had been assigned to all staff; vi) During the period over the holiday when the Library was closed for renovations, staff completed many classes from the Niche Academy and NeoGov; vii) Katie Nunez and Paula Davis participated in one of the Supervisory and Leadership classes titled *Feedback That Builds Trust and Performance*; viii) Chief Jim Pruitt took a class through Virginia Risk Sharing Association on Effective Force; ix) Employees continue to utilize the online training portal through NeoGov.

Mayor & Council Comments

Councilman Grossman commented as follows: i) He advised that county real estate assessments would be issued in February and reminded residents that assessments occurred every two years; ii) He asked for an update on survey participation. Rick Keuroglian reported that the Town had received approximately 400 survey responses. The hard copies had been input into the online survey and Google Forms automatically created charts which would save staff some time. Additional notices were sent throughout the week reminding everyone to complete the survey.

Vice Mayor Buchholz reminded the public that the Rosenwald/Impact Center Ribbon Cutting Ceremony was being held on Monday, January 19th, (Martin Luther King, Jr. Day). It would also be broadcast on WESR and The Cape. He will be representing the Town for Mayor Charney who was scheduled to be out of Town. Councilwoman Holloway added that the Open House was from Noon to 2:00 p.m. and encouraged everyone to attend.

Councilman Butta announced that registration for the Academy of Lifetime Learning had opened with lots of great courses such as pickleball, flower arranging, etc. He encouraged residents to go to the website to review the course offerings. The cost was \$30 per semester.

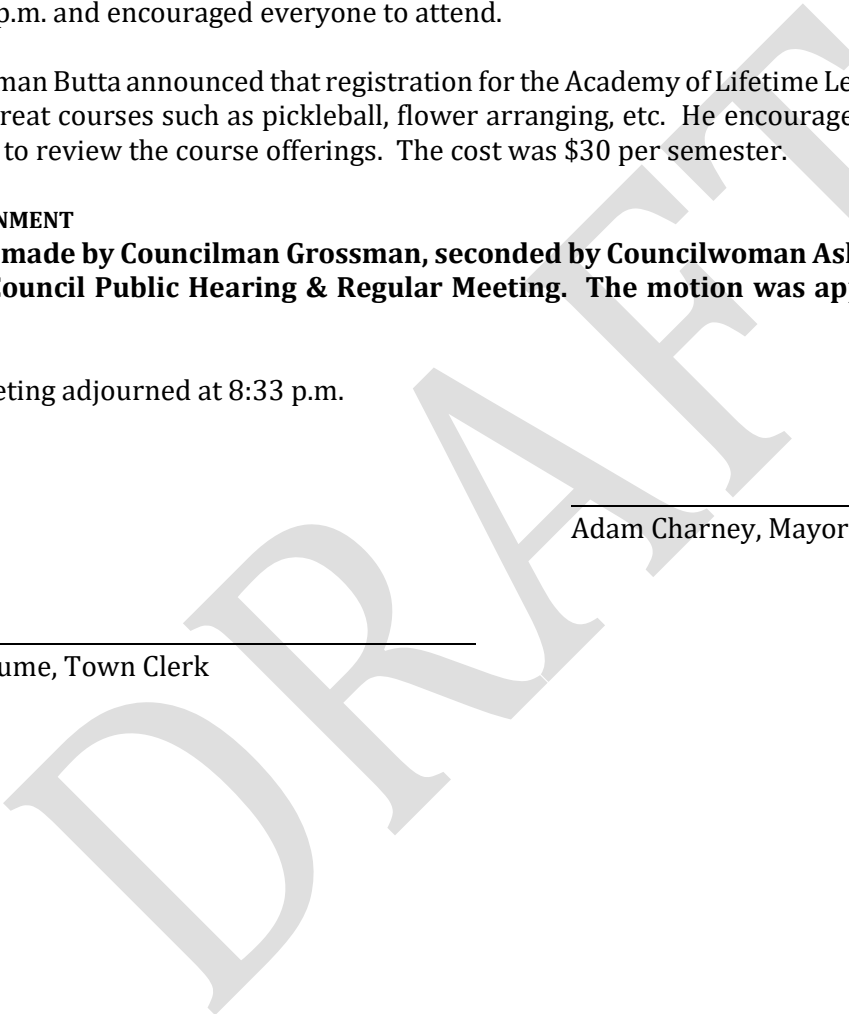
ADJOURNMENT

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

The meeting adjourned at 8:33 p.m.

Adam Charney, Mayor

Libby Hume, Town Clerk



Attachments from January 15, 2026 Town Council Public Hearing & Regular Meeting

Elise McMath, Impact Center Director of Programming & Communications

Considerations Supporting a Sign Larger Than 24 Square Feet

Good evening, Members of Town Council. Thank you for your continued service to our community, and for the opportunity to speak with you tonight.

We're grateful that many of you will be joining us for the Impact Center's Grand Opening this Monday. In some ways, the timing of this public hearing is a little unfortunate, because much of what I'm going to attempt to convey this evening will be evident and on full display then. Still, I appreciate the opportunity to share why this request matters—not only in practical terms, but in what it communicates about the Town and the community the Impact Center is meant to serve.

This request is not truly about square footage. It's about visibility—and what we choose to make visible in our shared landscape reflects what we value.

The scale of a sign communicates more than basic information. It signals importance, care, and public commitment. For a historic, public-facing institution like the Impact Center, signage is part of how a community acknowledges what belongs in its civic landscape. An appropriately sized sign helps convey the seriousness of the Center's purpose—education, workforce development, and the preservation of African American history.

We already recognize this in Cape Charles. Just down Stone Road, as you are driving into town, the historic Palace Theatre is marked by a sign of approximately 64 square feet, including both its name and a letterboard. That sign does not detract from the town's character; in fact, it strengthens it. It clearly communicates to those passing by, that The Palace Theater is an important landmark. That it matters to the town.

And we certainly respect legibility standards, including readability from a vehicle traveling at 25 mph down Old Cape Charles Rd. At the same time, legibility alone does not convey presence. Scale here also plays a role in whether a sign feels purely functional or whether it reflects the significance of the institution it represents.

In historic settings, scale matters—but larger does not mean intrusive. When signage is thoughtfully designed and well-proportioned, it reinforces historic character rather than diminishing it.

This consideration carries particular weight when it comes to African American history in Cape Charles. Much of that history has long been difficult to see in the physical landscape, particularly for newcomers. Entire blocks of what were once segregated neighborhoods have changed dramatically over time. Buildings that held priceless cultural, social, and architectural significance have been demolished. Longtime residents have been displaced. New construction has often replaced, rather than reflected, the historic fabric of those communities. As a result, the story of African American life here is too often invisible—or absent altogether—from the town's visual record.

In that context, visibility is not cosmetic. It is corrective. A larger, carefully designed sign is one small but meaningful way to ensure that this history is not hidden, not forgotten, and not treated as incidental. It signals that African American history is a valued and intentional part of Cape Charles' identity, worthy of recognition in the same public, visible ways as other historic institutions in town.

There are also practical reasons for this request. Visibility supports participation, sustainability, and long-term impact. The Impact Center's programs address two of Northampton County's most pressing needs—workforce development and access to high-quality education. Awareness supports strong enrollment, meaningful outcomes, and the continued funding that allows this building to remain active and serving the community over time.

Operationally, a modestly larger sign allows the 911 address to be displayed clearly, improving access and reducing delivery challenges that we are already experiencing. From a wayfinding perspective, this is the only visible building on its road, and clearer signage helps visitors immediately understand that they have arrived at the correct location.

The letterboard is also an important component. On the Eastern Shore, word of mouth remains one of the most effective ways information is shared. A permanent letterboard provides a cost-effective, long-term way to communicate programs and events without relying on temporary signage or online outreach alone.

From a design standpoint, the additional size improves legibility, balance, and clarity, particularly given the amount of text in our new logo. The sign is intended to serve as a welcoming focal point, complemented by landscaping, and designed to fit comfortably within Northampton County's established signage character.

Finally, this facility represents a significant investment of public trust, philanthropic support, and community effort. Allowing modest flexibility in signage size helps ensure that investment is fully realized by increasing awareness, participation, and use of the space.

This is not a request for excess. It is a request for alignment—between the importance of the institution, the history it preserves, and the message the Town sends about what it chooses to recognize and support. A larger sign allows Cape Charles to express that commitment clearly and confidently.

Thank you for your consideration. I'm happy to answer any questions regarding the sign itself.

Claudette Lajoie, President of the Historic District Civic League



Members of the Town Council and Town Management,

I am here to express my concerns regarding the application of Town policies and procedures by Town Staff, as highlighted by the second paragraph of page 112 of 177 of your meeting packet tonight. Specifically, referring to the topic of Accessory Dwelling Units as Short Term Rentals in which,

...the Building Official has some concerns about implementation that he would like to raise with Town Council. He was on a scheduled absence from the office at the end of last week and was not able to get his written comments finalized for inclusion in this staff report...

The ADU as STR discussions have been ongoing for 5 months which equates to 2 public meetings per month of the Planning Commission and Town Council. We as the community have taken the time and shown up for every meeting and participated in all of the discussions. Town Staff has had more than ample time to be part of the discussions to express any concerns including last week's Planning Commission Public Hearing. Over the last 5 months, we, as the community, have shown up and endured the overstep of self-direction with the insertion of language by Town Staff into draft ordinances not discussed or agreed upon by the Planning Commission or this Town Council, missing meeting recordings and minutes, and deceitful appearing stall tactics including this one tonight.

Citizens rely on clear, consistent, and transparent governance. When policies are subject to self-discretionary interpretation by Town Staff, it becomes difficult for residents to understand how decisions are made or how they can meaningfully engage in the process and ultimately undermines our confidence in Town decisions, processes, and governance as a whole.

This erosion of trust negatively impacts confidence not only in Town Staff, but also in Town Management, Boards, Commissions, and ultimately you as the Town Council. This issue is especially troubling at this time, when our Town is emerging on the largest master planning effort it has ever undertaken. The strategic core values, planning and zoning processes, and development standards of our Town require open dialogue and transparency to preserve the long-term character of the community. It is most important that the evident cracks in the foundation of our town government, this topic as one example, cannot be ignored.

Development of agreed upon core and professional values by our Town Staff and Town Council is important. Regardless of the acronym of PAR or CAPE; they have no merit in restoring lost confidence in Town governance and reinforcing the commitment to public trust if there is no accountability for when those values have been neglected or ignored. Addressing the lack of adherence to these values is critical to restoring public confidence and ensuring fair, predictable, and policy-driven processes that serve the best interests of the community.

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

Julie Jones, resident

Good evening Mr. Mayor, Town Council, and Town Manager,

My name is Julie Jones.

My husband, Sam, and I live at 538 Monroe Avenue, in the historic district.

At last night's meeting of the Historic District Civic League, president Claudette Lajoie shared that there are approximately 18 accessory dwelling units in the Historic District.

With the loss of the Seabreeze apartments, these 18 ADUs represent the last of affordable housing options available in the town of Cape Charles.

If you vote to approve the planning commission's recommendation to allow ADUs to be used as short term rentals, don't be surprised if tomorrow some, or maybe all of these ADU landlords tell their tenants that they need to find another place to live, because they can make more money renting that ADU as an STR.

Then where will these people live?

Where will they go?

Before you vote, search your hearts.

Thank you for your service to our little town.

You have a very hard job to do.

Sam Jones, resident

Good evening. My name is Sam Jones and my wife Julie and I live at 538 Monroe Avenue. Thank you for the opportunity to speak and for your service.

As you consider whether to allow ADU's to be used for short-term rental, I ask that the following zoning requirements remain, or be put in, place.

1. As recommended, zoning language be added that only one STR can exist on a given property. That is, either the primary dwelling or the ADU may be used as an STR, but not both.
2. That all aspects of Section 4.1 E Accessory Buildings shall continue to apply. These generally relate to building locations, setbacks, size and height.
3. That under Section 4.1.J Accessory Dwellings, language allowing property owners to use an ADU for family and personal guests by right remains in place.
4. That parking requirements remain in compliance with Section 4.5B3 Off-Street Parking and Loading Standards which state that the minimum number of off-street parking spaces required by an ADU is one off-street space per unit.

As noted, other than adding language allowing only 1 STR on a property, these requirements are currently in place and require no action by the Town Council. Of course, a more fundamental question is whether the Town needs additional STRs within its borders, or is the market now saturated.

Thank you again for the opportunity to comment.

GP BACKROAD RECYCLING

Recycle Today For A Better Tomorrow

*A curbside recycling proposal for the Town of
Cape Charles, Virginia*

Who is GP Backroad Recycling?

- Locally operated recycling service focused on small communities
- **Mission:** *Recycling Today For A Better Tomorrow*
- **Commitment:** Keep recyclable materials out of the landfill and in the circular economy
- Focus on simple, reliable curbside collection

What Cape Charles throws away today

- Over **2,624,000 pounds** of trash produced each year
- About **839,680 pounds** of that is recyclable material
- That means roughly **32 percent** of what goes to the landfill could be recycled instead

Why this matters

- Fewer tons to landfill can reduce long term disposal costs
- Less strain on transfer and landfill capacity
- Cleaner image for residents and visitors
- Aligns with regional and statewide sustainability goals
- Educates the next generation about responsible waste habits



Our solution

Single Stream Curbside Recycling

- One cart for all recyclable materials
- Simple "all together" system, no sorting required by residents
- Biweekly pickup on Friday
- Materials delivered to RDS in Portsmouth for processing



How it works



Fill the Cart

Place accepted recyclable materials loose in the cart. No bags, no sorting need.



Set it Out

Roll the cart to the curb the night before the scheduled pickup



We take it from there

GP Backroad Recycling collects and hauls the material. Loads delivered to RDS in Portsmouth for processing.

What you can recycle

Cardboard and paper

Paperboard and cartons

Metal cans (aluminum and steel)

Plastic bottles and containers (by number, as allowed)

Glass bottles and jars

Exact material list will match RDS guidelines to keep contamination low.

Environmental Impact

- Diverts up to **839,680 pounds** of material from landfill each year, based on current estimates
- Reduces the volume of trash transported and buried
- Cuts the lifetime environmental footprint of glass, metals, and plastics

Let's keep recyclable material out of the landfill and give Cape Charles a program that matches the pride people already feel in this town

Thank you

GP Backroad Recycling
GPBackroadRecycling@gmail.com
(757-695-0947)
29464 Lucilles Lane,
Cape Charles, Virginia 23310

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

Cash on Hand	11/30/2025	12/31/2025	Increase/ (Decrease)
Atlantic Union Bank Checking Account	\$51,955	\$29,173	-\$22,782
Atlantic Union Bank Money Market Account	\$15,170	\$15,201	\$31
LGIP Account 1 - 0565 - Unrestricted	\$122,527	\$122,934	\$407
LGIP Account 2 - 0195 - Unrestricted	\$389,452	\$390,745	\$1,294
Virginia Investment Pool Liquidity Unassigned - 5003	\$16,932,775	\$16,989,460	\$56,686
Virginia Investment Pool 1-3 Year Unassigned 0001	\$1,131,417	\$1,135,076	\$3,659
Taylor Bank Operating Cash Account	\$629,665	\$501,034	-\$128,631
Taylor Bank Sweep Account	\$1,011,553	\$2,014,358	\$1,002,806
Total Cash On Hand	\$20,284,513	\$21,197,982	\$913,469

Restricted and Reserved Cash Balances	11/30/2025	12/31/2025	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	\$20,315,064	\$21,228,533	\$913,469
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MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
December 31, 2025

REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	CURRENT YEAR-TO-DATE	ANNUAL BUDGET	% REALIZED/ EXPENDED FY25
GENERAL Fund				
REVENUE	\$1,346,486	\$3,872,787	\$5,870,099	65.97%
EXPENDITURES	\$293,718	\$2,685,330	\$5,870,099	45.75%
NET	\$1,052,768	\$1,187,456	\$0	
GENERAL Capital Fund				
REVENUE	\$4,989	\$1,556,165	\$6,837,456	22.76%
EXPENDITURES	\$64,902	\$2,546,223	\$6,837,456	37.24%
NET	(\$59,912)	(\$990,058)	\$0	
GENERAL Debt Service Fund				
REVENUE	\$0	\$1,595,121	\$1,655,121	96.37%
EXPENDITURES	\$0	\$1,510,886	\$1,655,121	91.29%
NET	\$0	\$84,235	\$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	\$407	\$82,983	\$80,000	103.73%
EXPENDITURES	\$0	\$80,042	\$80,000	100.05%
NET	\$407	\$2,941	\$0	
HARBOR Fund				
REVENUE	\$30,296	\$942,510	\$1,000,631	94.19%
EXPENDITURES	\$49,621	\$476,438	\$1,000,631	47.61%
NET	(\$19,325)	\$466,072	\$0	
SANITATION Fund				
REVENUE	\$801	\$99,512	\$361,177	27.55%
EXPENDITURES	\$29,705	\$188,615	\$361,177	52.22%
NET	(\$28,904)	(\$89,103)	\$0	

FY 26 Capital Improvement Project Tracking Report

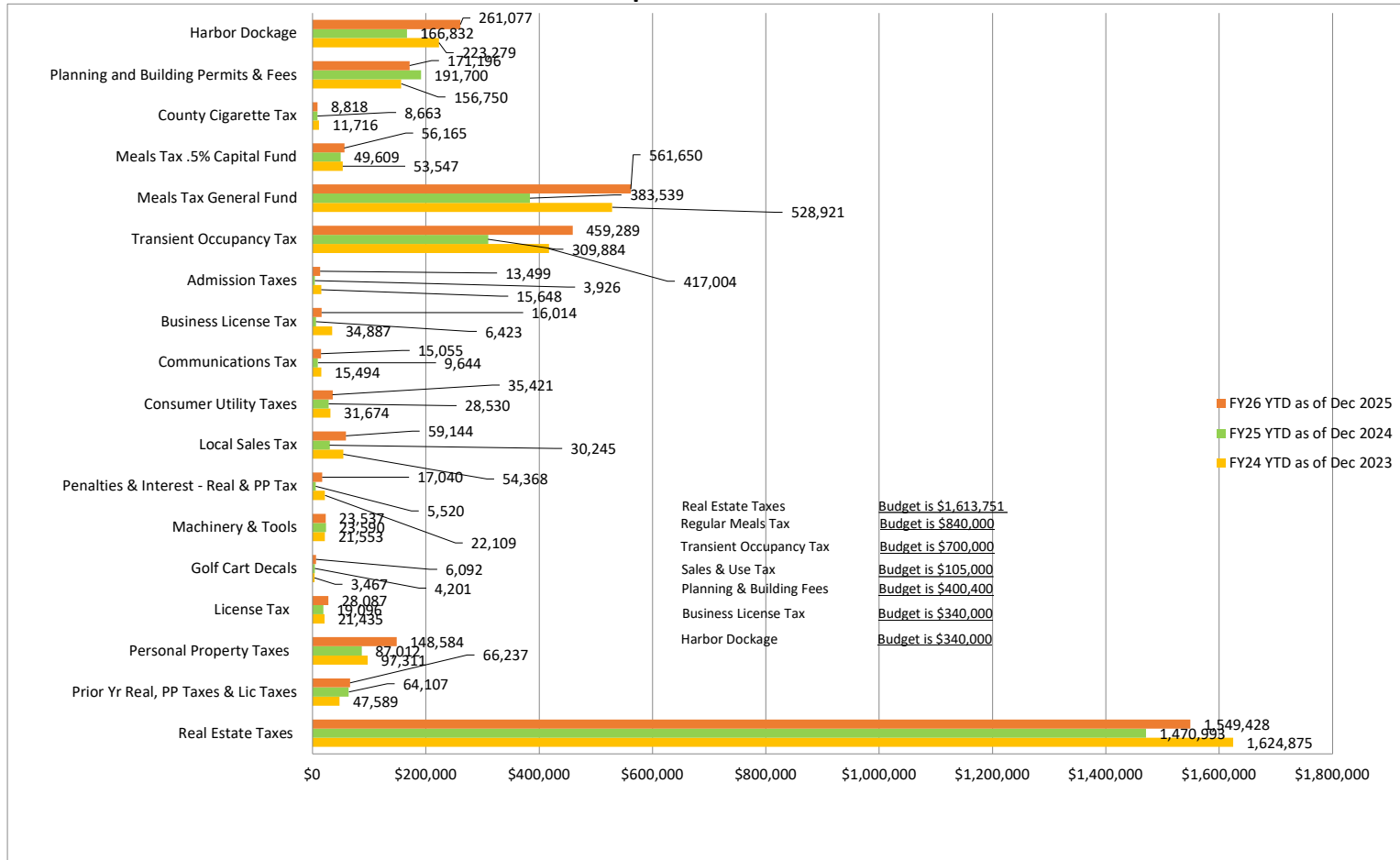
As of:
12/31/2025

	<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	1%	\$3,087,981.00	\$ 2,004	\$ 23,753	\$ -	\$ -	25,757	\$ 3,062,224
ADA Parking	14%	\$60,000.00	\$ 5,667	\$ 2,710	\$ -	\$ -	8,377	\$ 51,623
Library Repair & Renovation	2%	\$ 310,000	\$ 610	\$ 5,369	\$ -	\$ -	5,979	\$ 304,021
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	\$ 136,832	\$ -	\$ -	40,113	\$ 3,771,868
Harbor Fund								
Fuel Tank Improvements	0%	\$ 42,000	\$ -	\$ -	\$ -	\$ -	-	\$ 42,000
Fixed Dock Rehab	0%	\$ 25,000	\$ -	\$ -	\$ -	\$ -	-	\$ 25,000
Replace Boardwalk With Synthetic Decking	20%	\$ 129,000	\$ 11,785	\$ 13,988	\$ -	\$ -	25,773	\$ 103,227
Subtotal		\$ 196,000	\$ 11,785	\$ 13,988	\$ -	\$ -	25,773	\$ 170,227
TOTAL		\$ 4,572,981	\$ 20,066	\$ 150,820	\$ -	\$ -	65,886	\$ 3,942,095

Notice of budget transfer:

As of January 26, 2026, \$8,000 has been transferred from 510-4713-7010 (Buildings, Equipment, Other Capital Budget) to 510-4713-7085 (Infrastructure - Docks & Misc. Capital Budget) at the request of the town's project manager. This will be reflected in future reports as an \$8,000 reduction in the budget for "Fuel Tank Improvements" and an increase in "Replace Boardwalk With Synthetic Decking".

Specific Sources of Revenue as of 12/31/2025




FY 26 Real Time Project Tracking Report

As of:
2/13/2026

	% of Budget	FY26 Budgeted	FY26 YTD Expended	(Over)/Under Budget
Restroom Trailer	99%	\$ 70,000	\$ 69,232.00	\$ 768.00
Interim Town Hall Costs				
Moving Costs				
Repairs & Improvements			\$ 35,312.97	
Information Technology & Computer Hardware			\$ 39,492.59	
Furnishings			\$ 39,767.98	
Contingency			\$ 7,689.93	
Subtotal	96%	\$ 127,500	\$ 122,263.47	\$ 5,236.53
Lease*	61%	\$ 62,019	\$ 37,853.00	\$ 24,166.00
Total	84%	\$ 189,519	\$ 160,116.47	\$ 29,402.53

* The YTD amount for the Trinity lease represents several months of rent and a security deposit. These amounts were inadvertently booked to the general fund and were therefore not reflected in prior reports. The issue has been corrected for this report.

	Agenda Title:	Agenda Date:
	Railroad & Harbor Area Master Plan Design	February 19, 2026
	Subject/Proposal/Request:	
	Offer to supplement the Planning Work with a Design Competition overseen by part-time resident Jim Clark, architect with MTFA	
<p align="center">Town of Cape Charles</p>	Attachments:	For Council:
	<ol style="list-style-type: none"> 1) MTFA Architecture – Compilation of Historic Pictures of Cape Charles project area; 2) Architecture Competition Sample for the Washington Monument 3) Draft Cape Charles Ideas Competition Brief, prepared by Jim Clark 4) Draft calendar for the remaining task items in the Berkley Contract 	Action: (X) Information:
	Staff Contact(s):	Reviewed by:
	Katie Nunez, Director of Planning & Zoning Administrator	Rick Keuroglan, Town Manager

Background:

Approximately three weeks ago, I met with Railroad & Harbor Area Project Management Team member Steve Bennett and Town Manager Rick Keuroglan to hear a proposal from part-time resident Jim Clark, an architect with MTFA. Mr. Clark attended the first round of community meetings for the Railroad and Harbor Area planning process and expressed interest in organizing a Design Competition to complement the Town’s broader planning effort.

Mr. Clark has extensive experience developing and managing design competitions and believes this project area is well-suited for such an initiative. He indicated that, if the Town is interested, he would coordinate and oversee the competition at no cost to the Town, including outreach and communication with architectural schools and broader design networks.

Following that meeting, we held a call with Mr. Clark, the Berkley Group (the Town’s planning consultant), and their engineering and design sub-consultants to discuss how a Design Competition could integrate with the existing scope of work without affecting the project schedule. Mr. Clark emphasized that the competition would not alter the Berkley Group’s deliverables but would instead serve as a “test fit” exercise within the master plan framework they develop. He also noted that the competition could help connect the master plan to the local community, students, the Commonwealth of Virginia, and potentially a broader audience.

Based on that discussion, we are bringing this concept forward for Town Council consideration so that Mr. Clark may present the full proposal and Council can determine whether this complementary effort would enhance the planning process without impacting the approved scope or timeline.

Item Specifics:

Mr. Clark will attend the meeting and provide a 10–15 minute presentation outlining:

- His professional background and experience with Design Competitions
- The structure and value of design competitions
- How this concept could be implemented in our community
- Opportunities for participation by architectural schools and potentially broader audiences

A draft calendar of the remaining tasks under the Berkley Group contract is attached for reference during this discussion.

Recommendation:

Recommend that Town Council hear the full presentation from Mr. Clark and determine whether to authorize an Ideas Design Competition as a complementary addition to the Railroad and Harbor Area planning process.

Cape Charles Historic Sources

for reference in the ongoing

Railroad & Harbor Area Master Plan Development

Cape Charles has a rich history as a port and railway town, with abundant historical documentation. As progress is made toward the development of a Master Plan for the harbor and railway areas, referencing the available historical documentation can help pave the way for development that is cohesive with the town and highlights its unique and vibrant history.

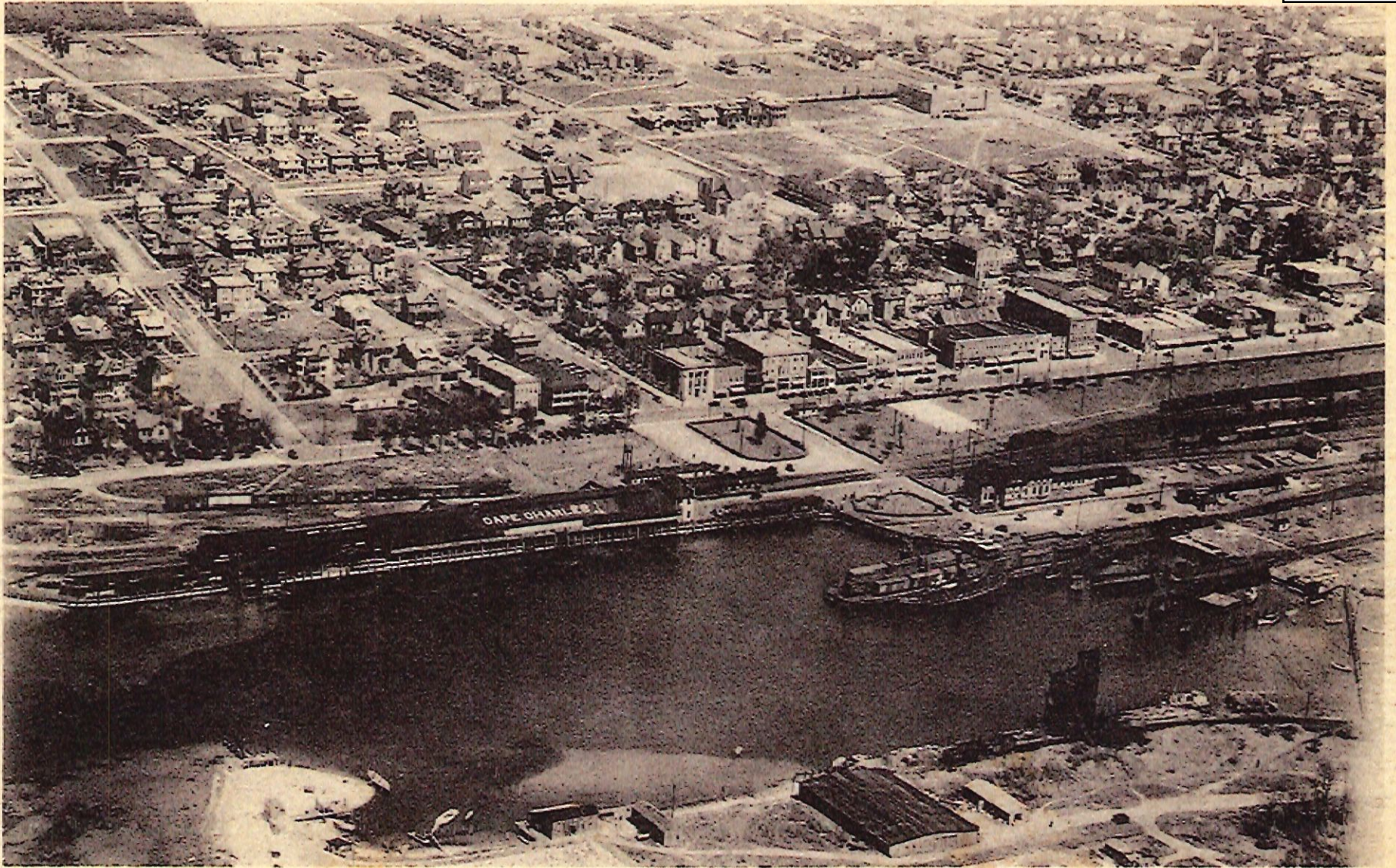
The Master Plan will be integral to designing the future of this vital area in Cape Charles. The ways in which future development integrates with the adjacent townscapes, particularly along Mason Avenue, are crucial to maintaining and complementing the historic character of the Town.

The attached photos present interesting opportunities for understanding the history of the town and letting that understanding inform plans for the future:

- 1) The Master Plan area is directly adjacent to the Cape Charles Historic District, and a small area along Mason Avenue is within the boundaries of the Historic District. Will the portion of the Master Plan area that is within the Historic District be addressed differently from the rest? How will the master plan put strategies into place to ensure that the south side of Mason Avenue, which directly faces the main historical streetscape, will be developed in a way that is sensitive to the historically designated area?
- 2) Aerial photos of the harbor, town, and Mason Avenue from the late 1800s and early 1900s show a carefully composed flow from the town and Mason Avenue to the railyard and harbor, with public areas and parks near the termination of Pine Avenue. Could this inform a future strategy for the area?
- 3) The character and scale of historic harbor buildings were integral to the development of the town. Could these be referenced or considered in the planning for this area?
- 4) Cape Charles is a railway town without a railway. In what ways could the Master Plan give life to that history in a way that will both preserve the heritage and accomplish the needs and desires of the community?



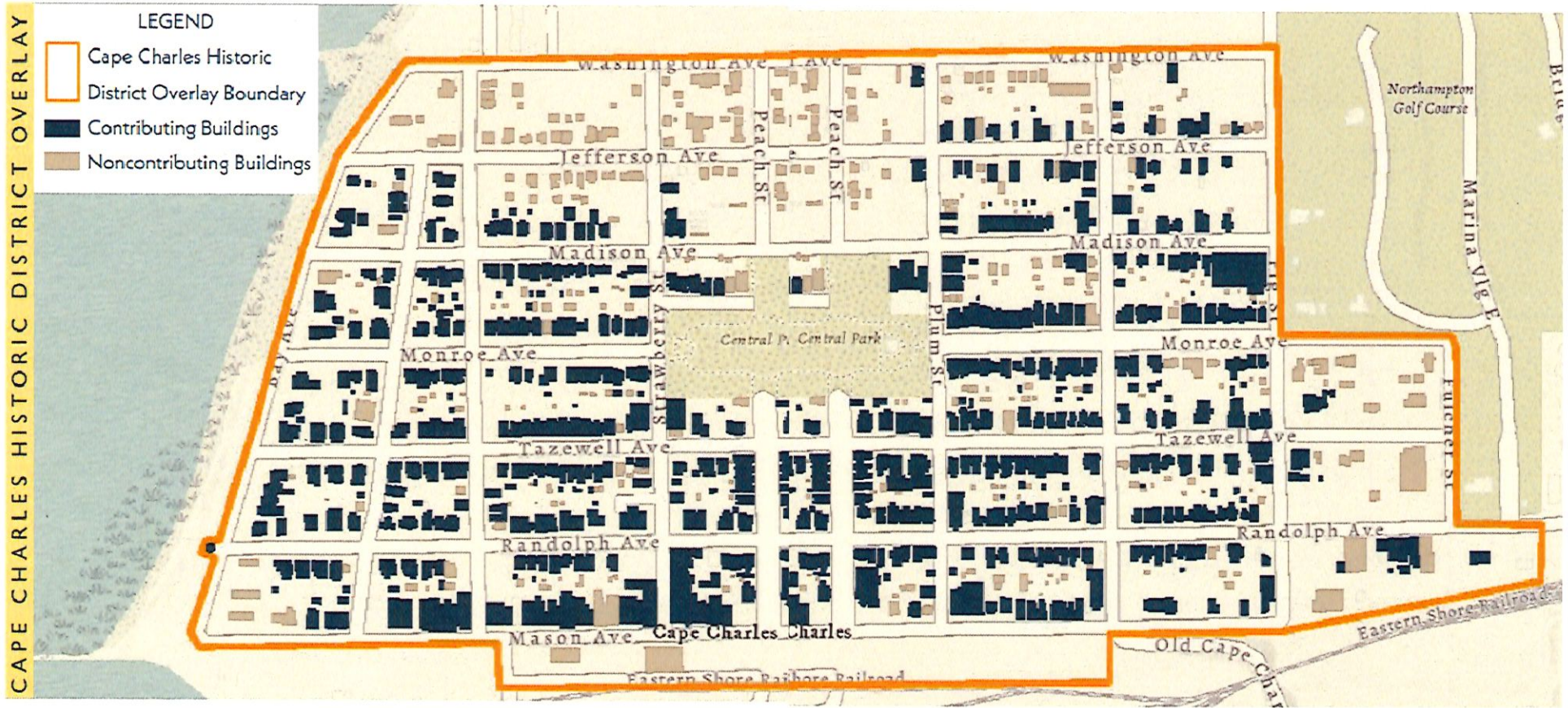
Cape Charles Harbor Terminal Building, 1911.



AERIAL PHOTOGRAPH OF CAPE CHARLES, VIRGINIA

Image 1: Cape Charles Aerial, 1925. This image and several other historic photos give a striking view of what portions of the master plan area adjacent to Mason Avenue looked like historically, and how the town/rail/harbor connection was addressed. Elements from this early/historic layout might help inform visioning for the Master Plan area, and help create a plan that will cohesively integrate new development with existing and historic buildings and spaces.

Proximity to and overlap with the Cape Charles Historic District:



WHERE SHOULD FUTURE DEVELOPMENT BE LOCATED?



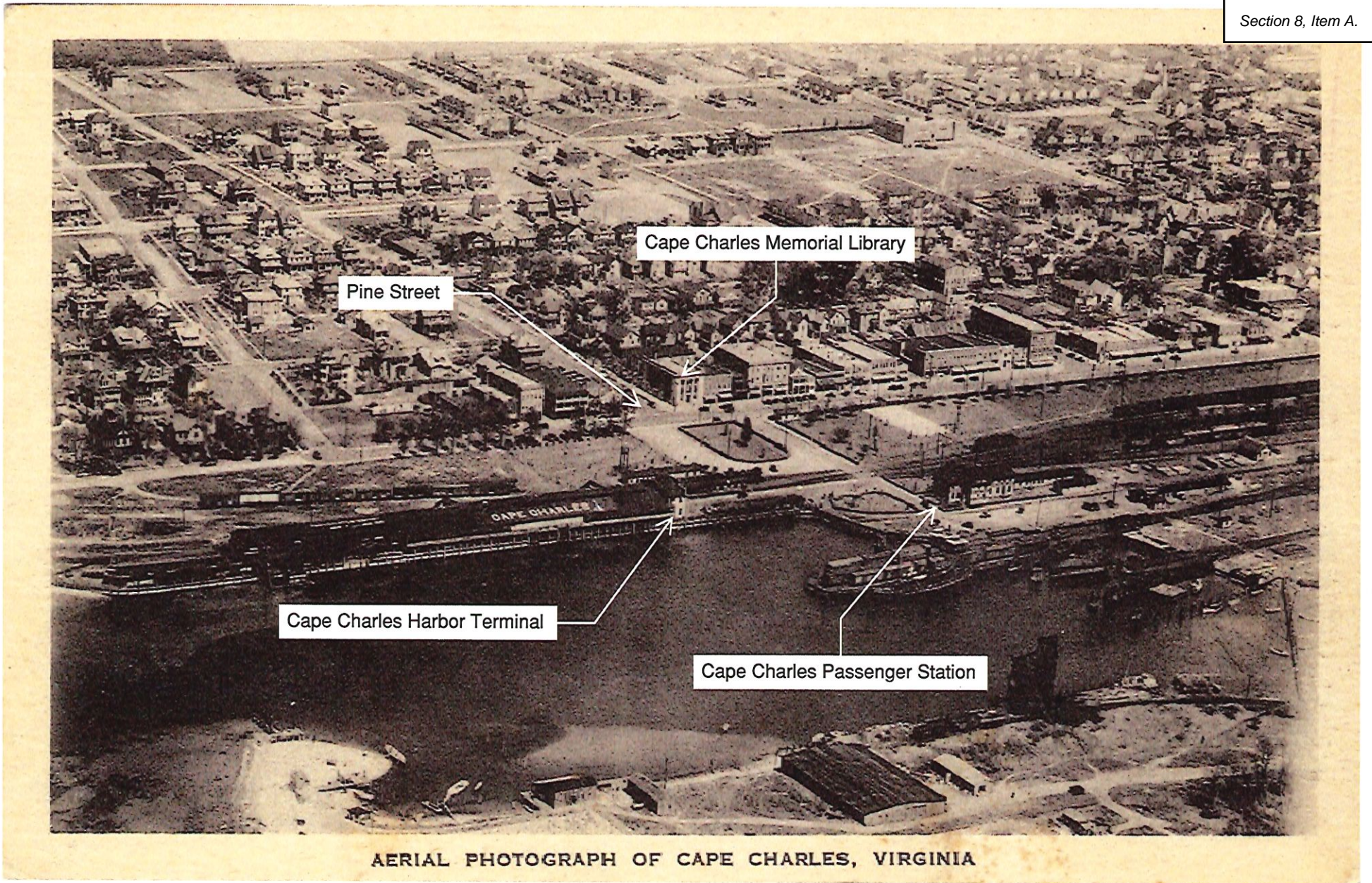


Image 1: Cape Charles Aerial, 1925, annotated.



Image 2: Cape Charles Harbor and Monroe Ave, 1927. This view provides insight into the historic flow from the town across Mason Ave and into the railyard/harbor area. Public space extending from Pine Avenue functioned as a central axis. The axis and associated public parks and open spaces provided viewsheds and pedestrian access, with industrial-related structures built up along the harbor to the west, and along the railway to the east (see images 1, 5, and 11).



4001-29

Image 3: Cape Charles Monroe Ave, 1925. The area across Mason Avenue opposite Pine Street was the central connection between the Town and the industrial railway and harbor areas.

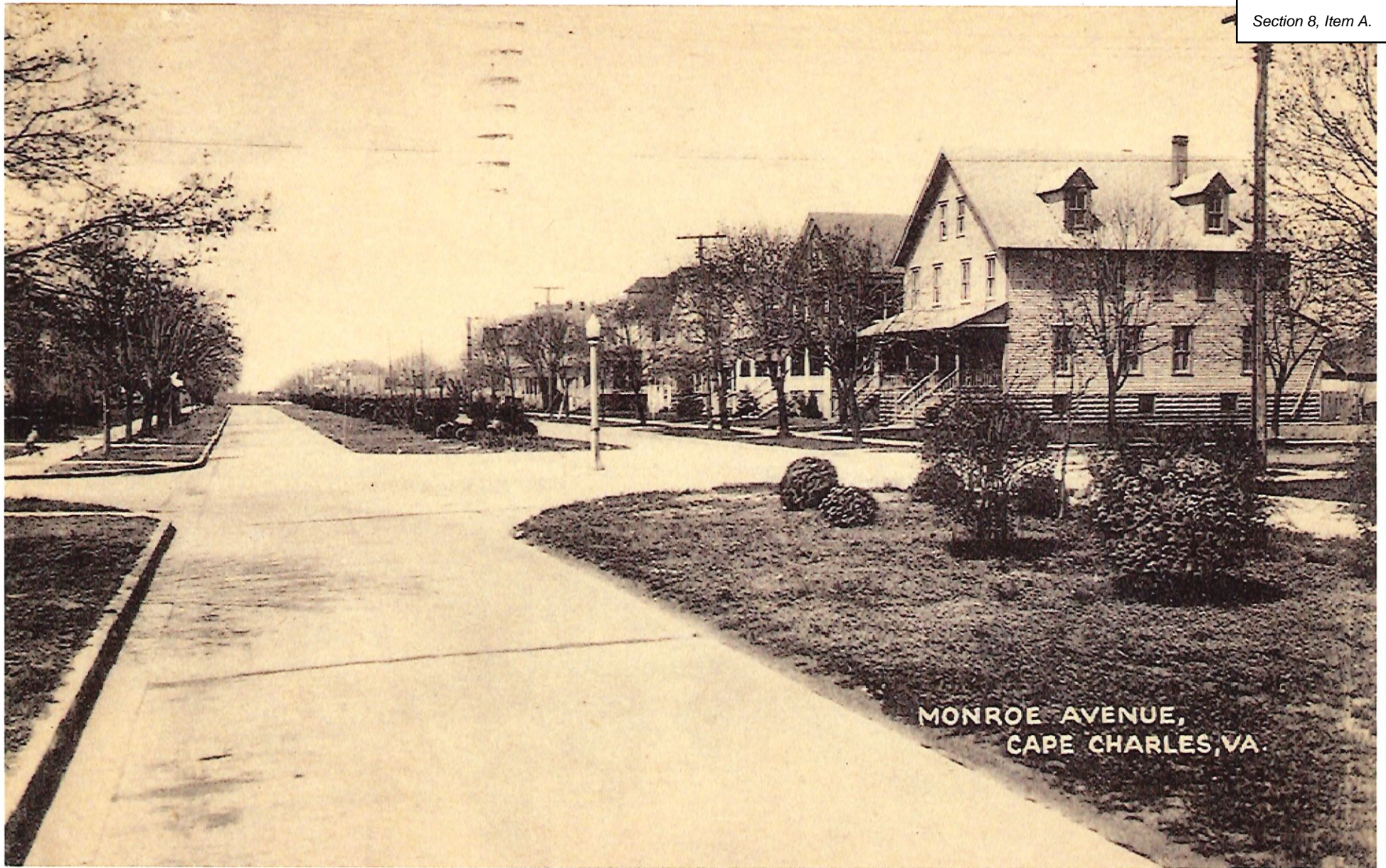


Image 4: Cape Charles Monroe Avenue and Harbor, 1925. The overlap of public space, recreation, and industry is fascinatingly evident in this snapshot of a time of transition between the horse and carriage, and motorized vehicles.



OB-H2200

Image 5: Cape Charles Monroe Ave, 1950. This relatively late image shows public/open green space that retains and highlights views from the town to the harbor, creating a transition between town and industry.



MONROE AVENUE,
CAPE CHARLES, VA.

Image 6: Cape Charles, Monroe Ave, 1930. Understanding the character and feeling of historic Cape Charles, as seen in this image of Monroe Avenue, may help inform a plan for integration and flow between the town and the Master Plan area.



Image 7: Cape Charles Harbor and Terminal Building, date unknown. The Cape Charles terminal building was formidable with a careful design that highlighted the status of the town and functioned as the hub for the center of the town's economy, connecting rail and ferry transportation. This architecture, and other historic architecture associated with the harbor and railway, while no longer extant, may help give a vision of the character of the town historically and how future development and planning can honor or reference that history. The terminal building is also visible in images 1, 4, and 5.



Image 8: Cape Charles harbor and terminal building, 1930.



Image 9: Cape Charles harbor activity, 1885. This early photo of the harbor area shows the integration of town, commercial architecture, and harbor area in the foreground.



Image 10: Cape Charles Passenger Station, 1885. As with the Harbor Terminal building, the Passenger Station was central to the primary economy of the Town. This building was located east of the harbor terminal building, slightly inland along the tracks from the harbor.



Image 11: Cape Charles steam locomotive, 1885. The railway was integral to the founding and development of Cape Charles, and the town has a rich heritage connected with both commercial and passenger transportation. How can this help inform the Master Plan and future development directions?



Image 12: Cape Charles Harbor and Railway, 1927. This view, looking east from the harbor, shows more of the Master Plan area, with Mason Avenue, green space, railways, and the harbor are all visible

Photos sourced from the Library of Congress, eshoreiath.virginia.edu, theclio.com, capecharles.org, and digital.hagley.org.

Someday
in the Park *with*
George

NATIONAL
IDEAS
COMPETITION
FOR THE
WASHINGTON
MONUMENT
GROUNDS

WAMO STEERING COMMITTEE,
ADELE N. ASHKAR
LISA BENTON-SHORT, EDITORS

About the Competition

THE NATIONAL IDEAS COMPETITION FOR THE WASHINGTON MONUMENT GROUNDS

An independent group of university professors, architects and designers, partnering with The George Washington University and community civic leaders, came together in fall 2010 to launch a National Ideas Competition for the Washington Monument Grounds (WAMO). They hoped that the American public, from design professionals, researchers and history buffs to students, teachers, professors and parents, would see this effort as an opportunity to tap their creativity and engage with history and civics on these historic grounds.

The idea for this competition came out of a realization that while the Washington Monument continues to be the defining feature of the Washington, D.C. skyline – and the centerpiece of the nation’s most symbolic public open space – at ground level its vast open space remains unfinished. While recent work on this cultural landscape by the Olin Studio has brought an unprecedented level of elegance, security and accessibility to the space, Competition leaders asked: *“How can this landscape continue to tell our uniquely American story into the future?”*

The competition unfolded in three stages, attracting two distinguished panels of jurors. The first jury reduced over 500 participants to 24 semi-finalists, who refined and resubmitted their ideas for the second stage. The second jury selected six submissions, which are presented to the American public for a popular vote.

The Competition hopes to heighten public interest in George Washington and other chapters in the larger American story, as well as the role of the Monument grounds in the civic life of our democracy.

The Unbuilt Washington Monument

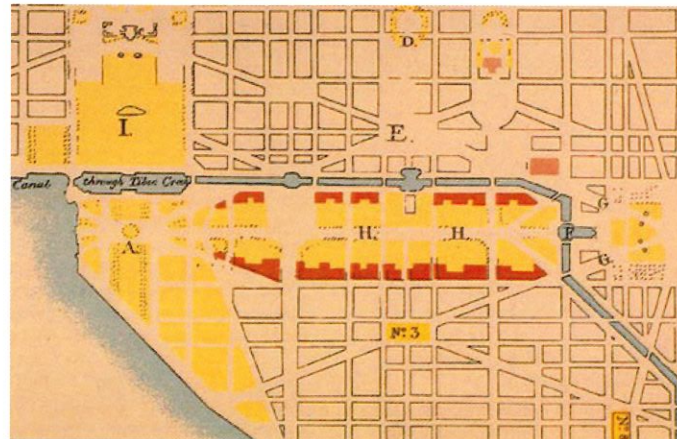
LISA BENTON-SHORT, PH.D.

We take for granted the power and elegance of the Washington Monument, but it almost wasn't built.

In 1791, Peter L'Enfant planned that the major axis of the new city should be two great parks meeting at a central point, where he placed an equestrian statue of George Washington. Several decades passed without action. In 1836 Robert Mills' design for a monument to Washington proposed a six-hundred-foot obelisk surrounded by an enormous circular temple at the base. On top of the temple was a conspicuously large statue of Washington driving a horse-drawn carriage. Mills also proposed a design for the whole Mall that extended from the grounds around the Monument to the foot of the Capitol. Only the obelisk in Mills' design was completed; the temple and gardens were dismissed as too costly and were never built. In 1901, the Senate Park Commission, commonly known as the McMillan Commission, re-envisioned the Monument sitting on a level plaza more than 20 feet above an enormous formal garden composed of water fountains,

statuary and hundreds of elm trees. A great round pool at the center of the garden marked the Mall cross-axis. The Monument Gardens would, hoped the McMillan Commission, become "the gem of the Mall system." In the end, only some of the elm trees were planted; the plan for the fountains, sunken garden and circular pools was discarded after engineers warned that excavations could undermine the Monument's foundation.

*Many ideas have been proposed for the Washington Monument and its grounds over two centuries, but none was ever fully implemented. Perhaps the assertion that the Washington Monument remains unfinished is not as provocative as it first appears. It is a sad truth: our monument to George Washington has never received its intended landscape setting. **Let's talk about that.***



L'Enfant Plan, 1791: Mall cross-axis is point A



McMillan Plan, 1901



Robert Mills design, 1836

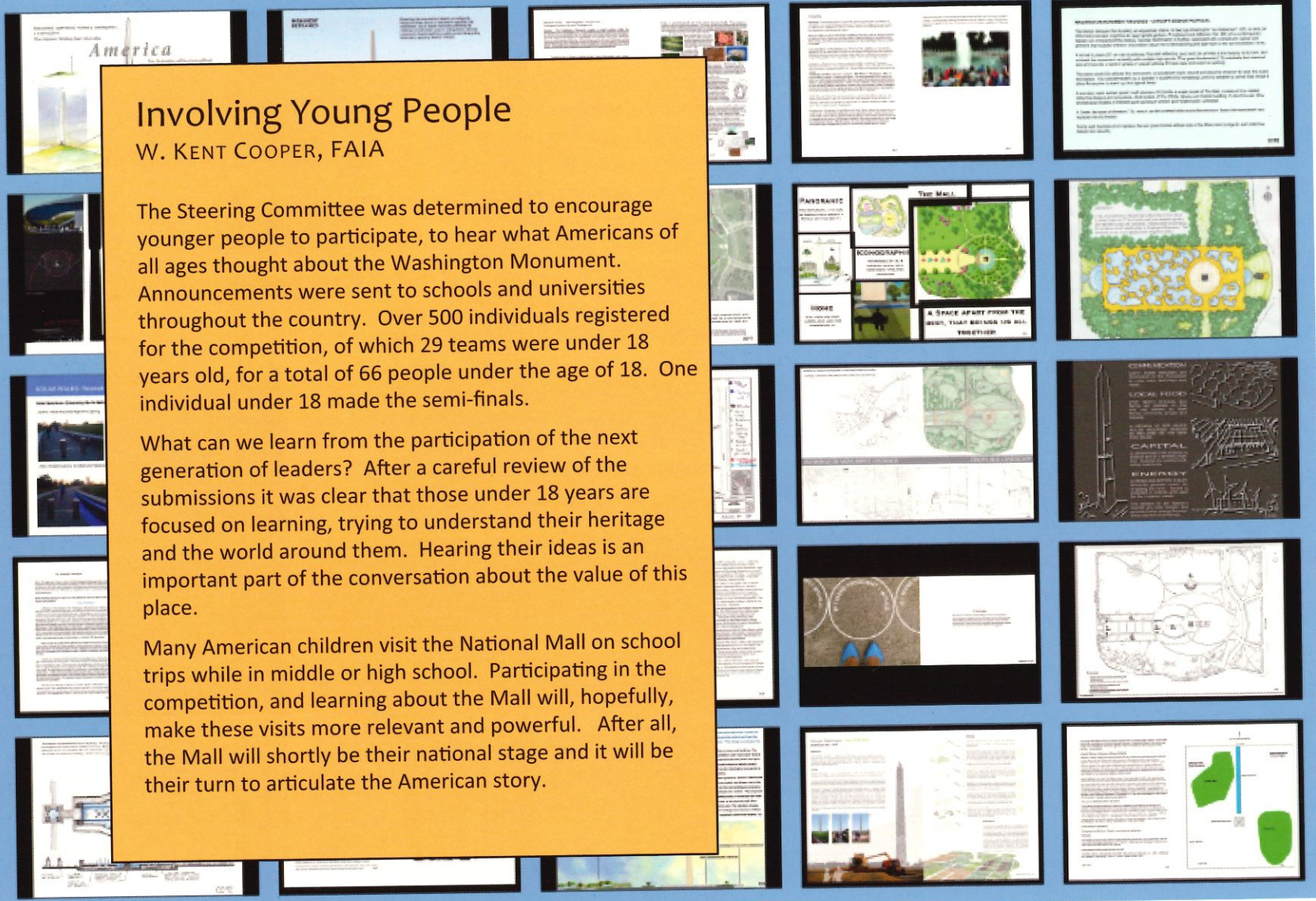
Involving Young People

W. KENT COOPER, FAIA

The Steering Committee was determined to encourage younger people to participate, to hear what Americans of all ages thought about the Washington Monument. Announcements were sent to schools and universities throughout the country. Over 500 individuals registered for the competition, of which 29 teams were under 18 years old, for a total of 66 people under the age of 18. One individual under 18 made the semi-finals.

What can we learn from the participation of the next generation of leaders? After a careful review of the submissions it was clear that those under 18 years are focused on learning, trying to understand their heritage and the world around them. Hearing their ideas is an important part of the conversation about the value of this place.

Many American children visit the National Mall on school trips while in middle or high school. Participating in the competition, and learning about the Mall will, hopefully, make these visits more relevant and powerful. After all, the Mall will shortly be their national stage and it will be their turn to articulate the American story.



Shaping History with Creative Ideas

JAMES P. CLARK, FAIA, AND NOAH C. CLARK

"I want MY idea to be part of history!" is the answer my teenage son, Noah, gave when asked why he wanted to participate in the competition.

Noah thought that I was going to help him find the perfect solution. I told him that he, like any other participant who was over the age of twelve and eligible to participate, could look for inspiration from history, ideas from the past, and his imagination. As chairman of the competition, I was really reluctant to have him participate. I gave him my litany of parental directions: *"Walk the grounds and experience it for yourself. Are the grounds a big empty canvas filled with design potential or is this great green space perfect just the way it is?"* Then I really frustrated him when I said that I did not believe there was a single, perfect solution and that the competition would result in many winning ideas. I told him that he needed to connect with others to share diverse viewpoints and, thereby, fertilize his idea. Without telling me, he joined with six other classmates at his school to participate in the competition. Although defiant in his insistence to participate, he still listened to my directions!

The idea that Noah's team at school developed is part of the long tradition of generating ideas which create interest in history, art, landscape architecture, and more. They stretched their imaginations into the future and created an idea for the grounds at the cross-axis of our democracy. Noah is a perfectionist and admitted to me, *"I was not entirely happy with our solution, but I learned that nothing is necessarily finished, and the grounds, like our submission, deserve improvement."* Like so many who have been connected to this competition, Noah learned something about himself as well as about the Washington Monument grounds. This special place is a powerful classroom!

A Monument for George Washington

KENNETH R. BOWLING, PH.D.

In August 1783 Congress appropriated money to erect an elegant, bronze equestrian statue of George Washington at the permanent seat of government. It was “calculated to hand down to posterity” the attention of a grateful country “for services that never can be repaid.” The question of the location of that seat proved so contentious that a compromise between the North and the South resulted in two seats, one near Trenton, New Jersey, and the other near Georgetown, Maryland. An op-ed piece proposed a solution to the problem of two seats but only one statue: place the horse on wheels so that it could move with Congress. Indeed, it could be large enough to transport the congressmen from seat to seat, thus saving taxpayers the cost of multiple *per diems*.

Congress finally resolved the issue in 1790 by locating it on the Potomac River. President Washington then chose the precise place on that River and the French-born American, Peter C. L’Enfant, to plan the city. The two spent many hours envisioning a grand capital, as opposed to

merely a seat for the federal government, but only one thing was certain: there would be an equestrian statue of General Washington.

L’Enfant placed it on his plan approximately where the Washington Monument stands today. When Thomas Jefferson assumed the presidency in 1801 he tossed out L’Enfant’s plan and Washington’s vision of a grand capital. With them went the equestrian statue. In 1853 Congress authorized such a statue for a second time, the one designed by Clark Mills and dedicated in 1860; today it sits in Washington Circle at 23rd Street and Pennsylvania Avenue, NW.

Equestrian Statue of George Washington in Washington Circle, Washington, D.C.



Lisa Benton-Short

A Place of Grandeur

JUDY SCOTT FELDMAN, PH.D.

Standing at the lonely Jefferson Pier in the vast, treeless expanse of the Washington Monument grounds, a visitor can feel the power of a great idea not yet realized. Views to the White House, the Lincoln Memorial, and the Jefferson Memorial reveal this to be the focal point of the Mall's symbolic cross-axis – where L'Enfant's "Grand Avenue" extending west from the Capitol intersected the public promenade south of the White House. But instead of L'Enfant's equestrian monument marking this powerfully symbolic spot, or the McMillan Commission Plan's grand, round pool set amidst an oasis of shade trees and bubbling fountains, a simple granite block sits in the mud, quarantined behind new security barrier walls. How ironic, but also providential! The legacy of George Washington – L'Enfant's 1791 plan that laid out the capital as a symbol of American democracy – remains unfinished at its very heart. Yet precisely because that plan has not been implemented, we can ponder its significance two centuries later and give the original vision new relevance. The Competition submissions show that the public, given an opportunity to join the conversation, has a wide variety

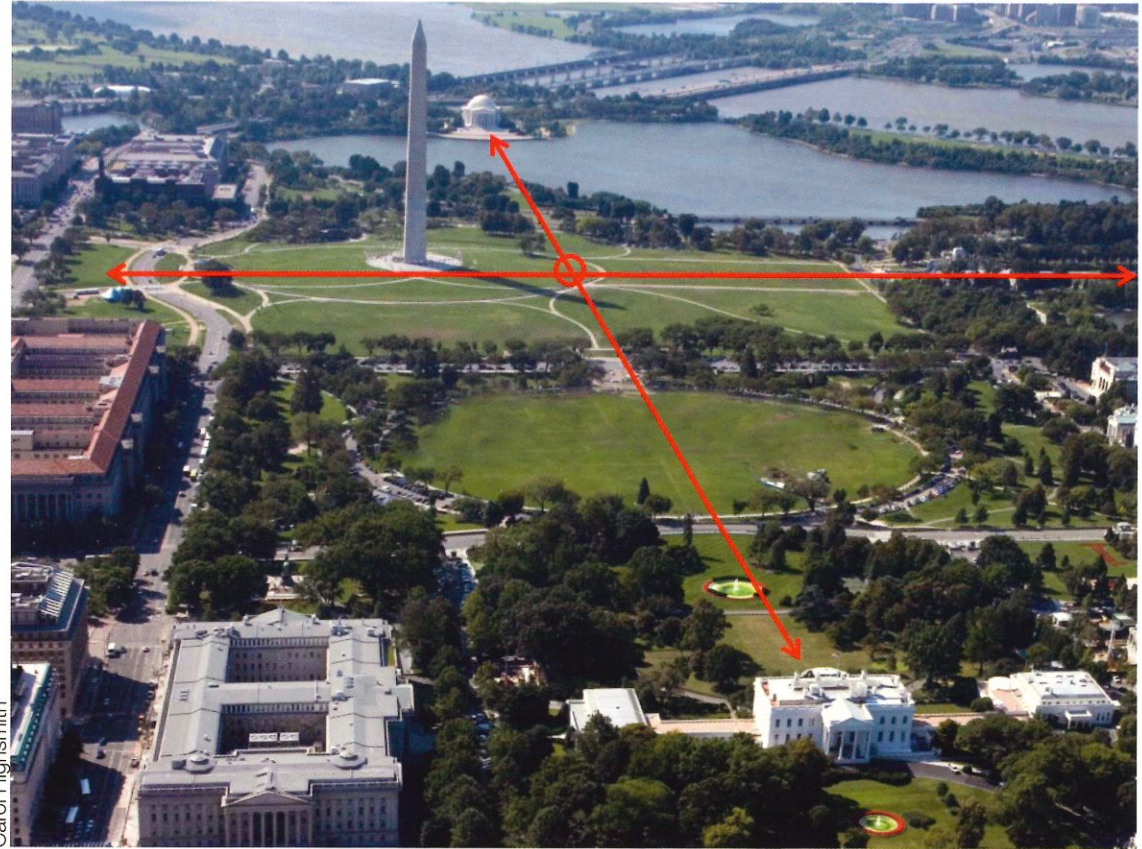
of creative ideas to give new life to this space, and the Mall as a whole, in its modern role as a stage for American democracy.

The granite block known as the Jefferson Pier, marking the focal point of the Mall cross-axis, is evidence of the unrealized quality of the Monument grounds.



Leslie Jones

Judy Scott Feldman



Carol Highsmith

Stage Two: Twenty-four Semi-finalists



Juror Perspective

JOY ZINOMAN

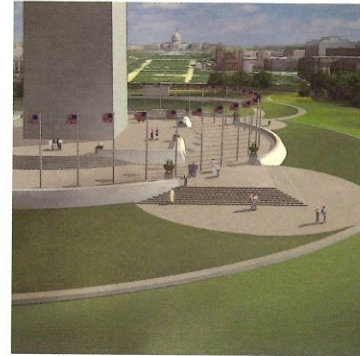
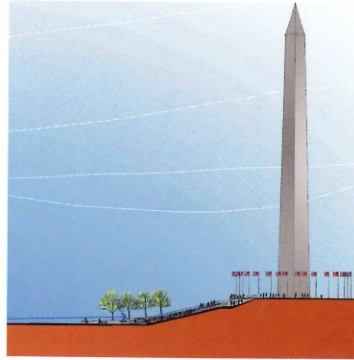
As a theater artist living in Washington, D.C., I view the Mall as a living forum; not only a place of monuments and history, but a living, breathing, gathering space for demonstrations and entertainment, both solemn and exuberant.

I saw the challenge in this competition as mediating between the monumental nature of the obelisk and the human scale; reconciling the grand national image with a connection to the neighborhoods of a revitalizing city. Walking the Monument grounds on an early, icy morning it seemed a wasteland without amenities, the detritus of the old, nearly worthless Sylvan Theater nearby.

As a juror I loved two broad kinds of plans: those that included gathering spaces – particularly sunken amphitheatres – that didn't obstruct the views at public gatherings, indeed enhanced them by breaking up the space and providing some place to sit, and also poetic conceptual plans that used light imaginatively and created pathways allowing us to see the monument freshly both during the day and at night.

Issues of re-identifying the Jefferson Pier, highlighting the axis, respecting past plans, and providing amenities for visitors all require careful thought, but the creativity and freedom of the designs give me hope.

Amphitheatres and performance spaces figured prominently among selected finalists



Leslie Jones

Jurors touring the grounds



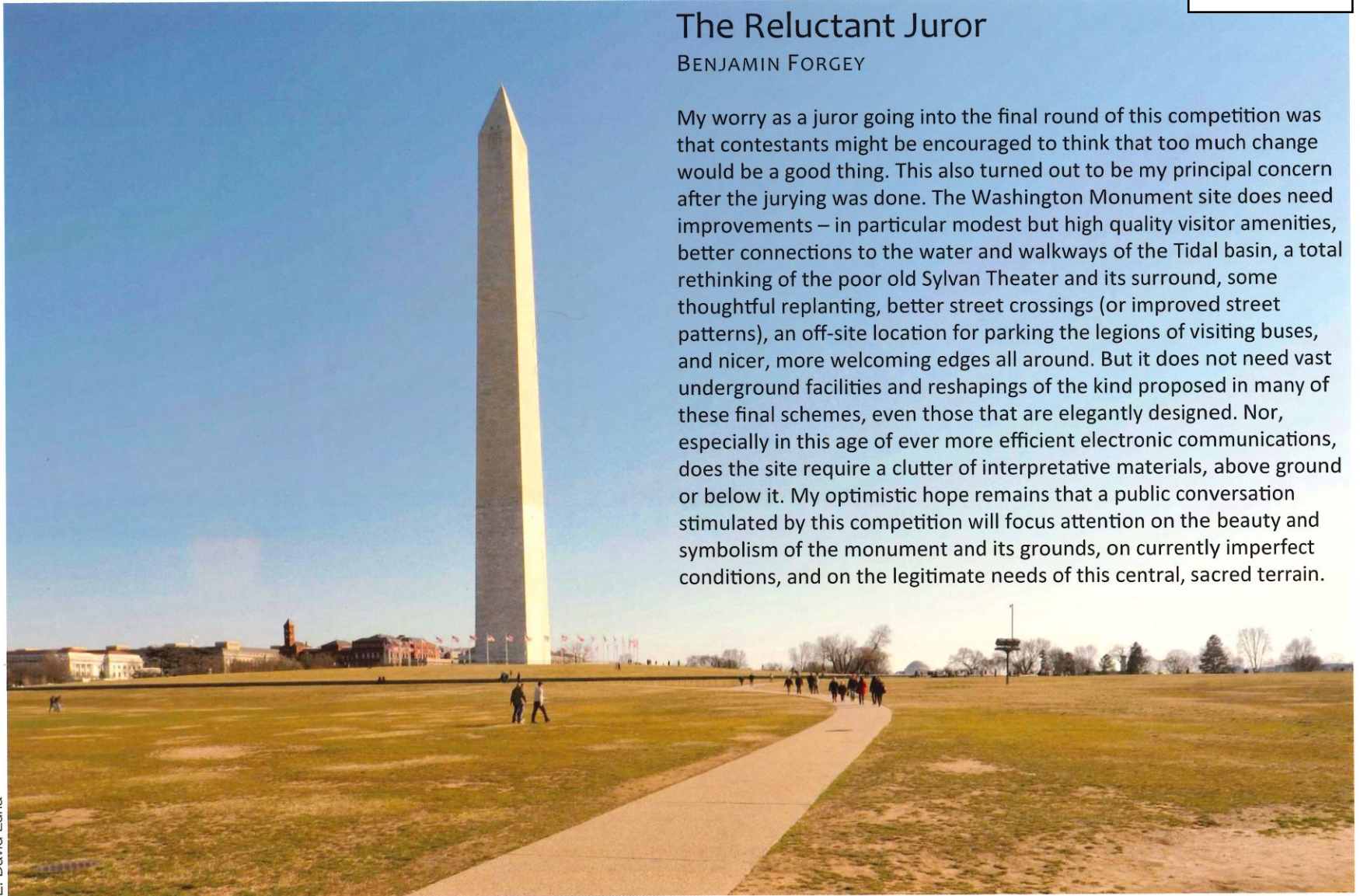
Judy Scott Feldman

Sylvan Theater

The Reluctant Juror

BENJAMIN FORGEY

My worry as a juror going into the final round of this competition was that contestants might be encouraged to think that too much change would be a good thing. This also turned out to be my principal concern after the jurying was done. The Washington Monument site does need improvements – in particular modest but high quality visitor amenities, better connections to the water and walkways of the Tidal basin, a total rethinking of the poor old Sylvan Theater and its surround, some thoughtful replanting, better street crossings (or improved street patterns), an off-site location for parking the legions of visiting buses, and nicer, more welcoming edges all around. But it does not need vast underground facilities and reshapings of the kind proposed in many of these final schemes, even those that are elegantly designed. Nor, especially in this age of ever more efficient electronic communications, does the site require a clutter of interpretative materials, above ground or below it. My optimistic hope remains that a public conversation stimulated by this competition will focus attention on the beauty and symbolism of the monument and its grounds, on currently imperfect conditions, and on the legitimate needs of this central, sacred terrain.



E. David Luria

Stage Three: Six Winners

Symbol of Togetherness

"Imagine attending a demonstration on the Mall during the day and then returning that night to discover the grounds illuminated like a galaxy of stars - thanks in part to your very footsteps... The beauty of the network of lights links people across time and intention, backgrounds and aspirations, into one enduring yet mutable symbol of togetherness."
-Catherine Peek

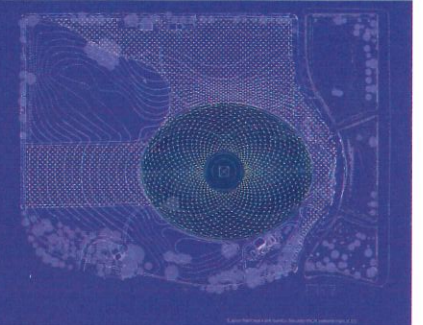
Field of Stars



Light and sound evoke an otherworldly environment.

People moving across a grid of landscaping lights generate piezoelectricity and trigger fragments of historic sound.

At dusk the illumination of each lamp is bright in proportion to the day's foot traffic, symbolic of power that the people wield nationwide.



Reforesting the Edges

"Arcs of Shade reforests the edges, walks and large areas of the Washington Monument grounds, keeps both axes open and preserves the Mall's grand design vision. These tree-shaded areas include paved surfaces, benches, low plantings, drinking fountains, bathroom facilities and occasional refreshment stands."
 -Stephen Lederach



A. Mall unified with combined cascades, reflecting pool and bioliths



B. Uninterrupted pedestrian shade



C. Walks, plazas, seating, understorey shade and concessions under tree shade.



D. Belowground visitor center entrance beyond.



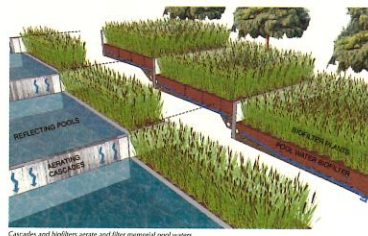
E. Visitors Center with 15th Street reconnected. Trees frame and enhance views.



F. Fountains

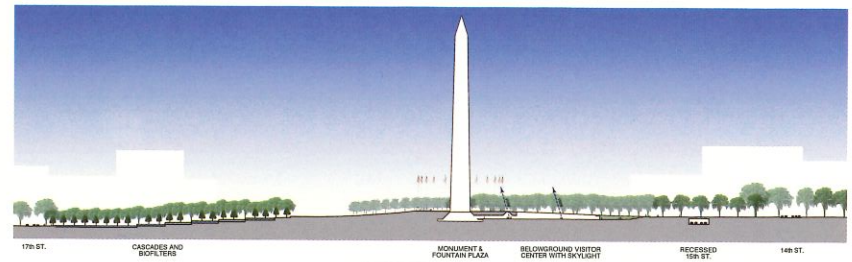
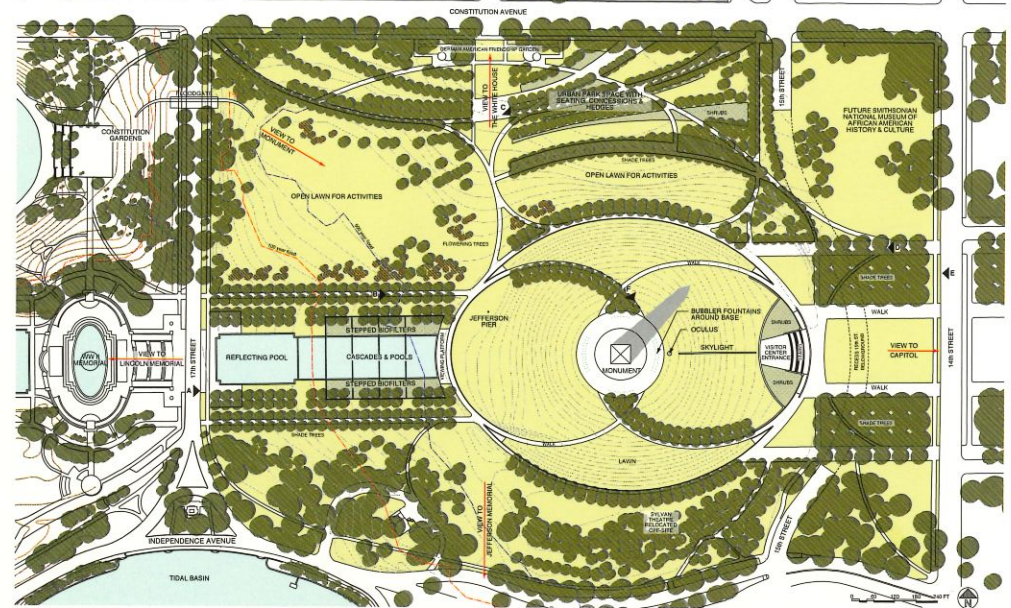


Aerial context



Cascades and bioliths aerate and filter mammal pool water

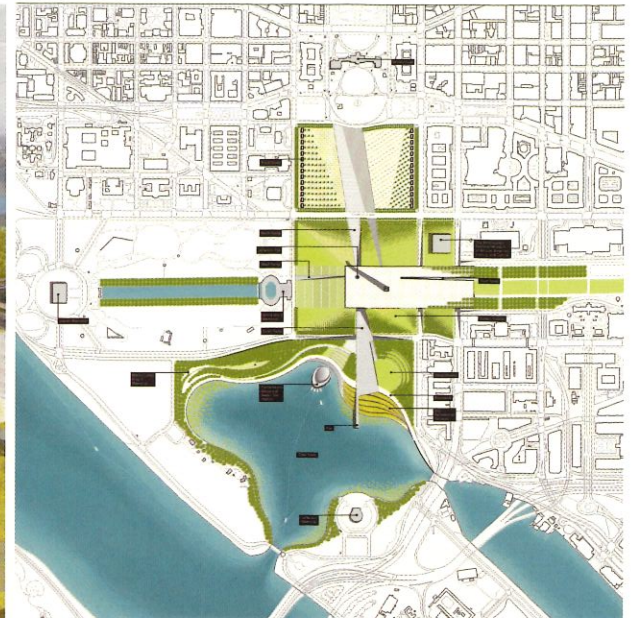
NATIONAL IDEAS COMPETITION - Washington Monument Grounds ARCS OF SHADE



EAST/WEST MALL SECTION

Integrating the Monument and the City

"Why not extend the Mall over the two streets so people could walk to the Monument without having to cross traffic? We realized that our proposal would not only create a great viewing platform for important historic events, but had emerged from deeply embedded cultural practices related to city founding."
-Julian Hunt, Lucrecia Laudi, Monling Lee and Miguel Angel Maldonado



A GREAT INCLINED PLANE
ON WHICH THE HOPES AND DISTEMPERS OF THE NATION ARE MANIFEST

The experience of the enormous crowds at the last inauguration provided the initial inspiration to extend the Mall with a great inclined viewing platform. At such important historic moments these crowds confirm and consecrate the peaceful transfer of power, while at other quotidian moments the great incline provides an important social space for the nation.



Circles and Light

"In our proposal, we retain the singular, uncluttered identity of the Washington Monument as the central fixture of the Mall. And we reinforce the circle as the symbol of the United States as one nation...The main design feature in the hall and museum is the interplay of direct and indirect light."
-Jacques Prins, Kevin Battarbee and Egidijus Kasakaitis

National Ideas Competition Washington Monument Grounds
Monument Of Unity

Create a better understanding of history - a large sky-lit museum and exhibition hall encircling the Monument, dedicated to the person and legacy of George Washington.
 A welcoming experience - a spatial sequence strengthening the central position of the Monument on the Washington Mall, harmonizing with the past and addressing the present and future.

1 Entrance to museum
 2 Exhibition area
 3 Museum
 4 Entrance to Obelisk

Floor Plan

"A new 3,000-seat Washington Amphitheater is a national gathering place that recalls the great amphitheaters of Rome and Greece and serves as a grand and fitting base for the Washington Monument. The new Great Lawn in front of the amphitheater is both a performance and meeting space for 10,000 people."
 -Karolina Kawiaka

A National Gathering Space



NATIONAL IDEAS COMPETITION FOR THE WASHINGTON MONUMENT GROUNDS: THE PEOPLE'S FORUM

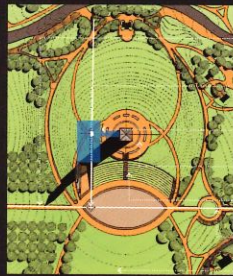


CONTEXT PLAN

JEFFERSON'S ORIGINAL PLAN FOR WASHINGTON, DC, DEFINED TWO AXES REPRESENTING PRESIDENTIAL LEADERSHIP AND DEMOCRATIC GOVERNANCE.

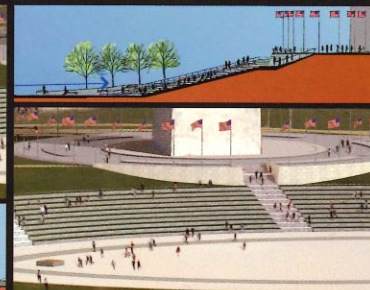
200 YEARS LATER, THAT VISION IS REALIZED BY A CIVIC PLACE THAT TELLS THE STORY OF THE WASHINGTON MONUMENT, CREATES A PUBLIC FORUM FOR GATHERINGS, AND COMPLETES A VISION OF THE MALL AS AMERICA'S FRONT LAWN.

SUBMITTED BY
 KAROLINA KAWIAKA
 WHITE RIVER JUNCTION, VT
 WWW.KAWIAKA.COM



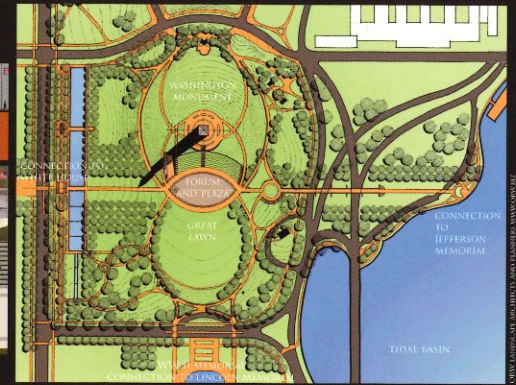
KEY TO ILLUSTRATIONS

- THE WHITE HOUSE WALKWAY ALONG JEFFERSON'S ORIGINAL PRESIDENTIAL AXIS HAS A TREED ALLEE AND REFLECTION POOL.
- A NEW PLAZA FEATURES THE JEFFERSON PIER AT THE CONVERGENCE OF THE WHITE HOUSE WALKWAY AND THE CAPITAL DOME AXIS.
- THE BLUE FOOTPRINT SHOWS THE VISITORS' CENTER AND MONUMENT CONNECTOR.
- THE WALLS AND WALKWAYS OF RECENT GROUNDS IMPROVEMENTS ARE RETAINED.
- GRASSY TERRACES WITH STONE STEPS PROVIDE SEATING AND STAGE AREAS FOR PERFORMANCES.
- AN OVERLOOK AND SEVERAL CONNECTOR PATHWAYS LEAD TO THE JEFFERSON MEMORIAL.
- GREAT LAWN FOR SEATING AND EVENTS.



THE UNDERGROUND VISITORS' CENTER IS ILLUMINATED BY A SKYLIT GALLERY THAT LEADS TO THE MONUMENT FOUNDATION.

STONE STEPS AND LAWN TERRACES PROVIDE SEATING AND SPACE FOR PERFORMANCES.



A Changing Pathway

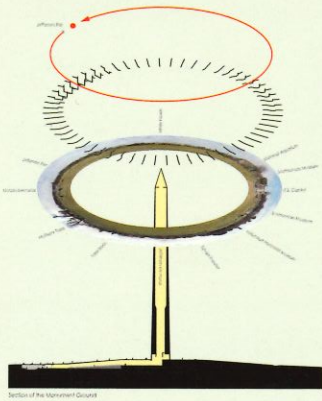
"I propose a broad circular pathway that will create new relationships between the monument, the city and nature as the visitors move around it. Walls, slopes and steps rise and fall along the path, causing visitors to experience the presence of the Monument in different ways at different points."
-Jinwoo Lim

You and Me

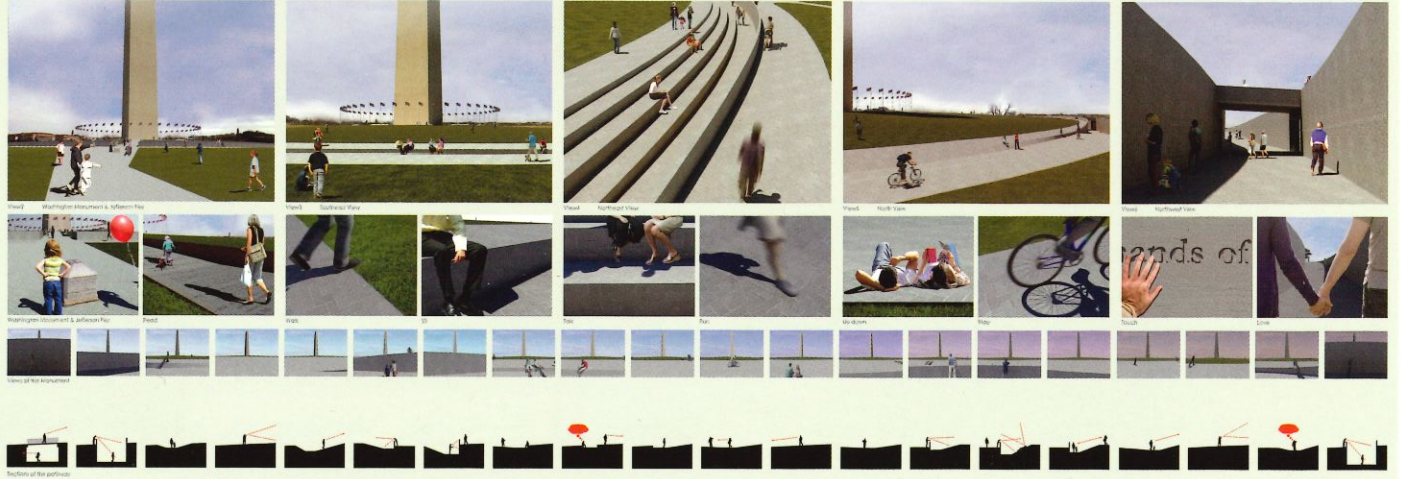
Washington Monument has been standing in various views within different urban, natural, and historical backdrops. Proposed Monument Ground is a walkway that brings a new relationship between people and the monument and the city by creating different views and activities. The new pathway connects existing paths around the monument and it links the monument through the underground pathway. Along the different sections of the pathway, people can walk through, sit, lie down, and can be walked from the surroundings by the steps and sloped walls of the pathway.



Site Plan



Section of the Monument Ground



The Conversation Continues: Exhibiting Big Ideas

LAURA B. SCHIAVO, PH.D.

In the world of museums there is some debate about whether the best exhibitions are driven by ideas or objects. That decision is a bit of a foregone conclusion when one is asked to create an exhibition about an ideas competition. And so it was that the team of student curators and designers from The George Washington University Museum Studies program set out in September 2011 to determine how to create an exhibition about the National Ideas Competition, and turn “ideas” into a compelling experience.

Someday in the Park with George opened at the Virginia Center for Architecture on April 12, 2012. A montage of historic images dominates the first gallery, graphically communicating one of the competition’s establishing ideas: the Washington Monument grounds, like the Mall itself, have been under review and redesign for over two centuries. Ideas change, and their expressions are not inevitable. Two large panels of photographs dating from 1909 to 2011 convey another big idea: the meaning of this iconic public place is determined, in part, by those who use it. In the second gallery, amidst large reproductions of competition entries, visitors are invited to vote on their favorites, and pull up a chair at a design table bathed in the light of twelve-foot windows to develop their own ideas.

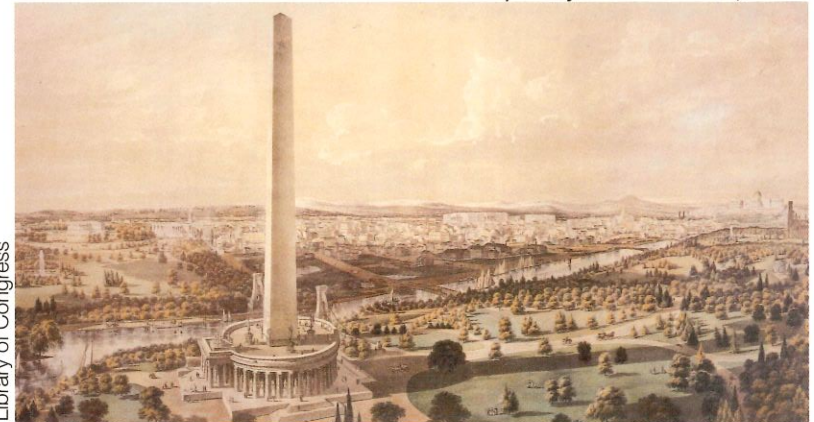
The message here: the power and possibility of a project like the National Ideas Competition can inspire a diverse public to engage in a conversation about landscape, democracy, history, and civic life. You can’t get much bigger, or more compelling, than that!

Albert H. Small Collection



Proposal for World's Fair, 1892

Library of Congress



Robert Mills' design, 1852

NOAA



Assessing earthquake damage, 2012

Credits

Steering Committee

James P. Clark, FAIA, *Chair*
 Adele N. Ashkar, ASLA, *Vice Chair*
 Ellen Goldstein, *Executive Director*
 Kay Murphy, *Project Coordinator*
 Lisa Benton-Short, Ph.D. (*Geography*)
 Kenneth R. Bowling, Ph.D. (*History*)
 W. Kent Cooper, FAIA (*Architecture*)
 Judy Scott Feldman, Ph.D. (*History of the National Mall*)
 Richard Longstreth, Ph.D. (*American Studies*)

Stage 1 Jury

Raymond Gastil, AICP, *Chair*
 David Hackett Fischer, Ph.D., *Historian*
 Kathryn Gustafson, ASLA, *Landscape Architect*
 Sara Hart, *Architectural Writer*
 Mitchell Joachim, Ph.D., *Futurist*
 Kirk Savage, Ph.D., *Art Historian*
 Joy Zinoman, *Founding Artistic Director, The Studio Theatre*

Stage 2 Jury

Gregory K. Hunt, FAIA, *Chair*
 David Hackett Fischer, Ph.D., *Historian*
 Benjamin Forgey, *Journalist*
 Eric D. Groat, ASLA, *Landscape Architect*
 Joy Zinoman, *Founding Artistic Director, The Studio Theatre*

The National Ideas Competition for the Washington Monument Grounds was made possible through the generous support of the following organizations and individuals.

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 St. Albans School
 University of Delaware
 University of Maryland
 The University of Texas at Austin
 Van Alen Institute
 Virginia Polytechnic Institute and State University (Virginia Tech)

George Washington University Interns

Leslie Jones
 Sarah Siegel

Someday in the Park with George was developed and created by George Washington University Museum Studies graduate students under the direction of Assistant Professor Laura B. Schiavo, Ph.D.

Exhibition Team

Anna Forgeson
 Sarah Fuller
 Sarah Glass
 Mara Kurlandsky
 Devora Liss
 Meghan Medwid
 Vanessa Nagengast
 Amanda Rush
 Hilary-Morgan Watt

Exhibition Production

Keith Fabry Reprographic Solutions, Richmond, Virginia

Poster Design

Rhea George

Special Thanks to the Virginia Center for Architecture, Richmond Virginia

Editors

Adele N. Ashkar, ASLA
 Lisa Benton-Short, Ph.D.

In 2010, a small group of individuals, university professors, historians, architects and designers began planning for the National Ideas Competition for the Washington Monument Grounds, in the hope of starting a national conversation about this highly symbolic civic space. The Steering Committee could not have imagined at the time that the Competition would engage participants of all ages from around the world. Throughout the process the Competition has continued to gain momentum and support. It has received glowing press in *The Washington Post* as well as architectural and landscape design media, and sparked numerous design competitions for other parts of the National Mall.

The website www.wamocompetition.org continues to serve as an educational resource for students, educators and citizens of all ages. Please visit this website for more information about the history and development of the Washington Monument and the National Mall.

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Ideas Competition

1/31/2026 draft

Cape Charles Harbor Development

The purpose of the Cape Charles Harbour Development Ideas Competition is to encourage Americans of all ages to develop innovative and creative ideas that provide vision to the master plan framework that is being developed for the harbor in historic Cape Charles, Virginia. Cape Charles is a typical American town on the Eastern Shore that grew out of the railroad and shipping industry along the Chesapeake Bay. Over time, the railroad has been replaced by a highway and the world's longest bridge tunnel at the southern tip of the Eastern Shore. As a result, Cape Charles went through a decline since it lost its economic engine. In 2020, Covid changed the way the world works, and this idyllic beach town on the Chesapeake Bay now draws professionals who can now work remotely on a full or part-time basis. The train tracks and buildings along the harbor have been removed, and the town is working with the Berkley Group to develop a master plan for a new development. This competition is intended to create ideas and test-fits for the master plan. The competition will spur public interest in this typical American town. It will join legacy and the future, historical context and contemporary thinking, and engage in a lively debate about how to shape railroad towns that no longer have a railroad.

eligibility

The competition invites participation of individuals 12 and older.

Submissions are welcome from everyone, including students, artists, critics, historians, educators, architects, landscape architects and anyone who has a good idea for this civic space.

calendar

Spring 2026 – Online RESOURCE materials about the site will be available to educate the public about the history of Cape Charles and this development opportunity.

September 30, 2026 – STAGE ONE submissions will be due to the Town of Cape Charles.

October 2026 – A distinguished jury composed of professors from the region's schools of architecture will select up to 25 semifinalists to enter stage two of the competition. All submissions will be on display at the Town Hall along with the master plan for the development. Recipients will be recognized at the town's October festival / date ???

Spring 2027 – In STAGE TWO, the semifinalists will translate their ideas into preliminary demonstration proposals. A jury will select 5 finalists.

Summer 2027 – In STAGE THREE, the five finalists will be asked to further refine their idea and make a presentation to the Town Council. They will develop their ideas into comparable test fits for the master plan, suitable for public vote.

October 2027: Cape Charles citizens will have the chance to vote for the People's Choice.

awards

All entrants will receive a certificate for their participation and will be eligible for inclusion in the catalogue that will be published and posted online at the conclusion of the Competition.

Each of the semifinalists from Stage One will receive a prize of \$100 plus a stipend if they choose to continue to Stage Two.

The 5 finalists from Stage Two will be awarded a stipend and offered free expert design and technical assistance to proceed to Stage 3.

In Stage Three, Cape Charles citizens will review the test fits and cast their vote for the People's Choice of 2 Honor Awards and three Honorable Mentions.

submissions

The Competition entrants must be registered in order to be eligible for review and award. Register by May 30, 2026 at _____.

Entries must be submitted electronically, using Adobe Portable Document format (PDF), by September 30, 2026 to Katie Nunez, Planning & Zoning Administrator, knunuez@capecharles.org (confirm with Katie as to who should receive)

Stage One submissions must be no more than a page size of 8 ½ x 11 inches. The submission must begin with an abstract of no more than 50 words. Minimum font size is 10 point. Only electronic submissions will be eligible.

Registration fee – Entries from individuals and teams are welcome.

- \$25 per entry for individuals
- \$10 per entry for students

Learn more at

www.capecharles.org

Cape Charles Railyard & Harbor Area Master Plan



Section 8, Item A.

Meeting & Engagement

Date	Meeting / Event	Topics / Notes	Attendees
March 3, 2026, 10am (Virtual)	Steering Committee # 2	<ul style="list-style-type: none"> Public Engagement Results Existing Conditions Assessment (Site Analysis & Economic Analysis) Guiding Principles for the Master Plan (Presentation of guiding principles guiding Plan development) Site Framework Plan Review & Feedback 	Berkley Group & Project Team, Town Staff, Steering Committee
April/May	Online Survey	<p>Precedent Images / Visual Preference</p> <p><i>Online survey available concurrently with steering committee # 2 and engagement events # 2.</i></p>	N/A
May 5, 2026, 10am (Virtual) Tentative	Steering Committee # 3	<ul style="list-style-type: none"> Preliminary Concept Discussion & Feedback Precedent Images / Visual Preference Activity Implementation Steps Discussion (High level discussion of implementation strategies & opportunities) 	Berkley Group & Project Team, Town Staff, Steering Committee
May 2026 TBD	Public Engagement Events # 2	<ul style="list-style-type: none"> Preliminary Concept Feedback Precedent Images / Visual Preference <p><i>Event # 2 will be conducted as an open house where attendees can come anytime within a 2-hour period to review materials, leave comments, and ask questions of staff. Two in-person time slots will be offered. An online option with presentation and Q & A will be offered at a different time.</i></p>	Berkley Group, Town Staff, Public
July 7, 2026, 10am (Virtual) Tentative	Steering Committee # 4	<ul style="list-style-type: none"> Public Engagement Results Completed Master Plan Discussion & Feedback 	Berkley Group & Project Team, Town Staff, Steering Committee
July 2026 TBD	Public Engagement Event # 3	<ul style="list-style-type: none"> Completed Master Plan Review & Feedback <p><i>Event # 3 will be conducted as an open house where attendees can come anytime within a 2-hour period to review materials, leave comments, and ask questions of staff. One in-person time slot will be offered. An online option with presentation and Q & A will be offered at a different time.</i></p> <p><i>An online comment form will also be available for public comments.</i></p>	Berkley Group, Town Staff, Public


Cape Charles Railyard & Harbor Area Master Plan

Meeting & Engagement



August or September TBD	Town Council Hearing & Adoption	<ul style="list-style-type: none">• Public Presentation• Public Hearing	Berkley Group, Town Staff, Public
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Note: Topics to be covered at each meeting are tentative.

	Agenda Title:	Agenda Date:
	Virginia Port Authority Aid to Local Ports Grant	February 19, 2026
	Subject/Proposal/Request:	
	Authorize the Mayor to submit grant request for Harbor Boardwalk Reconstruction, Phase 3	
Town of Cape Charles	Attachments:	For Council:
	Grant request.	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Bob Panek, Project Manager	Rick Keuroglan, Town Manager

Background:

The Town has utilized several Virginia Port Authority (VPA) Aid to Local Ports (ALP) grants over the years to improve the Town Harbor. ALP grants pay for up to 75% of capital projects. The VPA requires a letter signed by the Mayor by March 1st to carry over an existing grant or request a new grant. The VPA Board typically considers these requests in May, with approved funding becoming available July 1. The last two ALP grants we received funded a significant portion of the Inner Harbor Bulkhead Rehabilitation.

Item Specifics:

The wood boardwalk adjacent to the floating docks has been in service for about fifteen years. The evaluation of Town Harbor capital assets performed by Langley & McDonald noted that the boardwalk needed continuing maintenance and repair to extend its service life and recommended detailed inspection of the supporting structure. Subsequently, a few areas collapsed and required emergency repair by Harbor staff. They discovered that the supporting beams and joists had deteriorated much more than anticipated.

A phased reconstruction project was developed to replace deteriorated beams and joists, and to replace the wood decking with synthetic material to minimize long term maintenance and repair cost. Phase 1 addressed one of the worst known areas near the bath house and was completed last spring. Phase 2 from the bath house to the west end was recently completed. Significantly more damage than anticipated was discovered and had to be corrected. We could not apply for ALP grants for these phases, as cost information was not available in time to prepare a credible request. The last phase will reconstruct the western section behind The Shanty and is estimated to cost \$64,400.

A maximum grant of 75% would fund \$48,300 of the project. The full amount may not be approved, as only \$1 million is available annually for the ALP program. However, there is a good chance of a substantial award, perhaps 50%, due to our past performance in executing

previous grants. The Town share would need to be included in the FY 2027 budget; \$16,100 at 75% grant coverage or \$32,200 at 50% grant coverage.

Recommendation:

Authorize the Mayor to request a VPA ALP grant in the amount of \$48,300 for Harbor Boardwalk Reconstruction, Phase 3.

February 19, 2026

Ms. Melissa Fularon
Director, Grant Program Administration
Virginia Port Authority (VPA)
600 World Trade Center
Norfolk, VA 23510

Subject: Aid to Local Ports (ALP) Grant Request

Dear Ms. Fularon,

We are requesting a new ALP grant in the amount of \$48,300 for Phase 3 of the reconstruction of our harbor boardwalk.

The Town contracted with Langley & McDonald to perform an evaluation of all Town Harbor capital assets. The wood boardwalk on the bulkhead adjacent to our floating docks was identified as an asset needing attention. After detailed inspection of several areas that required immediate repair, we concluded that the supporting structure had deteriorated to the point that the boardwalk needed to be rebuilt to ensure public safety.

We have completed the first two phases of reconstruction, totaling over 6,100 square feet at a cost of \$183,470. We plan to accomplish the final phase, totaling 1,830 square feet at an estimated cost of \$64,400, this coming fall. Details of our request are provided in the attachment.

The harbor boardwalk is critically important for our transient boaters and for non-boaters utilizing the harbor amenities. This contributes significantly to the economic vitality of the Town and Northampton County.

We appreciate the past financial support for harbor improvements provided by the Port Authority. Thank you for consideration of our FY 2027 request. If you require additional information, please contact Mr. Bob Panek, Project Manager, at 757-331-3259, X19 or bob.panek@capecharles.org.

Sincerely,

Adam Charney
Mayor

Attachment: New Grant Request

Cc: The Honorable Bill DeSteph
The Honorable Rob Bloxom
Chairman, Northampton County Board of Supervisors

February 19, 2026

Aid to Local Ports
Grant Request
FY 2027

Applicant: Town of Cape Charles

Amount: \$48,300

Project: Harbor Boardwalk Reconstruction, Phase 3

Need and Urgency:

The Town contracted with Langley & McDonald to perform a condition evaluation of all Town Harbor capital assets. The study identified the need to rehabilitate the wood boardwalk on the bulkhead adjacent to the floating docks which are utilized primarily by transient vessels. This boardwalk has been in service for about 15 years and a detailed inspection found that much of the underlying support structure (beams and joists) had severely deteriorated. This has made it difficult to replace deteriorated deck boards as part of the normal maintenance regime. Sections have even collapsed and required an emergency rebuild. The boardwalk is a key component of the Town Harbor, connecting the floating docks to the harbor office and bathhouse, as well as The Shanty restaurant. Convenient access to these facilities is important to our transient vessel customers. It also provides customer access to the charter boats operating from the floating docks. The boardwalk is part of the Town’s community trail system, allowing our transient boaters to more easily access the commercial district and non-boating visitors to enjoy the services provided in the Town Harbor.

<u>Project Cost Estimate:</u>	<u>Total</u>	<u>ALP</u>	<u>Local</u>
Phase 3	\$64,400	\$48,300	\$16,100

Timeline and Phases:

The Boardwalk Reconstruction project replaces the support structure with pressure-treated wood rated for ground contact, and the wood decking with composite material and stainless-steel fasteners to reduce future maintenance requirements. The project was structured in three phases. The first two phases, totaling over 6,100 square feet, were completed in FY 2025 and 2026 at a cost of \$183,470. The third and last phase is planned for the fall of 2026. This will be 1,830 square feet at an estimated cost of \$64,400.

Rendering of Proposed Improvements: See attached photos.

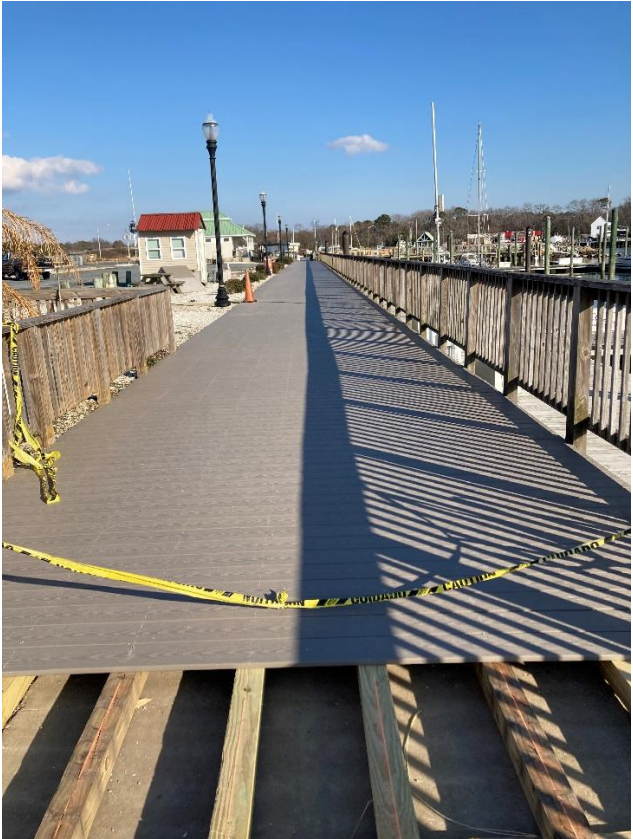
Potential Impact to the Community: Completion of the Boardwalk Reconstruction project will eliminate a safety issue and preserve an important amenity for our transient vessel customers and other visitors to the Town Harbor. This supports the local economy through sale of fuel, supplies, provisions, and tourist services.

Phase 1 looking west and at northeast corner.



Phase 2 under construction looking west and east. Now completed.

Section 9, Item A.



Phase 3 looking north.




Phase 3 looking south.



Phase 3 looking east.

Section 9, Item A.



	Agenda Title:	Agenda Date:
	Request to Install Flood Warning Signage on Plum Street & Madison Avenue	February 19, 2026
	Subject/Proposal/Request:	
	Consideration of a resolution requesting VDOT to evaluate the roadways & intersection of Plum Street & Madison Avenue and install signage warning of potential street flooding	
Town of Cape Charles	Attachments:	For Council:
	Resolution 20260219	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Libby Hume, Town Clerk	Rick Keuroglan, Town Manager

Background:

The roadways and intersection of Plum Street and Madison Avenue experience periodic flooding during heavy rainfall, coastal storms, or other severe weather events due to low-lying conditions and drainage limitations. While these flooding events are typically temporary, they can occur quickly and without advance notice, creating hazardous conditions for motorists, pedestrians, and emergency responders.

These roadway conditions are not unique to extreme weather events and may occur during routine heavy rainstorms. Visitors and residents unfamiliar with these areas may not anticipate standing water or reduced roadway visibility.

Item Specifics:

The proposed resolution formally requests that the Virginia Department of Transportation (VDOT), which maintains jurisdiction over the affected roadways, evaluate the locations within the Town that are prone to flooding and consider installing appropriate warning signage. Such signage would alert drivers to the potential for roadway flooding during inclement weather and promote safer driving behavior.

The installation of warning signage is intended as a proactive safety measure and serves as a practical and cost-effective approach to reducing risk.

Approval of the resolution would authorize Town staff to coordinate with VDOT to confirm the suitable locations, language, design and placement consistent with VDOT standards.

Recommendation:

Staff recommends that Town Council adopt the resolution requesting that the Virginia Department of Transportation evaluate the roadways and intersection of Plum Street and Madison Avenue and install warning signage indicating the potential for street flooding during heavy rain or storm events.

RESOLUTION 20260219

REQUEST TO VDOT FOR WARNING SIGNAGE ON CERTAIN CAPE CHARLES' STREETS THAT ARE PRONE TO FLOODING

WHEREAS, the roadways and intersection of Plum Street and Madison Avenue are subject to periodic flooding during and after heavy rain events or coastal storms due to known drainage limitations and low-lying conditions; and

WHEREAS, such flooding may occur with little warning and can create hazardous driving conditions, impaired roadway safety for motorists, pedestrians, and emergency vehicles, and standing water which could cause serious damage to parked vehicles; and

WHEREAS, the Town of Cape Charles is committed to protecting public health, safety, and welfare and seeks to proactively warn residents and visitors of known roadway conditions that may pose a risk during inclement weather; and

WHEREAS, appropriate warning signage alerting motorists to the potential for street flooding during heavy rainfall or storm events would improve public awareness, encourage safer driving behavior, and reduce the likelihood of accidents or property damage; and

WHEREAS, the affected roadways are under the jurisdiction of the Virginia Department of Transportation (VDOT), and the installation of permanent or condition-based warning signage requires VDOT review and approval; and

WHEREAS, four recommended placement locations have been identified and are shown on the attached map; and

WHEREAS, a visual of the requested signage (Sign W8-18, 36" x36") which was taken from the VDOT Manual for Uniform Traffic Control Devices, Sec. 2C.34, is also attached;

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Cape Charles, Virginia, that the Virginia Department of Transportation is hereby respectfully requested to evaluate identified roadway segments within the Town that experience recurring flooding and to install appropriate warning signage indicating the potential for street flooding during heavy rain or storm events; and

BE IT FURTHER RESOLVED, that the Town of Cape Charles requests coordination with VDOT staff to confirm the suitable signage locations, language, and design consistent with VDOT standards and best practices; and

BE IT FURTHER RESOLVED, that the Town Manager, or designee, is authorized to provide any additional information requested by VDOT in furtherance of this request.

Adopted by the Town Council of Cape Charles on this 19th day of February 2026.

By: _____
Mayor Adam Charney

ATTEST:

Town Clerk

Road May Flood Signs

1" = 94'

Section 9, Item B.



Northampton County Virginia

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Northampton County is not responsible for its accuracy or how current it may be.

- Address Labels
- Road Labels
- Town Labels
- County Boundary



Manual for Uniform Traffic Control Devices, Sec. 2C.34.

Sign W8-18, 36"x36".

	Agenda Title:	Agenda Date:
	Mason Ave. Handicap Ramps	February 19, 2026
	Subject/Proposal/Request:	
	Construct three handicap ramps on Mason Avenue.	
Town of Cape Charles	Attachments:	For Council:
	Location photographs.	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Bob Panek, Project Manager	Rick Keuroglan, Town Manager

Background:

At the Special Meeting of February 5, 2026, Council reviewed options for upgrading the electrical service for street lighting and tree lighting on Mason Avenue. Included were several corrective actions to make the electrical work less costly and improve pedestrian accessibility. This entailed reducing the size of the existing planting beds on the north side, constructing two ramps at the handicap parking spaces on the north side, and one ramp at the Strawberry Street crosswalk on the south side. Council asked that this work be packaged as a separate project and that VDOT be requested to fund the three handicap ramps.

Item Specifics:

Subsequently, Mayor Charney requested that construction of the three handicap ramps be brought back to Council for consideration to improve access for our handicapped residents and visitors in the near term. The ramps would be located close to the Library and the Palace Theatre on the north side, and at the west crosswalk to Strawberry Street Plaza on the south side (photos are attached). These are all popular, high-traffic destinations. The estimated construction cost is \$30,000.

Several potential funding sources are available. About \$3,800 remains after completion of the stump removal project. This would need to be transferred from the General Fund to the Capital Fund. Bids for the priority segments of the sidewalk infill project on Fig Street and Madison Avenue are expected to be less than the \$100,000 budgeted. Bids were due February 17. And, the full \$164,000 budgeted for the Mason Avenue electrical upgrade remains unexpended. The rough estimate for the Harbor Ave. to Bay Ave. work, including light poles and power pedestals is \$85,000.

Recommendation:

Staff recommends that Council consider constructing the three handicap ramps this fiscal year.







	Agenda Title:	Agenda Date:
	Sidewalk Infill Project	February 19, 2026
	Subject/Proposal/Request:	
	Approve Contract Award	
Town of Cape Charles	Attachments:	For Council:
	None. Bid tabulation will be provided at the meeting.	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Bob Panek, Project Manager	Rick Keuroglan, Town Manager

Background:


The Town’s Comprehensive Plan documents that significant sidewalk gaps exist in the Historic District. As advocated by the Cape Charles Historic District Civic League (CCHDCL) and emphasized in the 2025 Community Strategic Plan, Council included \$100,000 in the FY 2026 budget for sidewalk infill in the Historic District. CCHDCL recently updated the inventory of missing sidewalks and provided Town staff recommendations for utilization of this funding based on two priorities: 1) completion of a continuous pedestrian route to circumnavigate the Historic District, and 2) completion of a continuous pedestrian east-west route along Madison and Jefferson Avenues. Infill of gaps on the west side of Fig Street from Randolph to Madison Avenues, and the north side of Madison Avenue from Fig Street to Bay Avenue was specifically recommended. The new continuous Fig Street segment would connect to the existing paver sidewalk on the east side of Fig Street via a crosswalk at Madison Avenue.

Item Specifics:

An Invitation for Bid was issued on January 22, 2026, as amended on February 2, 2026, for the above work plus an additional missing segment on the west side of Fig Street from Madison to Jefferson Avenue. Bids were due on February 17, 2026. Staff will provide the results of the bidding at the Council Meeting. It is anticipated that the contract amount will exceed the Town Manager’s approval authority of \$50,000. While we strive to provide full information in advance of an action item, we believe this is a reasonable exception to avoid delaying a routine award of a contract to improve public safety.

Recommendation:

Staff will recommend contract award based on the bidding results.

 <p>TOWN OF CAPE CHARLES</p>	Formal Adoption of CAPE Values		DATE February 19, 2026
	SUBJECT/PROPOSAL/REQUEST: Presentation on CAPE Values Framework and Requesting Council Adoption		ITEM NUMBER: 9E
	ATTACHMENTS: Resolution to adopt CAPE Values Framework		FOR COUNCIL: Action: X Information:
	STAFF CONTACT (s): Rick Keuroglian, Town Manager	REVIEWED BY: Rick Keuroglian, Town Manager	

Purpose:

The purpose of this agenda item is to request Town Council consideration and adoption of the **CAPE Values framework** to guide how Town staff lead, serve, and carry out the work of local government.

Background history:

As the Town continues to advance strategic planning efforts and respond to community feedback emphasizing trust, communication, and professionalism, staff has worked to identify a clear and memorable set of organizational values that reflect the character of Cape Charles and support consistent service delivery.

Through internal discussion and leadership review, CAPE emerged as the values framework that best captures how the Town already operates at its best and how residents and visitors should experience Town government.

CAPE is designed to be practical, place-based, and applicable across all departments. It does not replace existing policies or procedures, but instead provides a shared foundation for decision-making, service delivery, and internal culture.

CAPE Values:

CAPE represents the Town’s shared commitment to:

- **Community Engagement** – Listening before deciding and valuing community input
- **Accountability** – Following through on commitments and owning outcomes
- **Professionalism** – Acting with integrity, consistency, and respect
- **Excellence** – Striving for quality, stewardship, and continuous improvement

Together, these values reflect how the Town leads internally and how the public experiences Cape Charles government.

Implementation:

If adopted, CAPE will be implemented through:

- Integration into department operations and staff onboarding
- Use as a common language for decision-making and service delivery
- Alignment with performance expectations and internal communications
- Ongoing reinforcement through leadership practices and recognition

CAPE is intended to strengthen consistency across departments, support Council policy implementation, and reinforce public trust.

Staff Recommendation:

“Staff recommends that Town Council formally adopt the CAPE Values Framework as the organizational values of the Town of Cape Charles.” See Resolution that is prepared.

CAPE: STRENGTHENING OUR CULTURE, SERVICE, AND LEADERSHIP



Why Talk About Values at All?

- Culture exists whether we define it or not.
- Values Clarify expectations.
- Shared values create consistency.
- Alignment builds public trust.





WHY THIS MATTERS NOW

- Growth and complexity require clarity.
- Expectations from residents are increasing.
- Internal consistency strengthens credibility.
- Organizational stability supports long-term success.

How We Got Here (Process)

- Multiple staff listening sessions
- Cross-department representation
- Identified themes already valued
- Refined language
- Explored multiple one-word frameworks
- Unanimous staff vote to align around CAPE

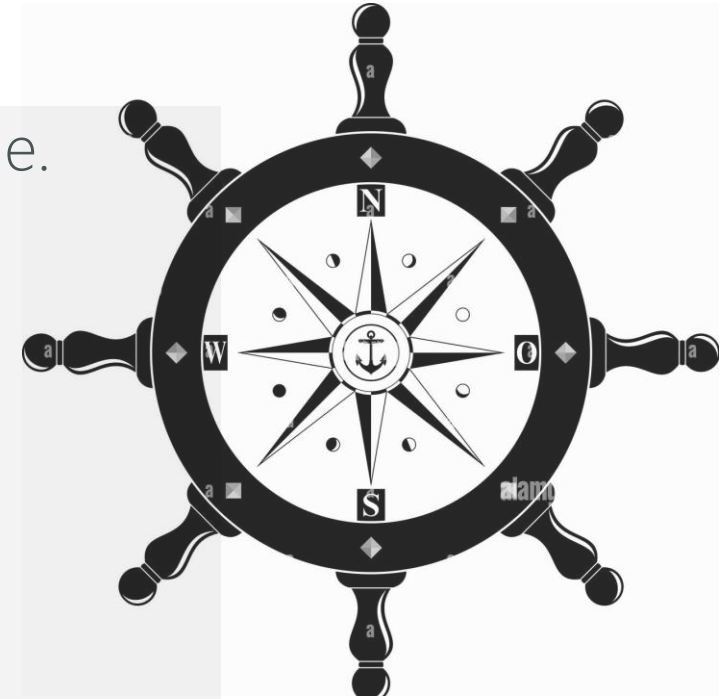
WHAT CAPE STANDS FOR

C – Community Engagement
A – Accountability
P – Professionalism
E – Excellence



CAPE

- **Community Engagement** – We listen before we decide.
- **Accountability** – We do what we say we'll do.
- **Professionalism** – We act with integrity and consistency.
- **Excellence** – We strive for quality and continuous improvement.





Why CAPE Matters to Staff

- Provides clarity and shared language
- Encourages pride in public service
- Reinforces positive behaviors already happening
- Supports consistency across departments



Why CAPE Matters to Council

- Aligns staff execution with Council vision
- Reinforces ethical governance
- Creates consistency in service delivery
- Supports long-term organizational stability



Why CAPE Matters to the Community

- Builds trust
- Encourages transparency
- Promotes professionalism
- Sets expectations for service quality



What CAPE Is NOT

CAPE is NOT:

- A disciplinary tool
- A performance weapon
- A political statement
- A rebranding effort
- A mandate to change personalities

What CAPE Is

- A shared leadership compass
- A cultural anchor
- A commitment to continuous improvement
- A service mindset
- A reflection of who we already are at our best



IMPLEMENTATION

- Incorporated into onboarding
- Referenced in staff meetings
- Used as decision-making language
- Reinforced through recognition



The Recommendation

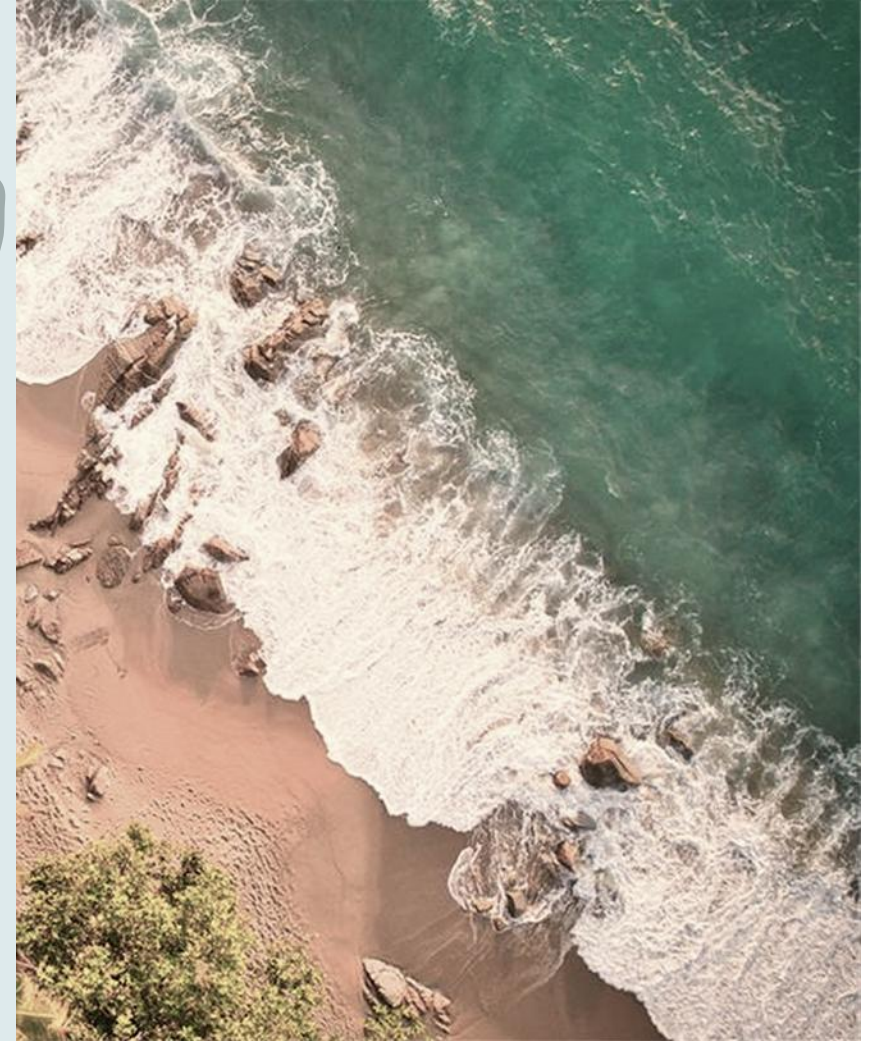
- Staff has done the work.
- Staff has aligned unanimously around CAPE.
- I respectfully recommend Council to formally adopt CAPE as the Town of Cape Charles' organizational values framework.
- See the Resolution that is submitted

THANK YOU

CAPE doesn't change who we are.

It clarifies it.

It reminds us how we lead,
how we serve,
and how we move forward together.



RESOLUTION 20260219
ADOPTION OF THE TOWN OF CAPE CHARLES
CAPE VALUES FRAMEWORK

A RESOLUTION ADOPTING THE CAPE VALUES FRAMEWORK FOR THE TOWN OF CAPE CHARLES

WHEREAS, the Town of Cape Charles is committed to ethical governance, responsive public service, and professional municipal operations; and

WHEREAS, shared organizational values help promote consistency, accountability, transparency, and public trust across Town government; and

WHEREAS, Town leadership has identified the CAPE Values framework as a clear and meaningful reflection of how the Town leads, serves, and engages with the community; and

WHEREAS, CAPE represents the principles of **Community Engagement, Accountability, Professionalism, and Excellence**, which align with the character, history, and future direction of Cape Charles; and

WHEREAS, the CAPE Values framework is intended to guide internal culture, decision-making, and service delivery across all Town departments, while complementing—not replacing—existing laws, policies, and procedures;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Cape Charles, Virginia, that:

1. The Town Council hereby adopts **CAPE** as the official organizational values framework of the Town of Cape Charles:
 - o **Community Engagement**
 - o **Accountability**
 - o **Professionalism**
 - o **Excellence**
2. The CAPE Values shall guide how Town staff carry out their responsibilities, interact with the public, support one another, and implement Council policy.
3. The Town Manager is directed to integrate the CAPE Values into departmental operations, staff onboarding, internal communications, and organizational practices as appropriate.

BE IT FURTHER RESOLVED that this framework reflects the Town’s commitment to leadership, stewardship, and continuous improvement in service to the Cape Charles community.

Adopted by the Town Council of the Town of Cape Charles on February 19, 2026.

By: _____
Mayor

ATTEST:

Town Clerk

	Agenda Title:	Agenda Date:
	Precious Metals and Gemstones Permit Fee and Process	February 19, 2026
	Subject/Proposal/Request:	
	New Permit Application and Fees for Dealers in Precious Metals or Gems	
Town of Cape Charles	Attachments:	For Council:
	2026 Application for Permit	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Marion Sofield, Treasurer	Rick Keuroglian, Town Manager Jim Pruitt, Police Chief

Background

A licensed retail business operating within the Town of Cape Charles intends to host a business engaged in the purchase of precious metals and/or gemstones. The Northampton County Sheriff’s Department has advised that such businesses are subject to specific statutory requirements in the Commonwealth of Virginia.

Item Specifics

Upon reviewing and research of applicable Virginia law, staff determined that the Town of Cape Charles does not currently have an appropriate local permit in place to regulate this type of business activity.

A survey of other Virginia localities indicates that similar permits are commonly required and administered at the local level. In many cases, associated permit fees exceed those proposed herein.

Under the proposed permit process, the Cape Charles Police Department will:

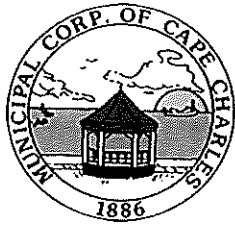
- 1) Review and collect all information required under the permit application;
- 2) Inspect business records to verify that weighing devices are properly calibrated in accordance with Virginia Weights and Measures regulations; and
- 3) Confirm that the applicant maintains a surety bond in the minimum amount of \$10,000, as required by state law.

Recommendation

It is recommended that the Town of Cape Charles adopt the attached 2026 Application for Permit – Dealers in Precious Metals or Gems, and establish the following fee structure:

- Initial Permit Application Fee: \$200
- Annual Renewal Fee: \$100

Revenue generated through this permit process shall be recorded under “Miscellaneous Revenue – General Fund,” unless Council elects to establish a separate revenue classification within the General Fund for this purpose.



Town of Cape Charles

2026 Application for Permit Dealers in Precious Metals or Gems Non-Transferable

Fees: (Check one)

_____ \$200.00 New Application

_____ \$100.00 Renewal Application

Permit is valid for 1 year from issue date.

Date issued: _____

(Please print application)

Dealer's Full Name:

Last _____ First _____ Middle _____

Any Aliases: _____

Home Address: _____

Home Phone Number: _____ Other Phone Numbers: _____

Date of Birth: _____ Age: _____ Race: _____ Sex: _____ SSN# _____

Place of Employment: _____ Phone Number: _____

Address: _____

Employer's Name: _____

Criteria that **MUST** be met:

- Applicant must have no felony convictions or crimes of moral turpitude within seven (7) years prior to the date of application.

Criteria that MUST be met: (Continued)

- Dealer must have all weighing devices used in his business inspected and approved by local or state weights and measures officials and must present written evidence of such approval.
- Dealer must be bonded for \$10,000.
- This permit is valid for 1 year from date issued and may be renewed in the same manner as such permit was initially obtained.

I, the undersigned, affirm that the information contained in this application and any attachments to this document are both correct and complete to the best of my knowledge. I also agree that I understand the requirements set forth by Code of Cape Charles, Virginia, and of the Commonwealth of Virginia regarding the purchase or sale of precious metals and/or gemstones. The willful making of a false statement in this application constitutes perjury and is punishable in accordance with 18.2-434 of the Code of Virginia.

Applicant's Signature: _____

(sign before Notary Public)

Date: _____

This day, _____ personally appeared before me and acknowledged his/her signature to the above statement.

My Commission Expires: _____

Notary Public Signature: _____

NOTARY SEAL

