



Town Council Regular Meeting

October 16, 2025 at 6:00 PM

Cape Charles Civic Center - 500 Tazewell Avenue

Agenda

- 1. Call to Order**
 - A. Roll Call
 - B. Establish Quorum
- 2. Moment of Silence and Pledge of Allegiance**
- 3. Recognition of Visitors / Presentations / Recognitions**
 - A. Coastal Seaplanes Operational Presentation - Sam Riggs
- 4. Public Comments (3 minutes per speaker for topics not subject to this evening's public hearing)**
- 5. Consent Agenda**
 - A. Approval of Agenda Format
 - B. Approval of Minutes
 - C. Approval of Financial Reports
- 6. Unfinished Business:**
 - A. Beachfront Master Plan - Informational
- 7. New Business:**
 - A. Short Term Rental Statistics
 - B. Appointment to Board of Zoning Appeals
 - C. Permitting Accessory Dwelling Units for Short-Term Rentals
- 8. Town Manager Comments**
- 9. Mayor & Council Comments (5 minutes per speaker)**
- 10. Announcements**
- 11. Adjournment**



DRAFT
TOWN COUNCIL
Regular Meeting
Cape Charles Civic Center, 500 Tazewell Avenue
August 21, 2025
6:00 PM

At approximately 6:00 p.m. Mayor Adam Charney, having established a quorum, called to order the Regular Meeting of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Vice Mayor Buchholz, Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. Staff in attendance were Town Manager Rick Keuroglan, Treasurer Marion Sofield, Police Chief Jim Pruitt, Assistant to the Town Manager Pam Endlein, and Town Clerk Libby Hume. There were 4 members of the public in attendance.

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

RECOGNITION OF VISITORS / PRESENTATIONS/RECOGNITIONS:

A. Recognition of Employee Celebrating Significant Anniversary

Mayor Charney congratulated Jodi Outland for celebrating 10 years of service with the Town of Cape Charles on September 21, 2025. The certificate was given to Town Manager Rick Keuroglan to present to Jodi Outland who was unable to attend the meeting.

B. Demolition by Neglect Presentation

Rick Keuroglan stated that Katie Nunez was unable to attend the meeting this evening, adding that all of the information was included in the agenda packet so he would not go through the slides. (Please see attached.) He would forward any questions to Ms. Nunez for response. There were no questions.

PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)

Pastor Rickey Rouse, First Baptist Church of Cape Charles

Pastor Rouse stated that he was in attendance about four to five months ago when he first moved into town and it was nice to be back. He went on to comment as follows: i) He stated that at his last meeting, a gentleman expressed some concern about sidewalks. A couple of weeks ago, one of his parishioners, who was about 80 years old using a walker, fell face down onto the ground. He was not blaming the lack of sidewalks, but if there was a sidewalk in that area, it would probably have been better for using a walker. He was unsure where the Town was regarding this project but felt that it would be good to complete the sidewalks in the town; ii) Affordable housing was also discussed at this meeting, and again, he was unsure of the status of that project. People came to Cape Charles and were shocked at the prices to purchase homes or even vacation here. He was not sure what Council could do about the prices charged to rent homes and hotel rooms, but \$700 for a weekend was expensive. He did not know if there were any plans for another hotel or anything to provide competition so visitors would not have to pay \$700 for a weekend; iii) He was making contact with representatives at Myrtle Landing and was not sure if there were any other areas around that could provide housing for everyday workers. \$700K was tough for even him and his wife who had good incomes. People could not afford \$2K or more for rent or a mortgage; iv) He asked about plans for the former apartment complex by the water (Seabreeze). He had not heard about anything but would like to reach out to them about their plan and any other areas in town where we could work together toward a plan for affordable housing. It would be nice to have a Town Hall meeting for citizens to come in and voice their concerns and get answers. It would be good to bridge that gap between the citizens and Council and come up with some answers.

Councilman Grossman asked Pastor Rouse to contact him about housing. We might not have a solution within the town due to pricing, but he could provide information related to affordable housing efforts in the county.

Councilwoman Holloway noted that Rick Keuroglian published a wonderful weekly manager’s report providing updates on projects, etc. There was a lot of good information included in the report and she recommended Pastor Rouse subscribe to it.

Councilman Newman also offered to sit down with Pastor Rouse to discuss the issues.

Town Clerk Libby Hume read comments submitted in writing from Roger Bollman, a visitor to the town, and Stuart Gregory, Cruising Commander of Fishing Bay Yacht Club. (Please see attached.)

Councilwoman Holloway asked that responses be sent to both individuals.

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

CONSENT AGENDA

- A. Approval of Agenda Format
- B. Approval of Minutes:
 - i. August 21, 2025 Town Council Regular Meeting
 - ii. September 4, 2025 Town Council Special Meeting
 - iii. September 4, 2025 Town Council Work Session
- C. Approval of July 2025 Financial Report

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to approve the Agenda Format and minutes as presented, but requested that the July 2025 Financial Report be pulled out for discussion. The motion was approved by unanimous vote.

Councilman Grossman stated that the Capital Improvement Project Tracking Report – ADA Parking at Central Park, needed to be updated to show the minute budget changes that were made adding \$40K for Park Row. The title needed to be changed to reflect the actual projects and the budgeted amount should reflect \$60K.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to approve the July 2025 Financial Report with the changes as discussed. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

- A. *Contract Award for Harbor/Railroad Area Conceptual Master Plan*
Rick Keuroglian stated that staff took Council’s comments back to the Berkley Group who made some adjustments to their work orders. The revised amount was initially \$126K but they were asked to reduce the scope and still accomplish what Council was looking for. He created a table outlining the differences, and the total cost would be \$109,990.90. There was \$95K in the FY 2026 Planning Department Budget, but another \$15K was needed.

There was much discussion as follows: i) The third public engagement event was the final one and recommended as a one-day event versus two-days like the other two. Councilwoman Holloway suggested that, if needed, Council could hold additional sessions with the public. Councilman Newman agreed, adding that since this would be the final public engagement event, everything should be in place; ii) Councilman Newman asked that the language for Task 1.7 (the first engagement event) be clarified as in Task 2.1 (the second public engagement event); iii) Councilwoman Ashworth asked for an update on the grant. Rick Keuroglian stated that due to the need to update the work orders, we missed the deadline for the first round of applications. This was a rolling grant and we would apply for the next round, but a project committee needed

to be named first. Councilwoman Holloway expressed her concern with approving this contract without having the information about the next round of the Community Development Block Grant (CDBG); iv) Councilwoman Ashworth felt that Katie Nunez needed to present the information on the grant and expressed her preference to table this issue until Ms. Nunez could be in attendance. Councilwoman Holloway agreed but did not want to wait until the October regular meeting and asked whether the October 2nd work session could be changed to a special meeting. She checked the website for the CDBG grant timeline and found that November 15th was the closing date, so a further delay would not be possible if we wanted to make this deadline; v) Councilman Grossman asked where the additional funding would come from. Rick Keuroglan stated that he spoke to Katie Nunez earlier and she informed him that \$95K was included in the FY 2025 budget and unused so that funding went into the General Fund Balance and \$14K to \$15K could be pulled from that, but she also felt that she had other amounts in her current budget that could cover this shortfall. Rick Keuroglan added that the Town would not have to pay the full amount at once. An adjustment could be made mid-year; vi) Treasurer Marion Sofield stated that a budget line item was needed for Council to approve an expenditure and added that she was not sure of what items Katie Nunez was referencing in her discussion with Rick Keuroglan.

Motion made by Councilwoman Ashworth, seconded by Councilman Grossman, to approve the contract award to the Berkley Group for planning services for the Harbor/Railroad Area Conceptual Master Plan, with the amount of the shortfall to be taken from reserves identified by staff. The motion was approved by unanimous vote.

NEW BUSINESS:

A. FY 2026 Budget Adjustment – Interim Town Hall:

Rick Keuroglan stated that a total of \$3,250,000 was originally budgeted in FY 2026 to cover the construction of a new Town Hall. The full amount was no longer expected to be spent during this fiscal year; therefore, some of these funds were being reallocated to cover the costs to move to the interim location. This proposed budget amendment would reallocate a total of \$162,019, \$62,019 to cover the cost to lease office space from Trinity United Methodist Church, and \$100K to cover all other costs associated with the move.

Councilman Grossman stated that all three line items should now be shown on the Capital Improvement Project Tracking Report.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to approve the proposed budget amendment as presented. The motion was approved by unanimous vote.

B. FY 2026 Budget Adjustment – Temporary Downtown Restroom:

Rick Keuroglan stated that on August 21, 2025, Council agreed to fund the purchase of a temporary downtown restroom and Cape Charles Main Street (CCMS) agreed to cover \$67K of this cost using a grant from Northampton County. The proposed budget amendment created a new expense line in the Capital Fund in the amount of \$70K to purchase the restroom unit. This covered the projected cost plus minor unforeseen expenses. The additional \$3K would be transferred from the General Fund Contingency.

There was much discussion as follows: i) Councilwoman Holloway stated that the \$67K grant was initially awarded for the visitor center restroom in the train car and had been carried over since 2022. There was some hesitation from the County of funding another temporary restroom since they funded the cost for the Silver Bullet which was six years old. She would be meeting with Rick Keuroglan, Supervisor John Coker, and others on the committee to see if we could allocate that funding toward the new temporary restroom. If not, it could be reallocated for the Bloxom Station as the new welcome center and CCMS office; ii) Councilwoman Ashworth noted that when Council initially approved the purchase of the temporary restroom facility, it was also acknowledged that we would move aggressively on a permanent solution. Why were we not moving forward with a permanent solution? Councilwoman Holloway stated that there would

be no hesitation if the funding were for a permanent solution; iii) Councilman Grossman stated that the only alternative would be to remove the grant revenue and replace it with funding from the General Fund reserves; iv) Mayor Charney stated that Council reviewed several prefab units to build next to the location of the Silver Bullet. Rick Keuroglian noted that several prefab units were reviewed as well as a stick-built solution. Bob Panek contacted the engineers and asked that the original plans be redone for just the restrooms and eliminating the visitor center. Rick Keuroglian added that we also had several lease options, but he was still waiting for the terms for those proposed leases.

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to create a new expense line item in the FY 2026 Capital Fund for the purchase of the temporary downtown restroom and allocating \$70K for it with the funding being appropriated from the General Fund reserves. The motion was approved by unanimous vote.

Councilman Newman noted that additional funding would be needed for signage, landscaping, accessibility, sidewalks, etc. Mayor Charney noted that Rick Keuroglian had the authority to approve these expenditures without Council approval.

Councilman Grossman asked that this be added to the Capital Improvement Project Tracking Report as well.

C. Rotary Membership for the Town Manager:

Rick Keuroglian stated that the Rotary Club of Cape Charles had extended an invitation to him to join their club. Rotary International was a globally respected civic organization committed to service, leadership and community development. The local chapter played a vital role in supporting charitable initiatives, youth programs, and regional partnerships across the Eastern Shore. As a municipal leader, his active participation in Rotary would directly benefit the Town in various ways such as community engagement and representation, access to service projects and grants, leadership and visibility, and professional development and networking. The cost for the first year would be \$925. There was sufficient funding available in the Town Manager’s Dues & Memberships budget to cover this expense.

Councilman Grossman informed Rick Keuroglian that since it was a budgeted item, he did not need to come for Council approval for membership in the Rotary Club. Councilwoman Holloway agreed, adding that the funding in this line item could be increased next year and the memberships should be at Rick Keuroglian’s discretion.

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to approve sponsorship of the town manager’s annual Rotary Club of Cape Charles membership fees. The motion was approved by unanimous vote.

D. BPOL Collections Update:

Marion Sofield stated that following a thorough review of active 2025 business licenses, staff prepared several lists of businesses that had not renewed or requested deactivation of their business licenses. After several communications via letters, phone calls, Gazette notices and personal visits, and providing extended evening and weekend hours, and offering special appointments, notices were prepared for posting on the front doors of 12 delinquent businesses located on Mason Avenue. The notices state that the business was operating illegally due to not having paid 2025 Cape Charles business license taxes and fees, and that it was unlawful to remove the notice until all applications and payments had been submitted to the finance department. She took the notices to each of the businesses and discussed the issue with the business owners or management with the understanding that if the business license issue was not resolved by a mutually agreeable date, the notices would be posted. The results were as follows: i) One business showed documentation of having filed the 2025 application and submitting a check to the Town. The check had not been received nor had it cleared their bank; therefore, the business

reissued a new check and was now in full compliance; ii) Two businesses immediately came to the Town office and submitted their applications, although one of these businesses still needed to make a partial payment to be fully compliant; iii) Two of the businesses were no longer operating but failed to notify the Town to deactivate their accounts. These businesses did not “true up” at the time of their closure and might owe additional license taxes, but these might be difficult to resolve; iv) One business owner was traveling out of state and requested time to provide proof that the application and payment had been made; v) Three businesses had consolidated under two umbrella business names. The two remaining businesses filed their applications and paid the required taxes and fees and were now in good standing; vi) Two businesses were unable to comply with requests to furnish their gross receipts. The finance department would assist one of these businesses in preparing the application and calculating taxes due. The other business submitted their 2024 application and was gathering their financial records to submit for 2025; vii) Due to time constraints, she was unable to contact the 12th business. This business would be at the top of the list for the next round of contacts. She would continue to follow up with all businesses that remained out of compliance. Her goal was to bring all Cape Charles businesses into compliance and update the finance department records accordingly. There were 439 going back two years that still needed to be resolved.

Councilwoman Holloway stated that she and other Council members might be able to assist with identifying those businesses who were still active and those that were closed. Much discussion followed. Marion Sofield mentioned the possibility of a mentorship program pairing new or struggling businesses with successful ones. Councilwoman Holloway suggested Marion Sofield contact CCMS, adding that Councilman Butta was the chairperson for the CCMS Economic Vitality Committee. Marion Sofield and Councilman Butta would meet to discuss the possibility of a mentorship program.

TOWN MANAGER COMMENTS

Rick Keuroglian commented as follows:

- i) He encouraged Council to walk down the fishing pier as the public works team had done a lot of work. He felt proud that the public works crew had taken the project by the horns and making the much-needed repairs. It really looked good.

Councilwoman Holloway asked him to share this information with Mr. David Gomer who wrote a letter expressing his concerns.

- ii) Tomorrow he would go to the Tazewell Avenue beach entrance to flag boards, etc. Councilman Newman had volunteered to do an assessment of the pavilion. Afterwards, we would walk along with the public works staff to show them what needed to be done.
- iii) We currently had a rag-tag staff with lots of sickness and personal issues. They were overworked every day and every night. There was a lot going on and he appreciated everyone’s patience. He was slammed last week so was unable to get the weekly report out. Two weeks were included in the report that went out earlier this week.

Councilwoman Ashworth asked if it was a burden to write so much, adding that rather than having such detailed reports, staff could be spending much of that time doing the work that was necessary.

There was some discussion regarding the weekly report and Council agreed that since it was so time consuming for the department heads and town manager, moving forward, it could be a condensed biweekly report.

- iv) Personnel: a) Two new hires. Casey Quilter would be starting September 23rd as the new inspector & compliance officer. His background included construction and education. He would also be trained to do inspections to assist Jeb Brady. He would be a valuable addition to

the Planning & Zoning and Code Compliance teams. Karen Crumb would be starting on September 30th as the new library assistant. She had four years of library experience and was currently a volunteer at the Parskley library where she assisted with programming. We were excited to have her join our library team. b) He remembered when he was going through interviews for the town manager position. The department heads asked him about his thoughts on staff development and training. He always believed that you paid to get the right person and trained to retain them. He was happy that the Town Council was supportive in this and he went on to provide information of recent training efforts of staff. Connie Drummond was taking classes through the Building Code College and just passed, with flying colors, the first of several exams. Tracy Outten attended the Virginia Association of Zoning Officials training in Richmond. Jack Steinmayer attended the Building Code Academy for General Code classes. This was the first of two classes that were prerequisites prior to sitting for a Virginia State Inspector License. Libby Hume will be teaching a Clerks Essentials Class for first year clerks at the annual institute and academy. She was acknowledged earlier today by Peter Stephenson from Virginia Risk Sharing Association (VRSA) and was well known in the clerk world. Katie Nunez took a legal refresher course/General Assembly update for Planning, Zoning and Land Use at the Library of Virginia Museum of History and Culture in Richmond. Jodi Outland attended the annual Public Sector Human Resources Association-Virginia Chapter conference at Wintergreen where topics such as a legal update, including First Amendment rights, psychological safety, how to conduct an investigation, ethics, General Assembly updates, and disability among other HR and management topics. He was excited to continue staff training, including more regarding project management. He had met with Ralph Bowen regarding training for the public works crew members.

- v) Council and some staff attended training earlier today which was facilitated by Peter Stephenson of VRSA. It was opened up to other localities as well and staff and/or Council members from Cheriton and Eastville attended.
- vi) He sent an email to Council earlier today regarding the Mayor’s letter related to tiger beetles. He wanted to ensure that everyone was okay with the letter before sending it to Congresswoman Jen Kiggans.

The Council members were okay with the letter being sent.

- vii) He showed an image of the Sailfest 2026 poster artwork.
Councilwoman Ashworth added that it was the artwork that won a competition and would be on the commemorative poster.
- viii) Andy Dickinson reached out to him about subsidizing the creation of a park as his family had ties to the Eastern Shore. They would sit down to meet, and information would be brought back to Council.
- ix) He asked for three additional trash cans along Mason Avenue and another one closer to Brown Dog Ice Cream. There were also a lot of cones, barriers, and barricades all over town. He asked for everything to be removed and stored.
- x) He would be out of town next week. His sister was coming, and they would be driving to visit his dad in West Virginia.

MAYOR AND COUNCIL COMMENTS

Councilwoman Ashworth asked when Council would receive an update on the Mason Avenue Electrical Upgrade. We put the project on hold until the full scope was figured out. Unfortunately, the new clock in Strawberry Street Plaza stopped working because of the rain. We needed to get this project moving forward.

Rick Keuroglian responded that Bob Panek was working on a new Request for Proposals, and he hoped for an update on its release by October 2nd.

Councilwoman Holloway commented as follows: i) Council had requested an update regarding short-term rentals and the number of registrations but never received anything. She was just curious about how the system was working and if there were any violations. She realized that everyone was busy but would like to get this on an agenda; ii) The Eastern Shore of Virginia Tourism Commission (ESVTC) was working on a new LOVE sign for the Chesapeake Bay Bridge Tunnel Welcome Center. Artwork was received from throughout the Eastern Shore and they were working to narrow down the options; iii) The ESVTC was working on new restrooms at the Welcome Center in Melfa in the building co-owned by the Eastern Shore of Virginia Chamber of Commerce (ESVCC) and the ESVTC; iv) She was invited by the ESVCC to take part in the Virginia Rural Health Transformation Program that the Governor was working on. She attended the two-hour meeting last week with a room full of people involved in health care to identify any gaps. It was one of the first sessions in Virginia.

Councilman Grossman noted that the Beachfront Master Plan was discussed during a work session. The material was received at the work session, so the public was not able to review it or participate in the meeting. At the end, he recommended that a staff report be submitted for this meeting so the public could see and comment on the plan. It was in the meeting minutes, but not on tonight’s agenda. He wanted a staff report and copies of the drawings and the grant application for information only on the October regular meeting agenda. We were forcing people to search for it, but if it was on the agenda with the applicable documentation, everyone would be able to review it.

Councilman Butta stated that he would be out of town from October 6th through 21st, so would miss the October regular meeting.

Mayor Charney stated that he would be out during that same period, as well as on October 2nd, so would miss both the October 2nd and 16th Council meetings.

There were no additional comments.

Mayor Charney read the announcements:

- October 2, 2025 – Town Council Work Session
- October 4 & 5, 2025 – Dock Dogs Bark in the Park
- October 13, 2025 – Town Offices Closed for Columbus Day
- October 16, 2025 – Town Council Regular Meeting
- October 23-27, 2025 – Town Hall Closed for Move to Interim Location

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

The Regular Meeting adjourned at 7:28 p.m.


Mayor Charney

Town Clerk

**September 18, 2025 Town Council Regular Meeting
Comments & Information Provided in Writing**

Demolition by Neglect Presentation

Section 3, Item B.

	Agenda Title:	Agenda Date:
	Demolition by Neglect Presentation	September 18, 2025
	Subject/Proposal/Request:	
	Powerpoint Presentation – Status Report on Demolition by Neglect Cases in the Building and Planning/Zoning Departments	
<p>Town of Cape Charles</p>	Attachments:	For Council:
	Power Point Presentation	Action: Information: X
	Staff Contact(s):	Reviewed by:
	Katie H. Nunez, Director of Planning & Zoning Administrator	Rick Keuroglian, Town Manager

Background: Cape Charles Zoning Ordinance Section 8.22 within the Historic District Overlay Ordinance addresses Maintenance and Repair Required for properties in the Historic District. It specifically reads:

Section 8.22: Maintenance and Repair Required

A. The purpose of this section is solely to stop demolition by neglect, whereby owners of property in the Historic District allow the structure, or historic attributes of the structure, to become a hazardous building or structure. Any building or structure which is determined to be in such an unsafe condition that it would endanger life or property is governed by Town Code Chapter 18, Article III, Unsafe Buildings or Structures and under the sole jurisdiction of the Town's Code Official. The Zoning Administrator may also pursue violations of the ordinance jointly with the Town's Code Official.

B. All buildings and structures in the Historic District shall be preserved against decay and deterioration and maintained free from structural defects to the extent that such decay, deterioration, or defects may, in the opinion of the Historic District Review Board and Town Council, result in the irreparable deterioration of any exterior appurtenance or architectural feature or produce a detrimental effect upon the character of the district as a whole or upon the life and character of the structure itself, including but not limited to:

- 1. The deterioration of exterior walls or other vertical supports, including broken doors and windowpanes;*
- 2. The deterioration of roofs or horizontal members;*
- 3. The deterioration of exterior chimneys;*
- 4. The deterioration or crumbling of exterior plaster, wood, or mortar;*
- 5. The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions.*

C. After notice by the Zoning Administrator or Code Official by certified mail of specific instances of failure to maintain or repair and of an opportunity to appear before the Historic District Review Board, the owner or person in charge of said structure shall have ninety (90) days to remedy such violation. Thereafter, each day during which there exists

any violation of this section shall constitute a separate offense and shall be punishable as provided in this ordinance. In the alternative, if the owner fails to act, the Historic District Review Board may recommend to the Town Council that the Zoning Administrator, after due notice to the owner, enter the property and make or cause to be made such repairs as are necessary to preserve the integrity and safety of the structure and the reasonable costs thereof shall be placed as a lien against the property.

For the last three years, the Building Official and I have conducted an annual review of the structures in Town and developed a list of buildings that appear to be in a state of disrepair which appear to be leading to a Demolition by Neglect designation. We have taken a pro-active approach to contact the property owner to see if a plan of action to remedy the status and condition of the property can be reached before formal violation action must occur.

Item Specifics:

Attached is the 2nd annual status report on this program of work by our respective departments, showing the closed property cases, the current property cases we are working on, and the list of properties that will be advanced next, as time permits and prior cases are closed out.

This item is an information only item for Town Council. Staff will review with Council the full presentation.

Recommendation: No action required by Town Council.



UPDATE ON DERELICT STRUCTURES IN CAPE CHARLES

September 1, 2025

Prepared by
**Building Official Jeb Brady &
Planning and Zoning Administrator Katie Nunez**



- Since 2022, the Building Official and Planning & Zoning Administrator have joined efforts in addressing derelict structures in the Historic District and have worked with several property owners in getting them to willingly address renovations to the exterior of the house without having to initiate enforcement action.
- We have also issued Notices of Violation for Demolition by Neglect when the property owner has not been receptive to our initial outreach efforts to remedy properties in severe neglect.
- This presentation is to provide a status report on the outstanding or in-progress violation cases as well as the recent outreach initiated or Early Intervention on properties that are heading toward a classification of "Demolition by Neglect" unless steps are taken now to stop the deterioration.
- The time involved and the lack of response from the property owner has certainly contributed to many of these cases still being open and unresolved. To date, our approach has been focused on having the property owner remedy the situation. However, the Town may be compelled to advance the funds needed to remedy these properties and recoup these funds through a tax lien on the property. If so, then we will be making a separate presentation in the fall to the Town Council if a budget appropriation should be established to handle these Demolition by Neglect cases.

COMPLETED DEMOLITION BY NEGLECT CASE

FINISHED
426/428 RANDOLPH AVENUE

Section 5, Item B.



On left, original look of the duplex structure.

In middle, some initial exterior work has been completed but still needs more TLC. Working with property owner now and work will be commencing May 2023.

On right, exterior work is finished.

COMPLETED NOTICE OF VIOLATION CASE

Finalized
542 Jefferson Street

Section 3, Item B.

10/15/2021- Unauthorized Demolition of the House



VIOLATIONS IN PROGRESS of Rehab/Renovation FROM 2023/early 2024

Substantially Completed
1 Fig Street



Demolition and Remediation Work Completed; Project Stopped – Enforcement Action imposed in July 2024 to restore the building envelope and get it fully enclosed to the elements.



Building Permit completed to install roof, windows, doors.
Certificate of Appropriateness for said work almost completed – grill work on second story windows must be restored/returned. Rear windows have been boarded up instead of being replaced to allow the property owner a limited opportunity to reach a sales agreement that new owner may seek to have an addition on the rear of this building.

IN PROGRESS – DEMOLITION BY NEGLECT 619 Mason Avenue

Property Information:

- Property was purchased by Ware Neck Properties (Kerry Shackelford) on 9.19.2023, who has historic renovation experience
- Cleaned out the interior of 619 Mason Avenue
- No Notice of Violation has been issued on this property; rather, Town has been working cooperatively with the owner to remedy this property.
- Building Permit issued on 8/21/2024 for full renovations of the structure. Exterior and Interior Work still ongoing.



EARLY INTERVENTION CASES

IN SUMMER 2024, THESE PROPERTIES WERE CONTACTED ABOUT POSSIBLE VIOLATIONS OF DEMOLITION BY NEGLECT

- 115 Fig Street
- 122 Pine Street
- 400 Jefferson Avenue
- 636 Madison Avenue
- 649 Monroe Avenue



RESPONSE AND ACTION TO DATE



TOWN STAFF IS WORKING WITH ALL OF THE PROPERTY OWNERS ON PLANS OF ACTION TO CORRECT THE DEFICIENCIES. THE OUTREACH AND PROPERTY OWNER RESPONSE HAS BEEN LESS THAN POSITIVE AND WE ARE STILL DEALING WITH SEVERAL OF THESE PROPERTIES TO BRING THEM INTO COMPLIANCE WITH THE BUILDING CODE AND THE TOWN ZONING ORDINANCE AND HISTORIC DISTRICT GUIDELINES AND ARE NOT SEEN AS A BLIGHT ON THE NEIGHBORHOOD.

115 FIG STREET – RESOLVED

Section 5, Item B.



115 Fig Street
Notice of Violation Letter issued on 6/12/2024
Property owner responded 7/12/2024 & will complete the following work:
(1) replace all missing and broken weather boarding;
(2) replace porch flooring;
(3) cover opening in attic window;
(4) paint weather boarding and plywood covering window openings; and
(5) cut down & remove all tree branches and bushes.

JUNE 2025



13

MAY 2024



122 Pine Street
Notice of Violation issued on 6/24/2024 to address the brick, remove the vines and bushes growing on and adjacent to the house and the general appearance (windows and doors – need to be secured and replaced)
Property owner responded on 7/30/2024 – will remove the vines/bush immediately. Need until end of year to finish brick work, etc.

122 PINE STREET ONGOING CASE

Section 3, Item B.

AUGUST 2025



THIS PROPERTY HAS NOT PROGRESSED AT ALL.

14

400 JEFERSON AVENUE ONGOING CASE

400 Jefferson Avenue
Notice of Violation issued on 6/12/2024 – need to address (1) general condition of the building, including the absence of a front door (boarded up with a sheet of plywood for many years), trim damage and deterioration around the roof and windows; encroaching landscape/trees/bushes alongside the house; (3) peeling and deteriorated siding on the structure; and (4) cessation of feeding of feral cats on the property and boarding up of all openings into the structures.

Property owner responded on 8/19/2024 with Plan of Action as follows:

1. Clean out of both buildings by September 30, 2024
2. Repair trim and damage of roofs by September 30, 2024
3. Replace 5 x 12 wood siding by October 15 (permit required)
4. Repair and replace windows by October 30 (permit required)
5. Repair front of 402 Jefferson Avenue (Plywood T-11 Siding panel) by November 15 (permit required)
6. Repair and replace building doors at 402 Jefferson Avenue by November 30, 2024 (permit required)
7. Paint entrances and other necessary work by December 15.

Nominal work has progressed on this property.

MAY 2024



Section 3, Item B.

AUGUST 2025



15

636 MADISON AVENUE ONGOING CASE

Section 3, Item B.

636 Madison Avenue
Notice of Violation issued on 6/12/2024 – roof damaged
The property owner responded and provided the structural engineer’s report – building is sound; roof needs to be replaced.
Certificate of Approval – Administrative: issued on 8/14/2024

No building permit for reroofing has been applied for or issued as of October 10, 2024.

The owner has completed reroofing without obtaining the necessary building permits. The Code Official has contacted the owner to come into compliance and receive a Building Permit.



Old Pictures

New Picture as of 9/10/2025

18

649 MONROE AVENUE ONGOING CASE

Section 3, Item B.

Notice of Violation issued on 6/12/2024 re: deteriorating paneling/siding and need to provide full report on structural condition of the house.

Property owner responded on 7/11/2024 indicating that they plan on gutting and renovating the whole house - looking to retain architect/contractor by October 2024 timeframe (contingent upon sale of their other two properties at 22389 Seaside Road & 525 Monroe Avenue.

Staff has been in communication with the property and their architect and has provided preliminary comments on a proposed renovation plan; however, communication has ceased since May 2025 and no application has been filed with the Historic District Review Board



17



Section 3, Item B.

Both the 4 open and active Violation Cases and the “Early Intervention” cases take a significant amount of staff time and effort to communicating with the property owner, reaching approval of the plan and obtaining all necessary permits, and then monitoring and ensuring the projects stay on track to the anticipated calendar.

Therefore, the departments will not be taking on any additional properties until we can bring to completion the list of properties outlined in this presentation. The only exception would be for an unforeseen emergency or act of God from a weather event.

If someone has a particular property that they are concerned with the condition of the structure, please e-mail or contact the Building and Planning Departments and provide that information to us and we will conduct an inspection of the property and would most likely classify for a future enforcement effort as soon as the list is whittled down from the current case load.

codeofficial@capecharles.org planner@capecharles.org

18

POSSIBLE PROPERTIES FOR NEXT ROUND

as of 8/15/2025

- 537 Tazewell Avenue – Larry Veber**
- 616 Monroe Avenue – Paul Franklin Russell, Jr. (Freshwater Frank)**
- 623 Jefferson Avenue – Lisa Watts**

Roger Bollman, Easton, MD



Easton, Md. 21601

Mayor and Council
Town of Cape Charles
2 Plum Street
Cape Charles, Va.23310

Dear Mayor and Council:

My wife and I have been coming to Cape Charles for well over 20 years, most recently staying at the Northampton Hotel. It is a charming town, blessed with a beach, a harbor and the Bay. I can't think of any town on the Bay so blessed but maybe Oxford Maryland.

I am writing today to let you know of my dismay at seeing so many vacant tree pits along Mason Ave, guess about 5. Plus opportunity to plant at least 15 more if you cut some pits in the concrete sidewalk (no big deal). Trees soften the streetscape and improve its ambience. Also furnish shade to pedestrians and reduce heating/cooling costs for buildings. I would think this would be good for businesses along Mason Ave., plus more foot traffic.

There are also many opportunities to plant street trees in the residential part of town.

I have some experience with this subject. For 15 years, I was Chairman of the Easton Maryland tree board. Our role was to advise the town public works department in purchasing and siting street trees. It's probably fair to say that we planted a street tree every where we could, starting downtown and working out. Most Easton streets are now tree lined.

Here's how it works. Easton has \$15,000 in its budget for replacement and new trees. The Tree Board would recommend a plan to public works for the year covering the sites and species. The plan, of course, would respect the budget, plus any public works issues. We had a fall and spring planting. Public Works would purchase the trees, plant them and, water them for 2 years. We would select the tree based on the site and nearby species (avoid too much of the same species). Most of what we bought were 15 gallon container trees and cost about \$110 ea.. We got some of them from Tankard Nursery in Exmore - Large - big space, no overhead powerlines (e.g. Oaks), medium - small space, no overhead powerlines (e.g. Elms), small - overhead powerlines (e.g. Redbuds).

Cape Charles is blessed with wide sidewalks and no overhead powerlines in the business district and large tree "lawns" and no overhead powerlines in residential district. This adds up to good street tree planting.

Hope this is of interest.

Sincerely, Roger A. Bollman

Cc: Town Manager

Stuart Gregory, Cruising Commander, Fishing Bay Yacht Club, Deltaville, VA

Subject: Appreciation!

Good afternoon Rick,

This past weekend, our boat club held one of our most popular events of the year – a cruise/race to Cape Charles. Our club is Fishing Bay Yacht Club (FBYC) located in Deltaville. This event has taken place for the past 12 or 14 years and it's called the Wee Dram regatta. Attached is an article from Chesapeake Bay Magazine that was published 10 years ago about the 2015 Wee Dram event. Since then, the group has grown and this past weekend, we had 25 boats at Cape Charles Town Dock. I am writing to let you know that we had a fabulous experience! I was charged with organizing the event for FBYC. It has been a real pleasure to work with Paula Davis over the past 6+ months. She is very capable, very understanding of our needs and a real asset to your organization. As you know, hurricane Erin became a factor in everyone's plans last week, so there were some last minute changes. Paula handled all of this and was seemingly unphased! I was particularly impressed and appreciative of the way she handled this situation.

The rest of the staff were impressive too – very helpful and very friendly! Over the past several years, the bathhouse at the marina had been somewhat neglected. That is not the case now! The bathhouse was clean and appeared to be in good shape. I heard many compliments from our group about the staff and the bathhouse.

Bottom line is that we had a fabulous event and the people at Cape Charles Town Dock were wonderful. They are all wonderful ambassadors for the town of Cape Charles!

Many thanks,
Stuart Gregory
Cruising Commander, FBYC

July 2025 Financial Report

July 2025 Treasurer's Report

Page 1 – Cash Position

- Total cash reserves across all accounts are \$19,883,534.

Page 2 – Revenues vs. Expenditures

- All annual flat-amount budgetary transfers are now reflected in this report. For example, the budgeted \$690,000 transfer to capital fund balance is reflected as an expense within the capital fund. This is a change from prior fiscal years in which annual budgetary transfers were not booked until after the close of the fiscal year.

Page 3 – Capital Projects

- Town Council has expressed a desire to track the costs associated with the construction of our new town hall in greater detail. Once a budget amendment has been adopted to reflect these categories, this report will be updated to show the same level of detail.
- Once the budget amendment to allocate \$100,000 to the cost of moving to and outfitting our interim town hall is adopted, future reports will reflect these expenses in more detail.

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

Cash on Hand	6/30/2025	7/31/2025	Increase/ (Decrease)
Atlantic Union Bank Checking Account	-\$18,556	\$47,317	\$65,874
Atlantic Union Bank Money Market Account	\$434,252	\$184,937	-\$249,314
LGIP Account 1 - 0565 - Unrestricted	\$120,343	\$120,794	\$451
LGIP Account 2 - 0195 - Unrestricted	\$382,509	\$383,942	\$1,433
Virginia Investment Pool Liquidity Unassigned - 5003	\$16,629,464	\$16,691,968	\$62,504
Virginia Investment Pool 1-3 Year Unassigned 0001	\$1,110,746	\$1,110,030	-\$715
Taylor Bank Operating Cash Account	\$433,046	\$658,432	\$225,386
Taylor Bank Sweep Account	\$804,203	\$655,563	-\$148,640
Total Cash On Hand	\$19,896,005	\$19,852,983	-\$43,022

Restricted and Reserved Cash Balances	6/30/2025	7/31/2025	Increase/ (Decrease)
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$30,120	\$30,120	\$0
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsrvd (Utilities)	\$0	\$0	\$0
Total Cash Held in Reserve	\$30,551	\$30,551	\$0

Total Cash - All Accounts	\$19,926,556	\$19,883,534	-\$43,022
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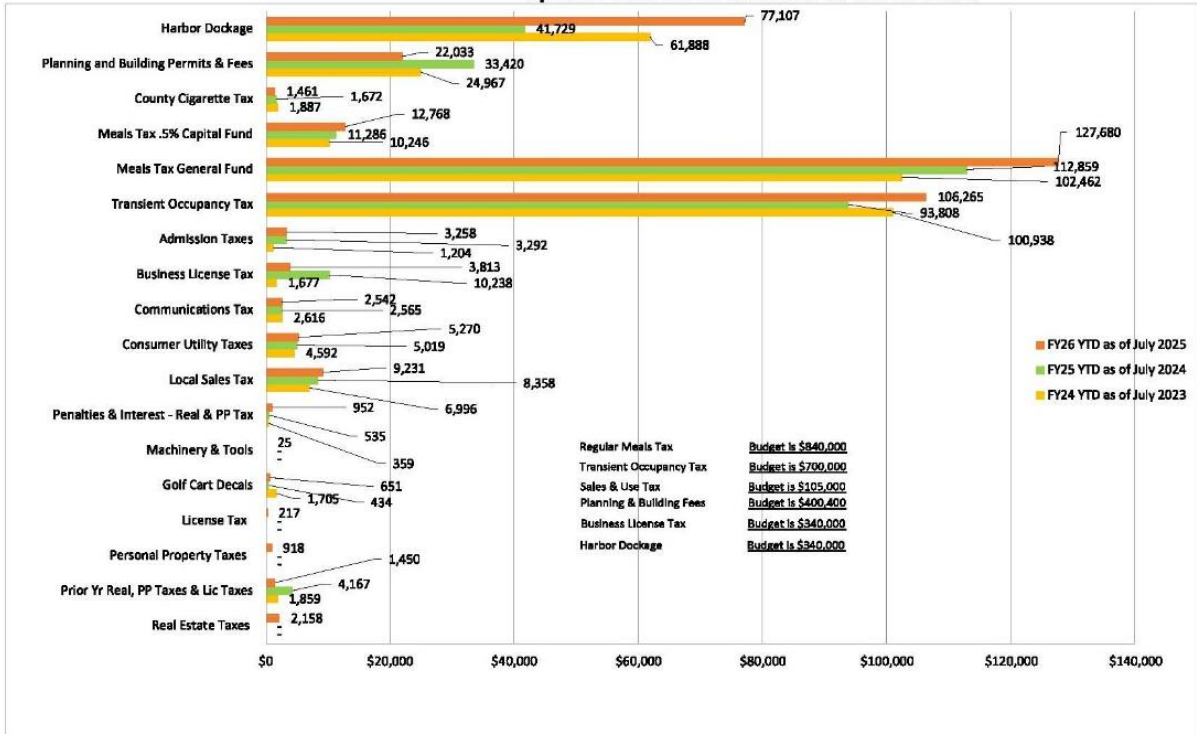
REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	CURRENT YEAR-TO-DATE	ANNUAL BUDGET	% REALIZED/ EXPENDED FY25
GENERAL Fund				
REVENUE	\$463,606	\$463,606	\$5,855,108	7.92%
EXPENDITURES	\$1,087,102	\$1,087,102	\$5,855,108	18.57%
NET	(\$623,496)	(\$623,496)	\$0	
GENERAL Capital Fund				
REVENUE	\$12,768	\$12,768	\$6,767,456	0.19%
EXPENDITURES	\$2,190,485	\$2,190,485	\$6,767,456	32.37%
NET	(\$2,177,717)	(\$2,177,717)	\$0	
GENERAL Debt Service Fund				
REVENUE	\$1,595,121	\$1,595,121	\$1,655,121	96.37%
EXPENDITURES	\$1,500,000	\$1,500,000	\$1,655,121	90.63%
NET	\$95,121	\$95,121	\$0	
GENERAL Special Activities Fund				
REVENUE	\$0	\$0	\$0	0.00%
EXPENDITURES	\$0	\$0	\$0	0.00%
NET	\$0	\$0	\$0	
PUBLIC UTILITIES Fund				
REVENUE	\$80,521	\$80,521	\$80,000	100.65%
EXPENDITURES	\$80,000	\$80,000	\$80,000	100.00%
NET	\$621	\$621	\$0	
HARBOR Fund				
REVENUE	\$520,501	\$520,501	\$1,000,631	52.02%
EXPENDITURES	\$147,041	\$147,041	\$1,000,631	14.69%
NET	\$373,460	\$373,460	\$0	
SANITATION Fund				
REVENUE	\$344	\$344	\$361,177	0.10%
EXPENDITURES	\$40,002	\$40,002	\$361,177	11.08%
NET	(\$39,657)	(\$39,657)	\$0	

FY 26 Capital Improvement Project Tracking Report

As of: 7/31/2025	FY26 Status or Start Date	% of Current Year Budget	FY26 Budgeted	QTR 1 Expended	QTR 2 Expended	QTR 3 Expended	QTR 4 Expended	FY25 YTD Expended	(Over)/Under Budget
General Capital Fund									
Municipal Space Replacement	In Process	0%	\$ 3,250,000	\$ -	\$ -	\$ -	\$ -	\$ -	3,250,000
ADA Parking at Central Park / Park Row	Pending	0%	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	60,000
Library Repair & Renovation	In Process	0%	\$ 310,000	485	\$ -	\$ -	\$ -	485	309,515
Beachfront Revitalization	Pending	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	45,000
Beach Restroom/Bathroom	Pending	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	45,000
Sidewalk Infill	In Process	0%	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	100,000
Mason Ave. Electrical	Pending	0%	\$ 164,000	\$ -	\$ -	\$ -	\$ -	\$ -	164,000
Keck Wells Water Line Return	Pending	0%	\$ 565,000	\$ -	\$ -	\$ -	\$ -	\$ -	565,000
Subtotal			\$ 4,499,000.00	485	\$ -	\$ -	\$ -	485	3,933,515
Harbor Fund									
Fuel Tank Improvements	Pending	0%	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ -	42,000
Fixed Dock Rehab	In Process	0%	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	25,000
Replace Boardwalk With Synthetic Decking	In Process	0%	\$ 129,000	110	\$ -	\$ -	\$ -	110	128,890
Subtotal			\$ 196,000	110	\$ -	\$ -	\$ -	110	195,890
TOTAL			\$ 4,695,000	595	\$ -	\$ -	\$ -	595	4,129,405

Specific Sources of Revenue as of 7.31.2025



August 2025 Treasurer's Report

Page 1 – Cash Position

- Total cash reserves across all accounts are \$19,852,237, a decrease of \$1,177 over the prior month.

Page 3 – Capital Projects

- A separate report has been created to track both the restroom trailer project and the moving and outfitting expenses associated with the interim town hall. Unlike the other elements of the monthly financial report, which are reported only after the books have been closed on the preceding month, this report shows expenses as they are paid. This is intended to give council a more contemporaneous picture of these projects.

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

Cash on Hand	7/31/2025	8/31/2025	Increase/ (Decrease)
Atlantic Union Bank Checking Account	\$47,317	\$16,153	-\$31,165
Atlantic Union Bank Money Market Account	\$184,937	\$15,070	-\$169,867
LGIP Account 1 - 0565 - Unrestricted	\$120,794	\$121,246	\$453
LGIP Account 2 - 0195 - Unrestricted	\$383,942	\$385,380	\$1,439
Virginia Investment Pool Liquidity Unassigned - 5003	\$16,691,968	\$16,754,666	\$62,698
Virginia Investment Pool 1-3 Year Unassigned 0001	\$1,110,030	\$1,119,426	\$9,396
Taylor Bank Operating Cash Account	\$658,432	\$784,302	\$125,871
Taylor Bank Sweep Account	\$655,563	\$655,563	\$0
Total Cash On Hand	\$19,852,983	\$19,851,806	-\$1,177

Restricted and Reserved Cash Balances	7/31/2025	8/31/2025	Increase/ (Decrease)
Atlantic Union Bank Checking Account - Police Funds	\$431	\$431	\$0
LGIP Account 2 - Restricted for USDA loan covenant	\$30,120	\$30,120	\$0
Virginia Investment Pool Liquidity Acct#1 Facility Fees Rsrvd (Utilities)	\$0	\$0	\$0
Total Cash Held in Reserve	\$30,551	\$30,551	\$0
Total Cash - All Accounts	\$19,883,534	\$19,882,357	-\$1,177

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

REVENUE VS. EXPENDITURES

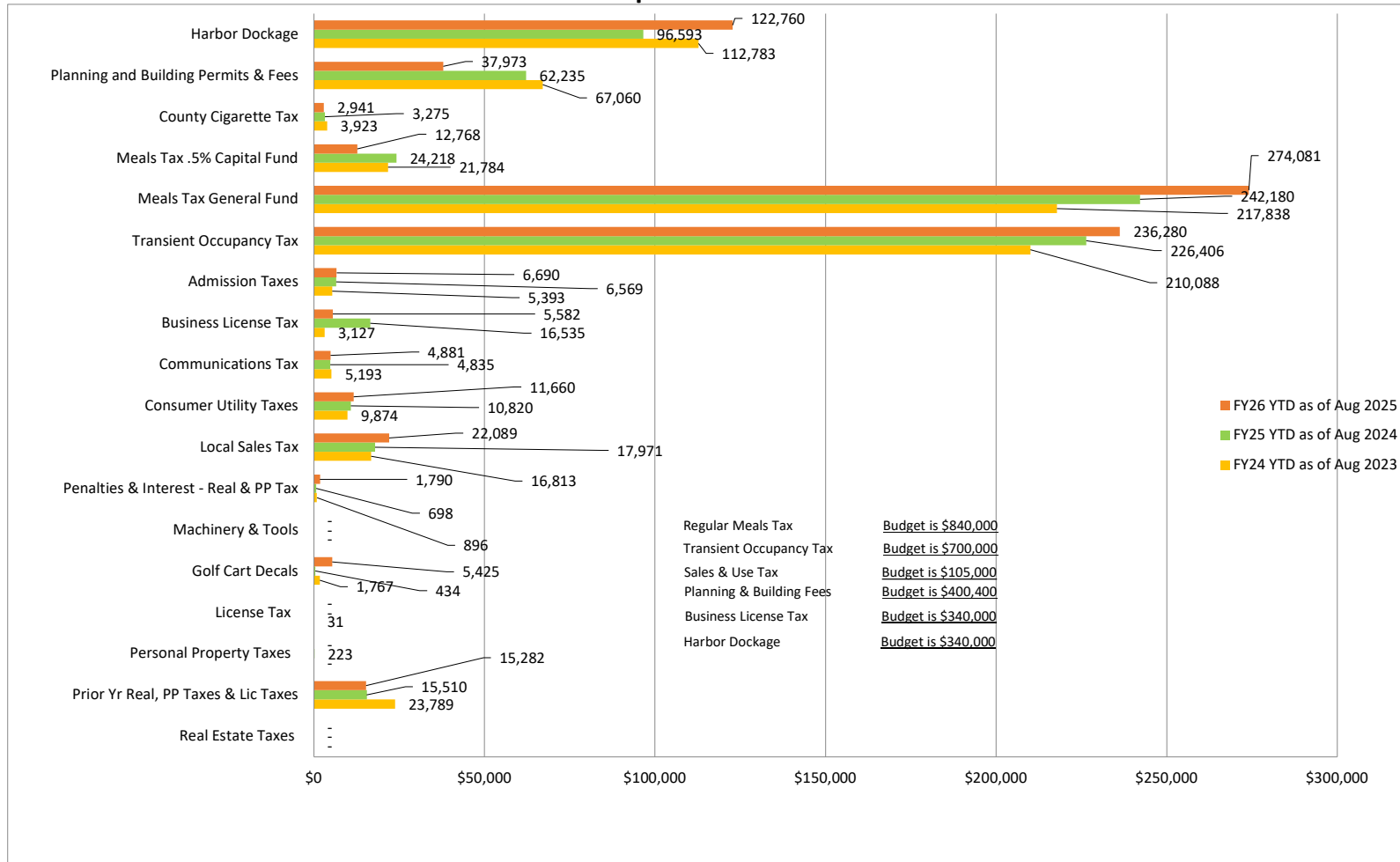
FUND	CURRENT MONTH	CURRENT YEAR-TO-DATE	ANNUAL BUDGET	% REALIZED/ EXPENDED FY25
GENERAL Fund				
REVENUE	\$549,956	\$1,013,561	\$5,855,108	17.31%
EXPENDITURES	\$910,710	\$1,997,812	\$5,855,108	34.12%
NET	(\$360,754)	(\$984,251)	\$0	
GENERAL Capital Fund				
REVENUE	\$0	\$1,512,768	\$6,767,456	22.35%
EXPENDITURES	\$873	\$2,191,358	\$6,767,456	32.38%
NET	(\$873)	(\$678,590)	\$0	
GENERAL Debt Service Fund				
REVENUE	\$0	\$1,595,121	\$1,655,121	96.37%
EXPENDITURES	\$0	\$1,500,000	\$1,655,121	90.63%
NET	\$0	\$95,121	\$0	
GENERAL Special Activities Fund				
REVENUE	\$0	\$0	\$0	0.00%
EXPENDITURES	\$0	\$0	\$0	0.00%
NET	\$0	\$0	\$0	
PUBLIC UTILITIES Fund				
REVENUE	\$596	\$81,117	\$80,000	101.40%
EXPENDITURES	\$0	\$80,000	\$80,000	100.00%
NET	\$596	\$1,117	\$0	
HARBOR Fund				
REVENUE	\$133,594	\$654,095	\$1,000,631	65.37%
EXPENDITURES	\$95,682	\$242,723	\$1,000,631	24.26%
NET	\$37,912	\$411,372	\$0	
SANITATION Fund				
REVENUE	\$2,879	\$3,223	\$361,177	0.89%
EXPENDITURES	\$29,934	\$69,936	\$361,177	19.36%
NET	(\$27,056)	(\$66,713)	\$0	


FY 26 Capital Improvement Project Tracking Report

As of:
8/31/2025

	<u>% of Current Year Budget</u>	<u>FY26 Budgeted</u>	<u>QTR 1 Expended</u>	<u>QTR 2 Expended</u>	<u>QTR 3 Expended</u>	<u>QTR 4 Expended</u>	<u>FY26 YTD Expended</u>	<u>(Over)/Under Budget</u>
General Capital Fund								
Municipal Space Replacement	0%	\$3,250,000.00	\$ 648	\$ -	\$ -	\$ -	648	\$ 3,249,352
ADA Parking	0%	\$60,000.00	\$ 100	\$ -	\$ -	\$ -	100	\$ 59,900
Library Repair & Renovation	0%	\$ 310,000	\$ 610	\$ -	\$ -	\$ -	610	\$ 309,390
Beachfront Revitalization	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	-	\$ 45,000
Beach Restroom/Bathhouse	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	-	\$ 45,000
Sidewalk Infill	0%	\$ 100,000	\$ -	\$ -	\$ -	\$ -	-	\$ 100,000
Mason Ave. Electrical	0%	\$ 164,000	\$ -	\$ -	\$ -	\$ -	-	\$ 164,000
Keck Wells Water Line Return	0%	\$ 565,000	\$ -	\$ -	\$ -	\$ -	-	\$ 565,000
Subtotal		\$ 4,539,000.00	\$ 1,358	\$ -	\$ -	\$ -	1,358	\$ 3,972,642
Harbor Fund								
Fuel Tank Improvements	0%	\$ 42,000	\$ -	\$ -	\$ -	\$ -	-	\$ 42,000
Fixed Dock Rehab	0%	\$ 25,000	\$ -	\$ -	\$ -	\$ -	-	\$ 25,000
Replace Boardwalk With Synthetic Decking	0%	\$ 129,000	\$ 110	\$ -	\$ -	\$ -	110	\$ 128,890
Subtotal		\$ 196,000	\$ 110	\$ -	\$ -	\$ -	110	\$ 195,890
TOTAL		\$ 4,735,000	\$ 1,468	\$ -	\$ -	\$ -	1,468	\$ 4,168,532

Specific Sources of Revenue as of 8.31.2025



	Agenda Title:	Agenda Date:
	Beachfront Master Plan	October 16, 2025
	Subject/Proposal/Request:	
	Beachfront Master Plan Summary	
Town of Cape Charles	Attachments:	For Council:
	Beachfront Master Plan Renderings: Golf Cart Parking; Bay Avenue; Concept Plan, Masterplan	Action: Information: X
	Staff Contact(s):	Reviewed by:
	Libby Hume, Town Clerk	Rick Keuroglian, Town Manager

Background:

On December 21, 2023, a professional services agreement was awarded to Vanasse Hangen Brustin, Inc (VHB) for Phase I services related to the development of the Beachfront Master Plan. Former Town Manager John Hozey named an ad-hoc committee consisting of:

- Mayor Adam Charney
- Claudette Lajoie from the Cape Charles Historic District Civic League
- Gerry Taylor from Cape Charles Main Street
- Bob Panek from the Cape Charles Yacht Club, and Capital Improvements Project Manager
- Bill Prickett from Citizens for Central Park
- John Schoeneck from the Wetlands & Coastal Dune Board
- Ralph Bowen, Public Works Manager
- John Hozey, Town Manager (former)

On March 21, 2024, a Town Council Work Session was held. Members of the ad hoc committee and Ricky Wiatt from VHB were in attendance. The purpose of the work session was to finalize the Beachfront Master Plan Programming Survey. The survey was issued on March 25th with a deadline of April 30th.

A number of work sessions and public input sessions have been held since that time to get to this point. The most recent work session was held on September 4, 2025.

Information from September 4, 2025 Work Session:

On September 8, 2025, the Town submitted a grant application for \$2M with the Rural and Tribal Assistance (RTA) Pilot Program through the U.S. Department of Transportation. Funding from this grant would assist with the Beachfront Master Plan survey, final design, environmental compliance and grant preparation. We should receive notification of any grant award in mid-November. If the Town was not awarded any funding from the RTA grant, the Town would work with Ricky Wiatt regarding other grant funding opportunities including the Better Utilizing Investments to Leverage Development (BUILD) grant, and the Transportation Alternatives Program (TAP) grant as well as several other possible grants.

Concept Development Review: i) The plazas at each entrance were removed and the south plaza was scaled back; ii) One of the big things was realigning the beach entrances with the end of the streets. Due to the wind and sand movement, the openings were angled and tightened up; iii) The Jefferson Avenue Plaza with the restrooms was reduced in size; iv) The planting areas and turf were removed, and the look would remain natural with sand; v) Golf cart parking was added on each block, as much input was received about golf cart parking areas. VHB contacted two large golf cart manufacturers to obtain specs for their golf carts. The parking area design had to be amended due to the golf carts' turning radius; vi) The speed tables were realigned so vehicles would not be hitting them askew; vii) On the south end, the widths of the walkways were reduced to 8' in some areas. *(Please see attached.)*

Golf Cart Parking: i) The golf cart parking spaces were 7' wide by 12' long. The length could be increased to 16' to allow for 8-seater golf carts which were about 13' long. In comparison, the spots for vehicles were 10' wide by 22' long. These lengths were to allow people adequate space to unload their items without having to stand in the travel lane. Benches or other items could be placed in the 6' areas along the walkway behind the golf cart spaces. Council requested placement of bike racks in some of these areas, especially with the construction of the Rails to Trails into Cape Charles. *(Please see attached.)*

Bay Avenue Improvements: i) There was a total of 204 proposed parking spaces, a 28% increase from the approximate 160 existing spaces, but the number of vehicle and golf cart spaces could be adjusted if desired; ii) Trees were shown on the rendering since they helped with stormwater management, although we did not want to increase maintenance issues. If appropriate trees were planted, they would not have to be pruned regularly and an arborist could be hired for routine limbing, etc. *(Please see attached.)*

Concept Plan: i) The parking spaces on the east side of Bay Avenue were all parallel parking with the spaces broken up so food trucks would not be able to park there; ii) Jefferson Avenue ADA access and restroom: Both sides were flanked with vehicle parking. The lines shown at the intersections represented ramps up and down and the area in between would be one elevation. ADA parking would be on either side of the entrance; iii) Madison, Monroe and Tazewell Avenues: Golf cart parking closest to the intersections with vehicle parking in the middle; iv) Randolph Avenue: Golf cart parking by the pavilion; v) South Plaza area: A ramp was added for food trucks to come up. The other curbs were mountable curbs which were sloped versus straight faced. The pavers were toned down to tan-colored and different patterns could be created with the pavers. The width by the LOVE sign was 24' and could accommodate five food trucks. It could be a Town policy that if a vendor had a trailer, their truck would have to be removed once the trailer was put in place. *(Please see attached.)*

Tree Plantings: i) Studies were done in Hampton, and a tree canopy would cool the pavement. Mature trees were a stormwater management benefit. There was also a benefit of improved air quality; ii) There might be some concern with trees blocking the sunsets. An appropriate street tree would grow up, and the sunsets could be seen underneath the canopy. Council was unsure whether so many trees were needed along Bay Avenue. It was noted that residents along Bay Avenue might not want trees there. Ricky Wiatt pointed out that "shade" was one of the main things from the survey and trees provided shade and were less costly than shade structures.

Masterplan: The color of the pavers was changed. It was advisable to have some color differences to add some dimension and provide better visibility for motorists. There was one planted bed by the LOVE sign which was a deterrent for vehicles jumping the curb and going into the plaza. There were sections of mountable curbs for maintenance and emergency vehicles as well as for vendors. *(Please see attached.)*

This staff report was provided for information only.

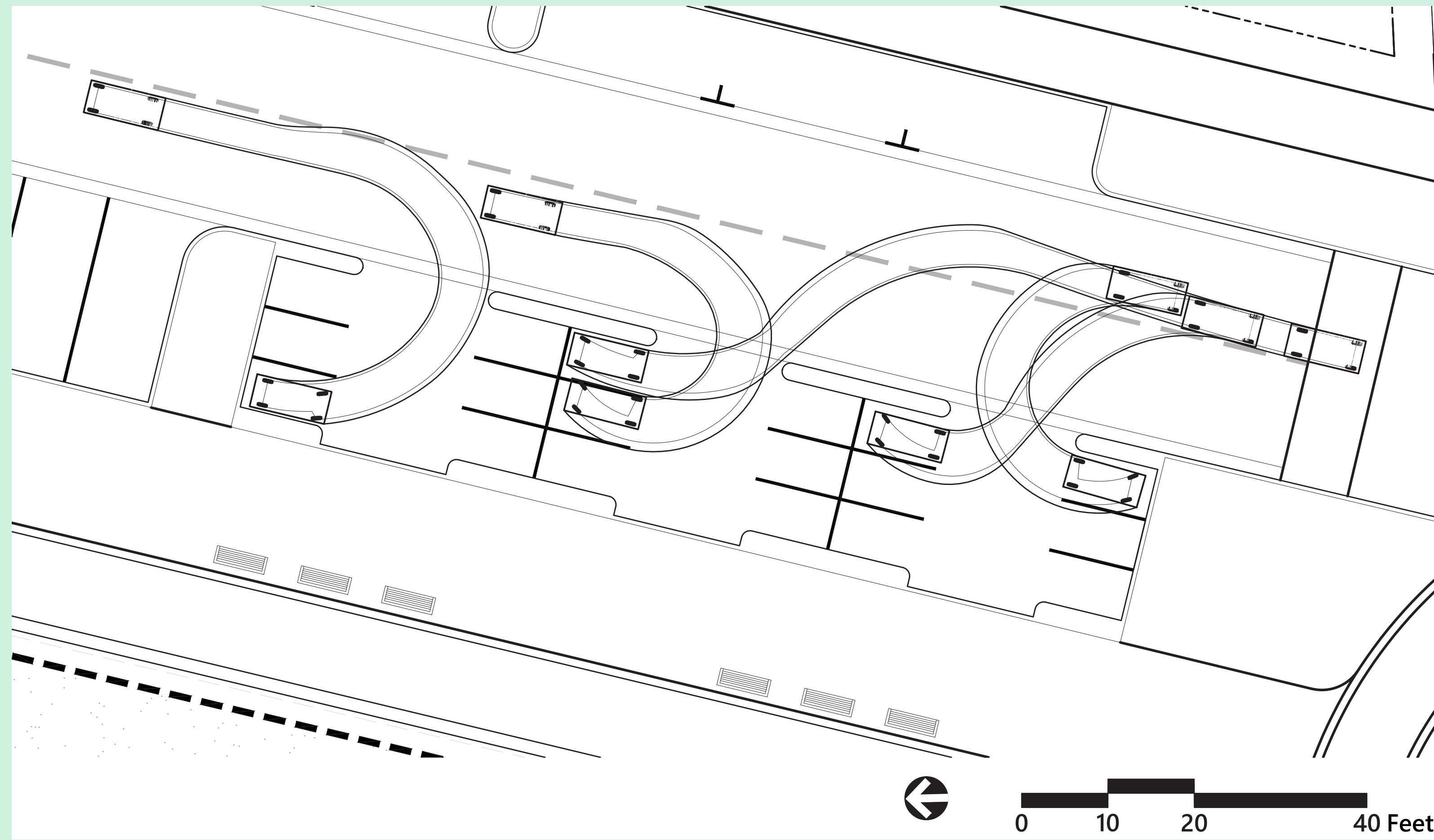
Beachfront Master Plan

GOLF CART PARKING

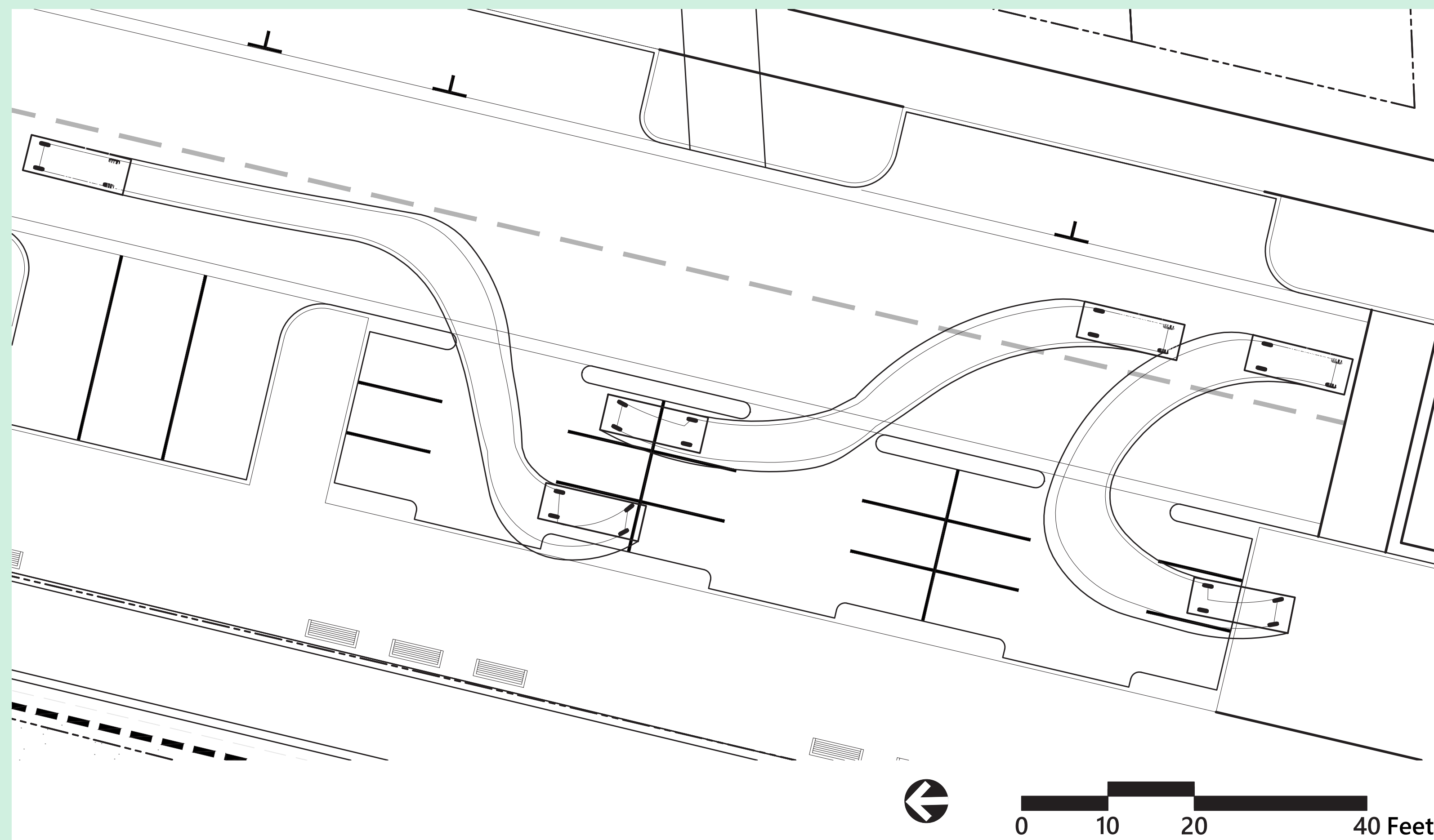
The original golf cart parking concept was tested with Vehicle Tracking technology to ensure its viability.



ORIGINAL CONCEPT



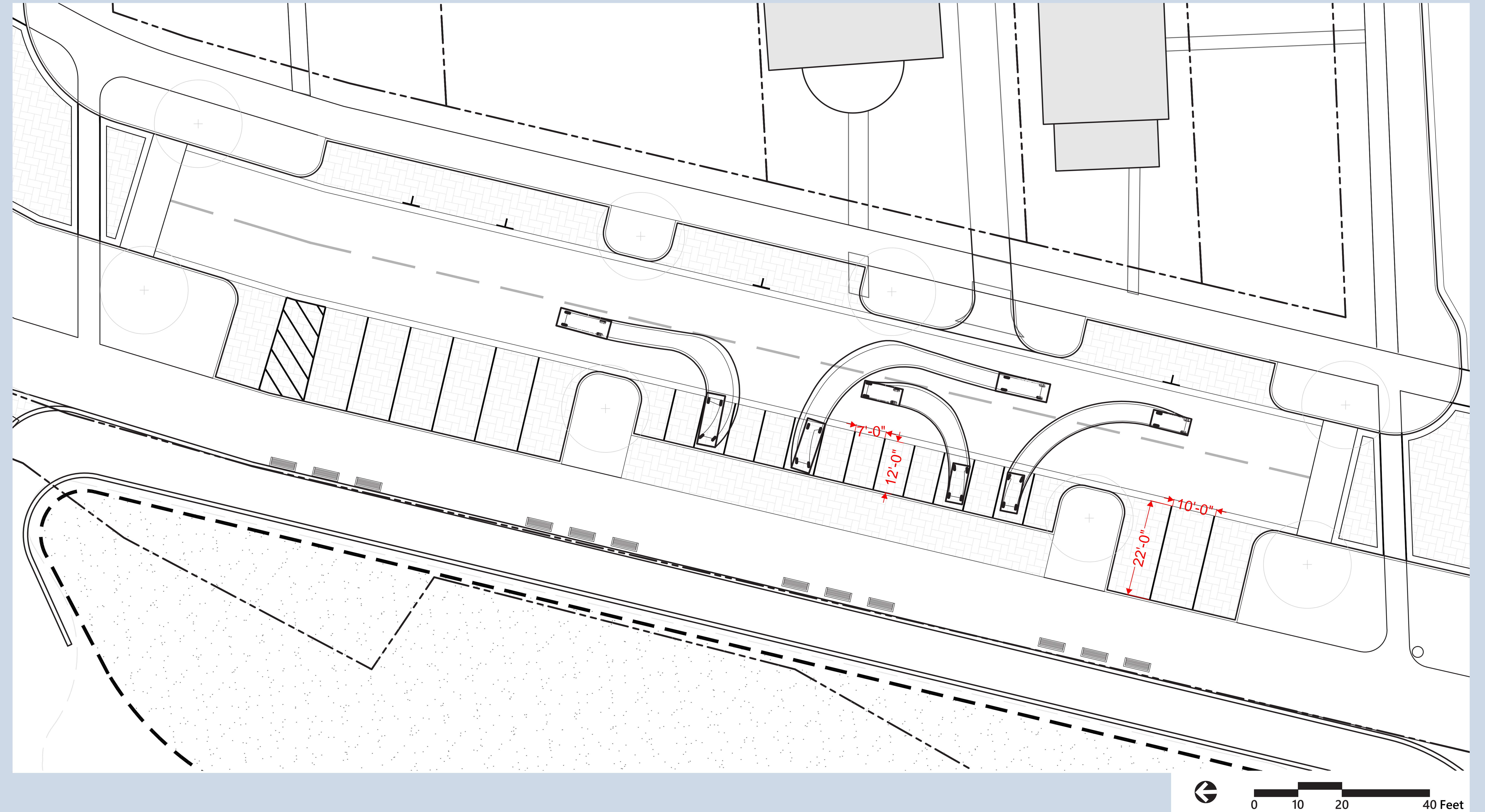
4-PERSON GOLF CART PARKING



6-PERSON GOLF CART PARKING

The original concept for golf cart parking was intended to increase the number of spaces and cordon them off from regular car parking. This model demonstrates that the configuration does work for the smaller, 4-person golf carts. However, Cape Charles houses many different sizes and types of golf carts, up to 8 person vehicles. This design unfortunately does not accommodate those turning radii without severely expanding and impacting car parking. So, using this data collected, a new parking configuration was developed.

IMPROVED CONCEPT



NEW PARKING CONFIGURATION

The new golf cart parking configuration are designed to accommodate diverse vehicle types, including both 4-person and 6-person golf carts. This layout ensures compatibility with popular models like EZ-GO, facilitating smooth and easy maneuvering into parking spaces. These spaces also include extra walking space to make unloading beach equipment easier and more convenient.



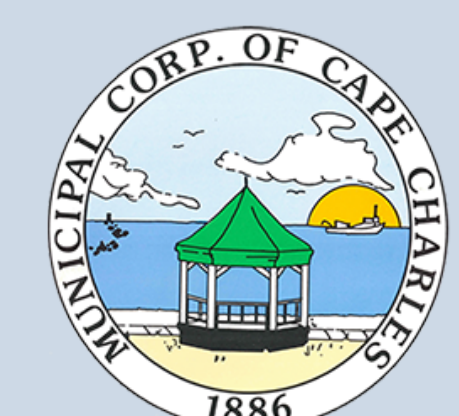
RXV 4 Touring STL ELITE
 - Overall Length: 114.7 in
 - Overall Width: 47.0 in



Express 6 Cruiser
 - Overall Length: 142.8 in
 - Overall Width: 50.6 in



Villager 8
 - Overall Length: 157.0 in
 - Overall Width: 47.3 in



CAPE CHARLES

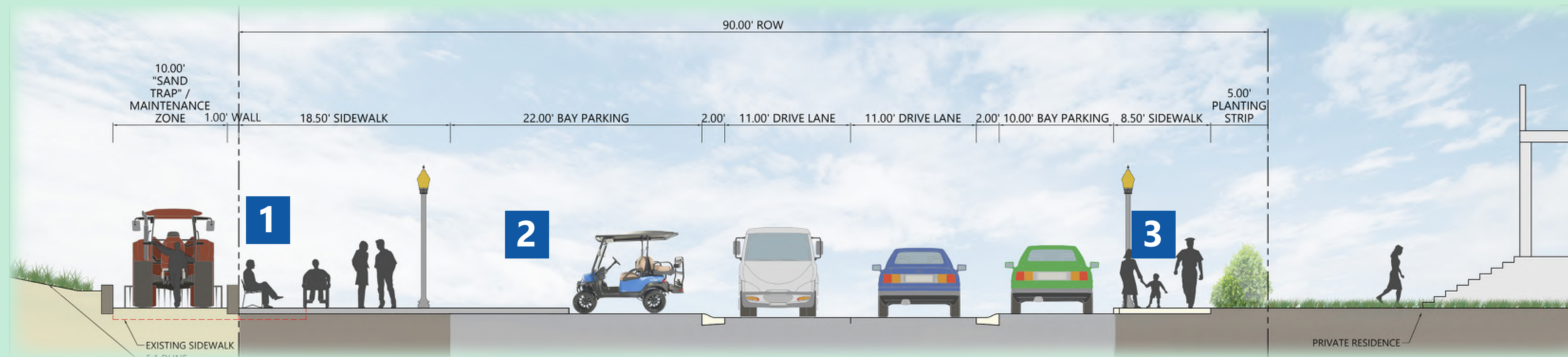
Beachfront Master Plan

BAY AVENUE

The new Bay Avenue parking configuration prioritizes safety, efficiency, and beauty for residents and visitors.



BAY AVENUE IMPROVEMENTS



Beach boardwalk



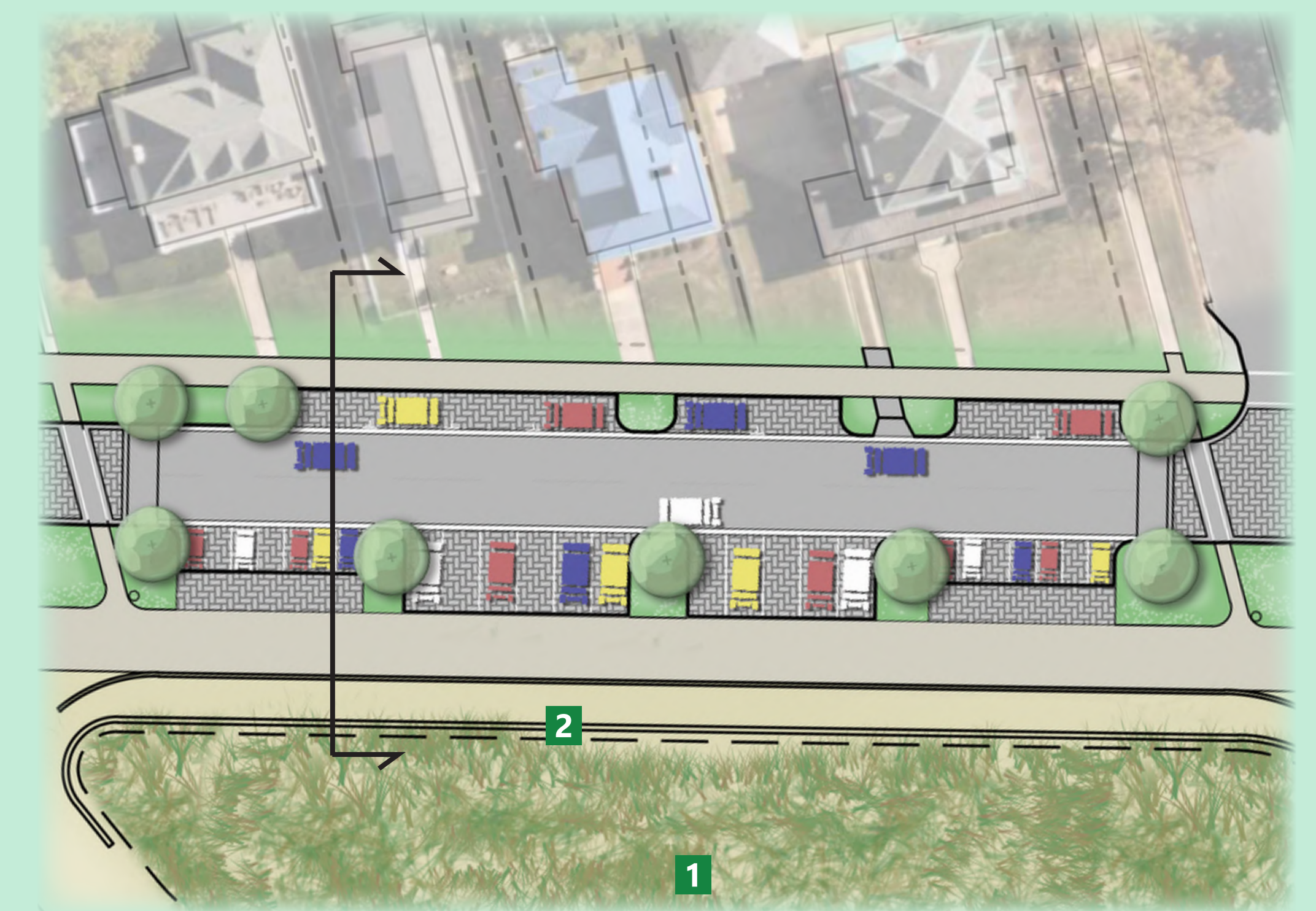
Widened Pedestrian Zone



Golf Cart Parking



Residential Privacy Hedges



PARKING EXHIBIT

PARKING SECTION

This section depicts the proposed parking concept for Bay Avenue, featuring widened sidewalks, golf cart parking, and improved accessibility.

Historically, 75% of all vehicle parking at Cape Charles beach has been golf carts. Due to the high volume of golf carts in the area, multiple golf-cart-only parking bays have been proposed on the west side of Bay Avenue. By providing dedicated golf cart spaces, golf carts will be less likely to take up car parking in the area; making parking on Bay Avenue much more efficient for all vehicle types.

Dedicated golf cart parking also minimizes the number of children needing to cross Bay Avenue to the beach; since they are parked on the west side, they will not have to cross the road, which increases pedestrian safety. The east side of Bay Avenue has been dedicated to parallel parking spaces to maximize pedestrian friendly spaces as well as maintaining the character of Bay Avenue as it exists today.

For the residents on Bay Avenue, this proposal includes a hedge wall along Bay Avenue to increase privacy, shield residents from headlights, and to provide more protection from windblown sand. The development occurs completely within the Right-Of-Way, so there is no encroachment along property lines along Bay Avenue. Driveways and sidewalks that connect to Bay Avenue are also honored, to make sure that access is guaranteed for all residents.



RAISED INTERSECTION

Drawing sourced from NACTO

- 1 Raised intersections are flush with the sidewalk and ensure that drivers traverse the crossing slowly.
- 2 Raised intersections with yield control are preferred to signals on low-speed (<20 mph) and low-volume (<3,000 ADT) streets. Raised intersections help reduce vehicle speeds and crash risk while simultaneously reducing unnecessary delay to motorists and bicyclists.
- 3 Bollards along corners keep motorists from crossing into the pedestrian space. Bollards protect pedestrians from errant vehicles.

EXISTING:

160 Approx. Car Parallel Spaces

PROPOSED:

94 **1** Golf Cart Spaces
110 **2** Car Bay Spaces

204 PROPOSED SPACES

+28% Increase in Total Spaces



CAPE CHARLES

Beachfront Master Plan

CONCEPT PLAN

The original concept has been improved after much discussion with Cape Charles Town Council and the residents of Cape Charles.



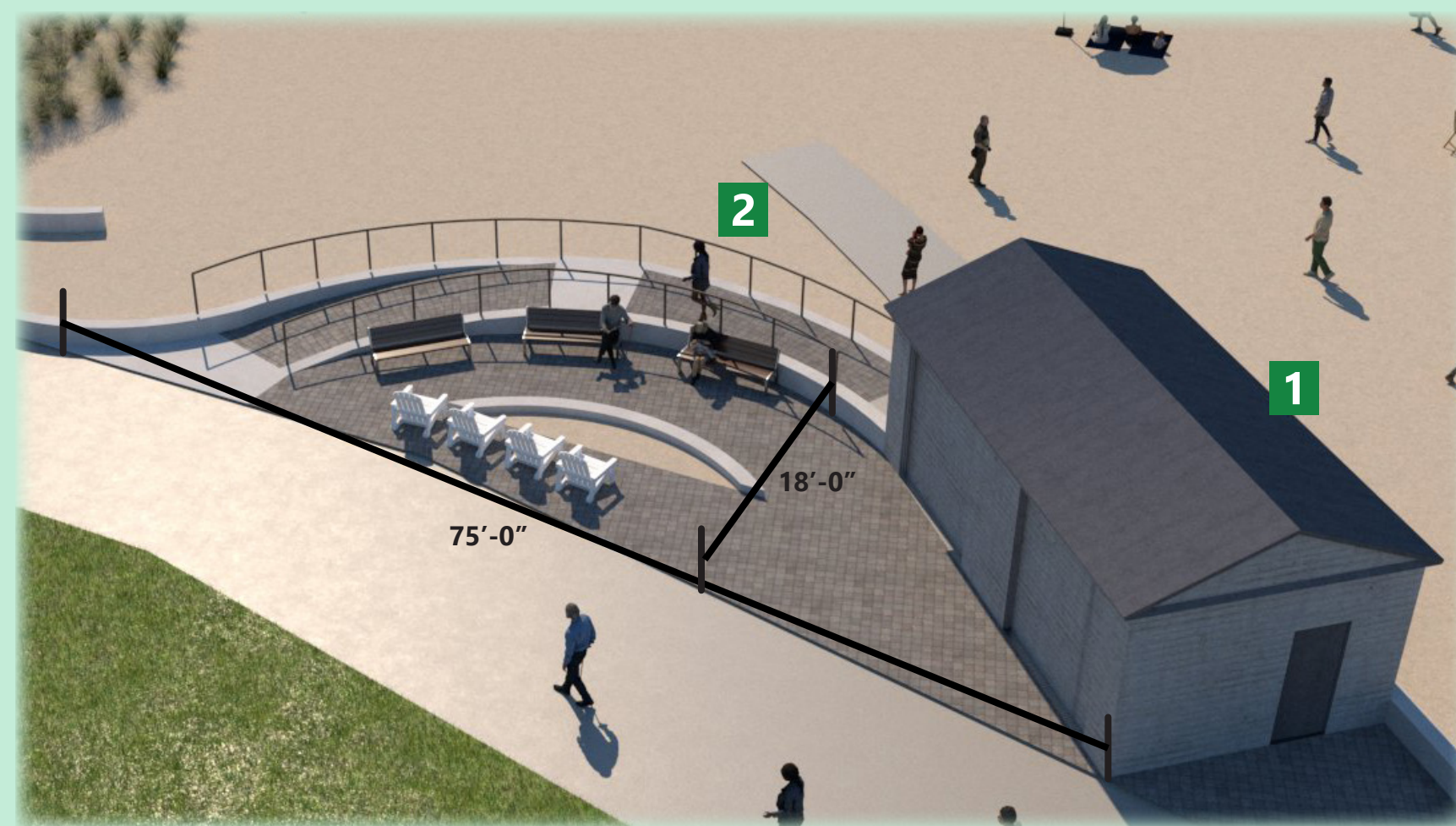
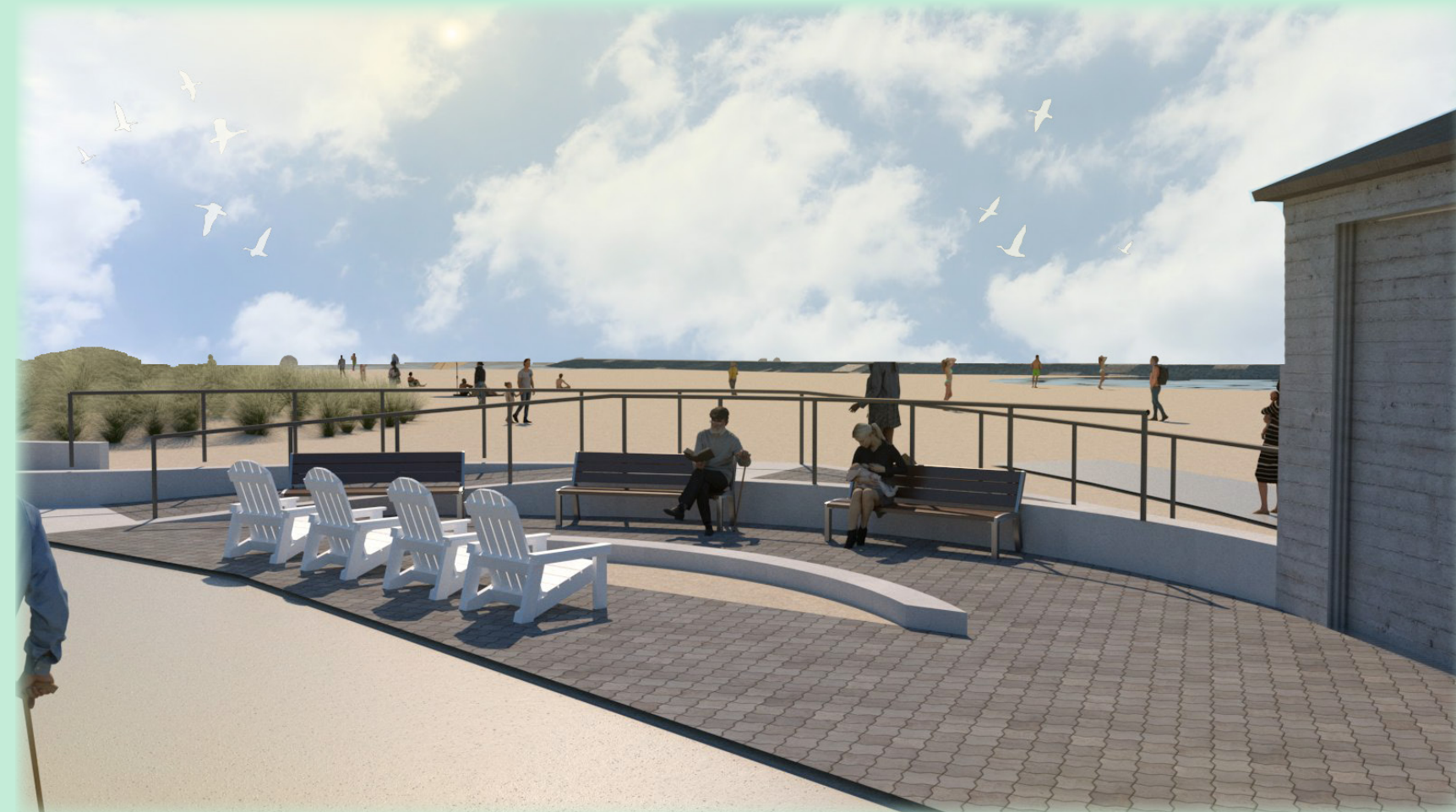
BAY AVENUE IMPROVEMENTS



CAPE CHARLES Beachfront Master Plan MASTER PLAN



EXHIBIT 1

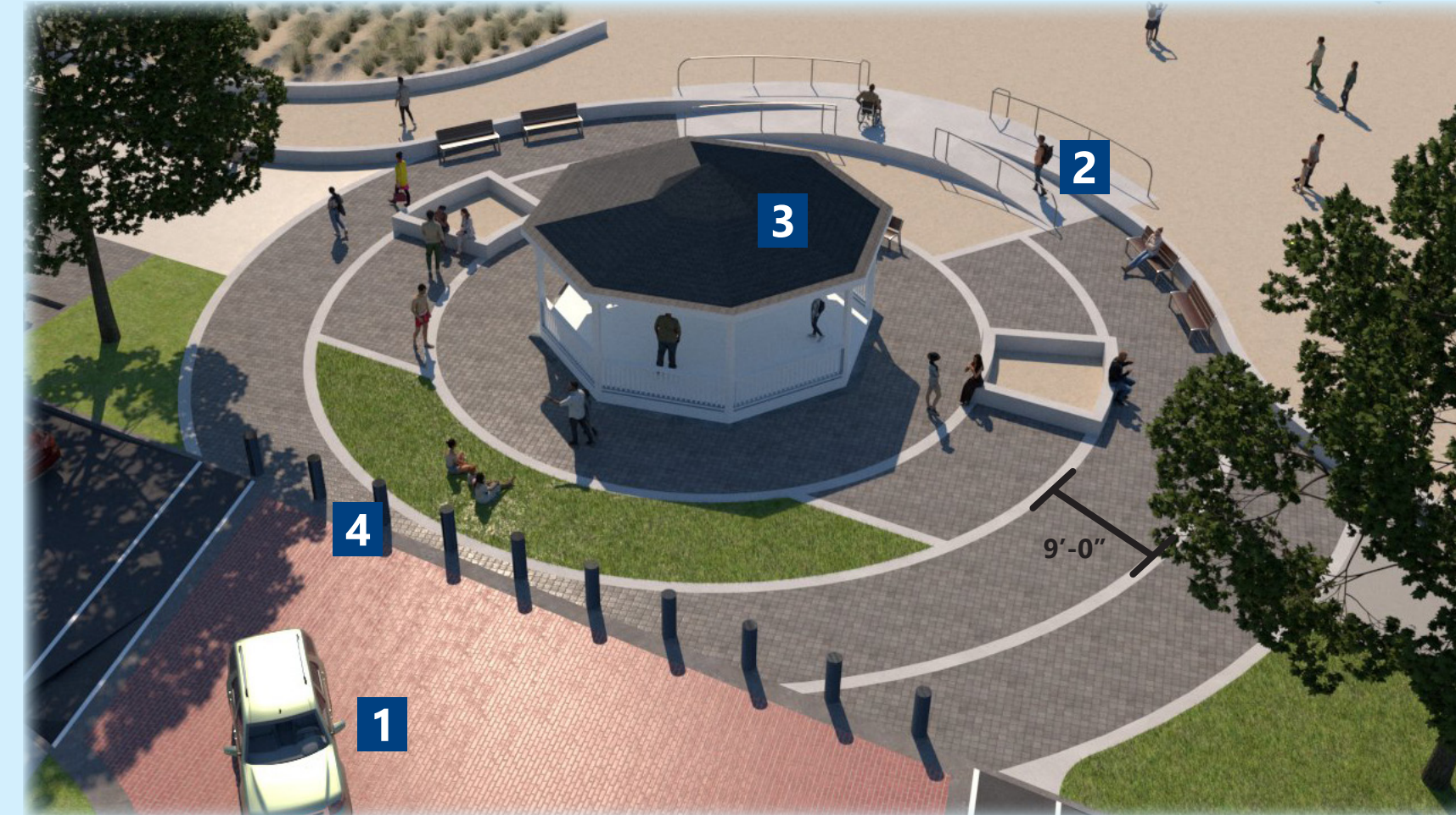


JEFFERSON AVE PLAZA

This proposed plaza offers amazing sunset views on the north end of the beach adjacent to Jefferson Avenue. A flex use building and eating spaces allows this plaza to be a great place for sunset gatherings.

- 1 » Restrooms
- 2 » Beach access ramp/Stairs

EXHIBIT 2



RANDOLPH AVE PLAZA

The historical gazebo on Bay Avenue is a beloved place of gathering for Cape Charles residents. This new plaza expands this gathering space, allowing the gazebo to be at the heart of it all.

- 1 » Flush Curb Intersection
- 2 » Beach access ramp / Stairs
- 3 » Preserved Gazebo
- 4 » Bollards

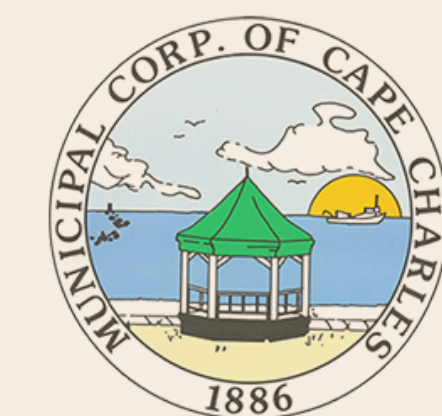
EXHIBIT 3



SOUTHERN BAY AVENUE PLAZA

This plan enlargement of the Masterplan concept shows the southern end of Bay Avenue. This space will be the nexus of community activities; food trucks, eating spaces, and expansive green space make this area the heart of Cape Charles beachfront.

- 1 » Covered Dining Pavilion and Outdoor Dining
- 2 » Vehicle Drop Off
- 3 » Flag Poles
- 4 » Restrooms

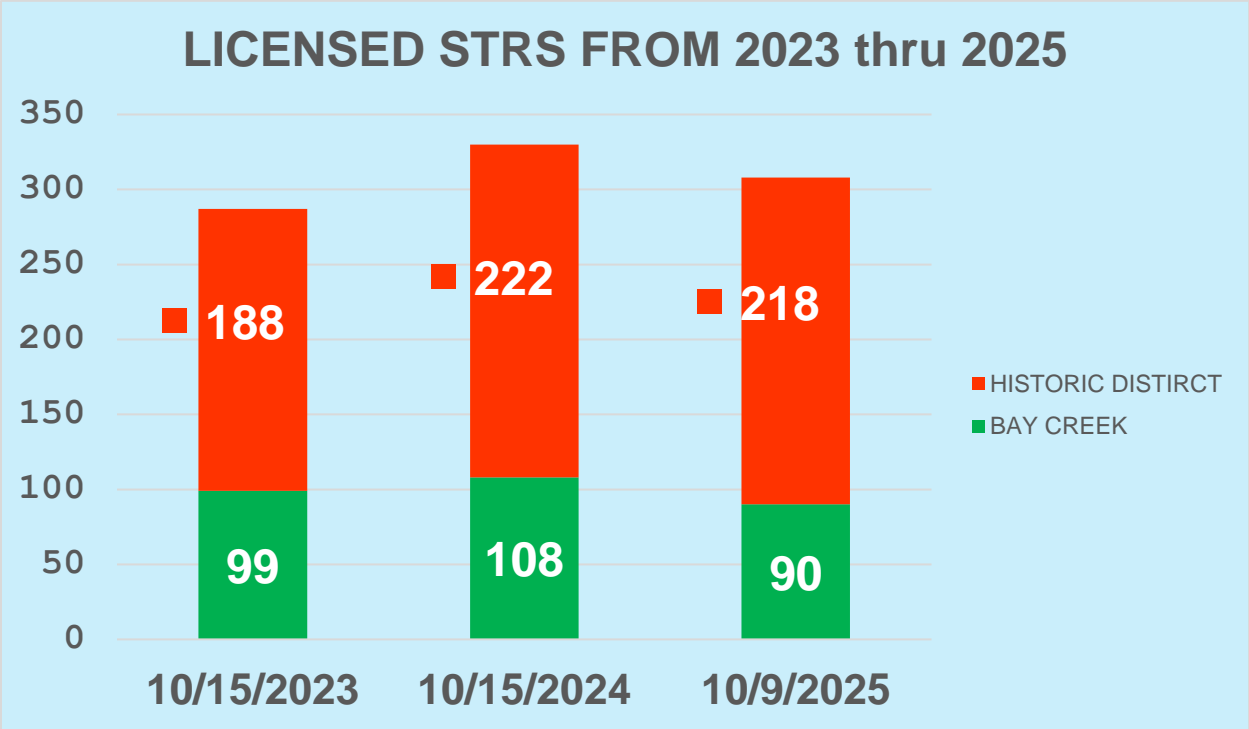


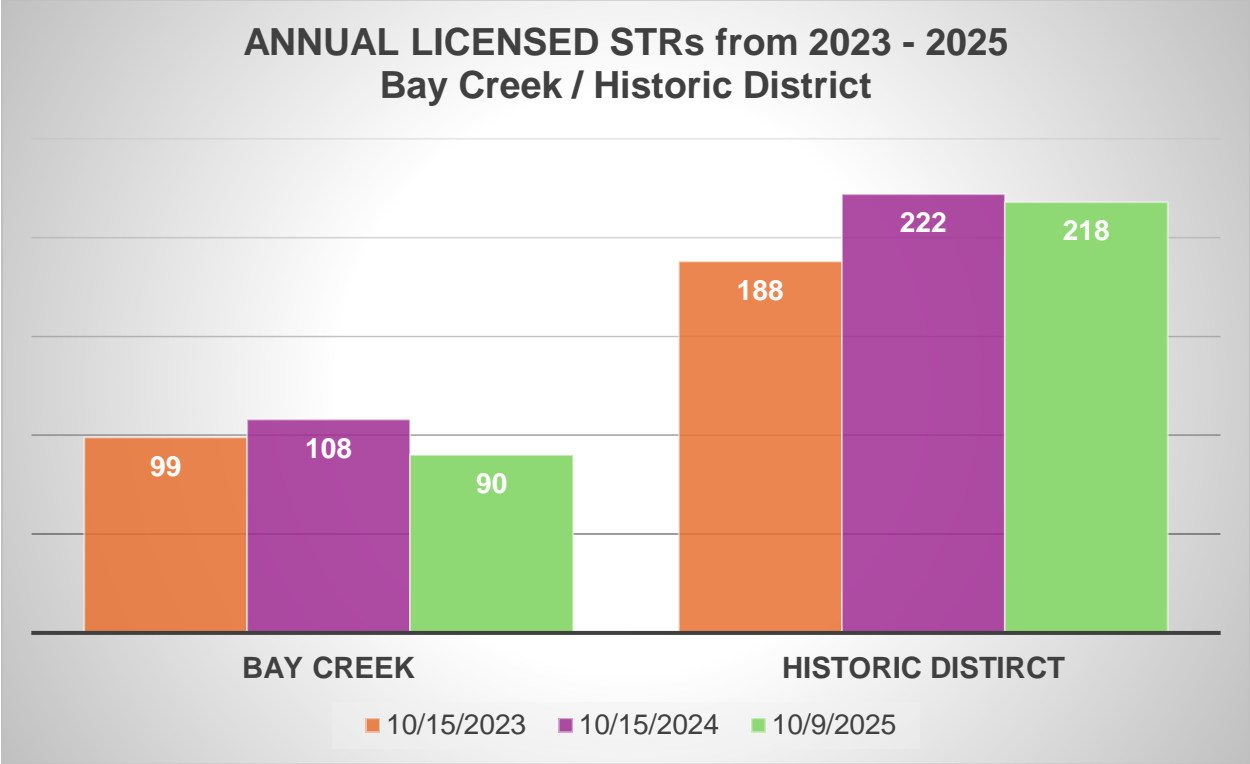
	Agenda Title:	Agenda Date:
	Short Term Rental Statistics	October 16, 2025
	Subject/Proposal/Request:	
	Short-Term Rental Statistics	
<p style="text-align: center;">Town of Cape Charles</p>	Attachments:	For Council:
	None	Action: Information: X
	Staff Contact(s):	Reviewed by:
	Katie H. Nunez, Director of Planning & Zoning Administrator	Rick Keuroglan, Town Manager

Background: Since 2023, my office has been maintaining a database on Short Term Rental business licenses to assist us in developing various policies regarding short term rentals.

There will be general fluctuations in these numbers by year as properties are sold and new owners may not wish to utilize the property for Short Term Rentals or market demands have shifted and the rate of return may not be as favorable and property owners are choosing to offer their home as a Short Term Rental.

Item Specifics:





For the 2025 Licensing Year, we have done a further breakdown of the various areas within the original part of Town which also includes a street-by-street breakdown where STRs licenses are located as well as block by block within each street. Bay Creek data is broken down between North and South by subdivision, then by street as a whole within the Bay Creek PUD.

DATA SUMMARY FOR STRs 2025 as of 10/9/2025

BY TOWN AREA	# Total	% of Total
Historic District	217	70%
Bay Creek	90	29%
Harbor	0	0%
RES-3	1	0%
GRAND TOTAL	308	100%

HISTORIC DISTRICT - BY STREET			BY BLOCK							
Name of Street	# Total	% of Total in HD	0-99	100-199	200-299	300-399	400-499	500-599	600-699	700-799
Bay Avenue	6	3%	2	1	2	0	1	0	0	0
Fig Street	1	0%	0	1	0	0	0	0	0	0
Fulcher Street	1	0%	0	0	0	1	0	0	0	0
Harbor Avenue	2	1%	0	0	2	0	0	0	0	0
Jefferson Avenue	26	12%	0	0	2	1	4	11	8	0
Madison Avenue	22	10%	2	1	6	1	2	6	4	0
Mason Avenue	19	9%	2	4	5	3	0	5	0	0
Monroe Avenue	32	15%	4	4	6	0	0	11	7	0
Nectarine Street	6	3%	2	0	0	0	1	2	1	0
Park Row	3	1%	3	0	0	0	0	0	0	0
Peach Street	10	5%	0	4	0	0	0	2	4	0
Pine Street	3	1%	0	1	0	0	0	0	2	0
Plum Street	7	3%	2	0	0	0	2	2	1	0
Randolph Avenue	37	17%	2	1	8	2	5	9	8	2
Strawberry Street	9	4%	0	1	3	3	0	1	1	0
Tazewell Avenue	26	12%	2	3	7	0	2	4	7	1
Washington Avenue	7	3%	0	0	2	0	0	1	4	0
TOTAL BY HISTORIC DISTRICT	217	100%	21	21	43	11	17	54	47	3
			9.68%	9.68%	19.82%	5.07%	7.83%	24.88%	21.66%	1.38%

BAY CREEK TOTALS	# of STRs	% within Bay Creek
BAY CREEK NORTH	38	42%
BAY CREEK SOUTH	52	58%
BAY CREEK TOTAL	90	100%

BAY CREEK NORTH - SUBDIVISIONS	# TOTAL	% of BC NORTH	% of TOTAL BAY CREEK
Bay Vista	0	0	0
The Colony	12	32%	13%
Kings Bay	18	47%	20%
Marina Resort	4	11%	4%
Marina Village East	4	11%	4%
TOTAL BY BAY CREEK NORTH	38	100%	42%

BAY CREEK SOUTH - SUBDIVISIONS	# TOTAL	% of BC SOUTH	% of TOTAL BAY CREEK
Bayside Village	19	37%	21%
Fairways	20	39%	22%
Heron Pointe	0	0%	0%
The Hollies	1	2%	1%
Muirfield Village	2	4%	2%
New Quarter	4	8%	4%
Plantation Point	1	2%	1%
Signature	4	8%	4%
TOTAL BY BAY CREEK SOUTH	51	100%	57%

BAY CREEK - BY STREET	# TOTAL	% of Units in Total in Bay Creek
American Court	0	0
Arnie's Loop	2	2%
Bahama Road	2	2%
Bayside Avenue	5	6%
Brass Ring Circle	1	1%
Bridgeton Drive	1	1%
Captain Orris Browne	3	3%
Carissa Ct.	1	1%
Carousel Place	3	3%
Cassatt Knoll	1	1%
Charlestown Drive	1	1%
Churchill Downs	4	4%
Creeside Lane	1	1%
East Bay Drive	1	1%
Edinburgh Lane	1	1%
Foster Court	0	0%
Heron Pointe Drive	0	0%
Kings Bay Drive	9	10%
Kings Court	7	8%
Lakeview Court	2	2%
Marina Village Circle	4	4%
Minchew Court	1	1%
Moon Court	1	1%
Old Course Loop	12	13%
Prestwick Turn	7	8%
Saratoga Place	0	0%
Sunset Blvd.	11	12%
Troon Court	1	1%
Turnberry Arch	0	0%
Walbridge Bend	7	8%
William Scott Lane	1	1%
TOTAL BY BAY CREEK	90	100%

Finally, the Town Council offered a reduced rate of the Short-Term Rental (STR) Zoning Permit for the 2026 Licensing Year, specifically a 50% reduction to the \$450 Fee that will be effective as part of the 2026 Licensing Year. The rationale behind this one-time reduced rate was to encourage property owners to assist the Town in gathering the necessary information on the STR properties relative to determining compliance with the requirements of the new STR Ordinance relative to the # of legal bedrooms which determines the maximum STR Occupancy Rate as well as other property specific information concerning driveways, curb cuts, and parking capacity on-site. The STR Zoning Application must have been filed by 6/30/2025 in order to qualify for this reduced rate.

15 Property Owners availed themselves of this offer from the Town Council and submitted their complete STR Zoning Application by 6/30/2025 and will receive a rebate of \$225 once they apply for their 2026 STR Zoning Permit.


Staff have been diligently working with our software vendor, Deckard Technologies, operating as RentalScapes for the STR Software, in the setup and programming of the STR Software. As you may recall, this software will provide the following services relative to the Short-Term Rentals:

- 1) Registration and Licensing Module and Quarterly Transient Occupancy Tax Reporting and Payment Module
- 2) Safety Inspection Module
- 3) Public GIS STR Website of all STRs operating in the corporate limits of the Town,
- 4) Complaint and Violation Module, including 24/7 hotline and other relevant Town information to report STR issues.

As you know, we have had a vacancy in the Inspector & Compliance Officer position for the last three and half months; however, we recently brought on Casey Quilter in this position, and he has jumped right in. Through his efforts, we have been able to issue a mass e-mail to the STRs licensees to give them an update on the process for the 2026 licensing year where all licenses (new and renewals) will occur through our software, have updated our website page for STRs with this information as well, update our database to ensure completeness for all contact information (especially e-mail addresses) and provide our full database to our software vendor to populate the software with all of the 2025 STR License information so that the majority of the accounts will be pre-populated and the property owner will just be confirming the information is still correct. We are working towards an early November GO LIVE date on the software but, before we launch, we are pulling together a small group of TESTERS to ensure we have programmed this correctly, including all of the programmed calculation of business license fees and transient occupancy taxes.

I am able to provide further info and detail on the software at your meeting. It is my intent that at the Town Council November meeting we will be providing you with a full demo of each element of this software since most of you will not be able to see it (once launched) unless you have an STR license.

Recommendation: For Town Council information only.

	Agenda Title:	Agenda Date:
	Appointment to Board of Zoning Appeals	October 16, 2025
	Subject/Proposal/Request:	
	Appointment of New Member to the Board of Zoning Appeals	
Town of Cape Charles	Attachments:	For Council:
	None	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Libby Hume, Town Clerk	Rick Keuroglan, Town Manager

Background:

The Board of Zoning Appeals (BZA) hears zoning appeals and reviews variance and special exception applications. All appointments are approved by the Circuit Court of Northampton County. The Board consists of five members each serving five-year terms.

Item Specifics:

Dolores Blackburn, the current chair of the BZA, is moving out of town and has tendered her resignation from the board effective September 30, 2025. Her term will expire on October 31, 2026.

When the Council conducted interviews for the BZA in December 2024, we had several qualified candidates for this board. Mr. Brian Murray was named as the first alternate to the BZA to be appointed when a vacancy occurred. Jack Steinmayer contacted Mr. Murray informing him of the vacancy. Mr. Murray is still interested in serving on the BZA.

Recommendation:

Staff recommends Town Council appoint Mr. Brian Murray to the Board of Zoning Appeals to complete Ms. Blackburn’s term which expires on October 31, 2026.

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

Background: On July 17th, 2025, the Town Council heard a proposed Zoning Text Amendment (ZTA) Request from the Cape Charles Historic Civic League for the possibility of continuing discussion on whether limiting the use of ADUs by property owners to long-term rentals has had an impact on the diversity of housing options for long-term rental and workforce housing. This request was referred to the Planning Commission to consider this and determine if the zoning ordinance should be amended to allow Short Term Rentals to occur in the Accessory Dwelling Units.

At their work session on September 22, 2025 and regular session on October 7, 2025, the Planning Commission reviewed the staff report which provided the history of accessory dwelling units by the Town into its zoning ordinance as well as the accompanying spreadsheet listing all Accessory Structures in the Historic District that we were aware of or were visible from the street. We understand that this list may not be fully complete since there could additional accessory structures that are not visible from the street and it is possible that that accessory structure may be used as an accessory dwelling (in existence prior to the Town’s zoning ordinance allowing them either by Conditional Use Permit or by right). A summary box has been provided in the far right column of the ADU List for the 18 Accessory Dwelling Units that we have currently confirmed exist in the Historic District.

Item Specifics:

The Planning Commission stated that it does not appear that the policy of restricting ADUs for long-term rental housing has been widely adopted nor contributed a great # of rental units within our community. Staff did note that the ADU zoning is the other tool that has been implemented and the Town, thru Town Council, has not necessarily implemented all of the tools in their box that might promote this housing option to a wider range of property owners. One such option could be a tax incentive or credit program afforded to any Accessory Dwelling that is being used as a long term rental.

Nevertheless, the Planning Commission indicated that flexibility should be provided to these property owners that have ADUs and provide the same opportunity that has been extended throughout the Historic District relative to Short Term Rentals. In their discussion, they did indicate that only one building on a tax map should be licensed annually as a Short Term Rental. Specifically, the main residence and Accessory Dwelling Unit could not both be rented as a Short Term Rental. They also stated that the housing issues facing our Town (long-term rentals as well as workforce housing options) are going to require a greater effort by the Town and possibly by the County in adding these specific housing types and structures to our community.

Recommendation: From this discussion, the Planning Commission identified that changes would need to occur in the Town’s Comprehensive Plan as well as the Town Zoning Ordinance in Section 4.1 (Accessory Dwelling Units) and Section 4.14 (Short Term Rentals). Items proposed for deletion are shown as strike thrus in RED FONT and new language is shown in GREEN FONT.

Here is link to both the Comprehensive Plan and the Zoning Ordinance if you wish to read this proposed changes within the full context of that entire page or section.

Comprehensive Plan: <https://www.capecharles.org/media/2676>

Zoning Ordinance: [Cape Charles Zoning Ordinance with Table of Contents](#)

Cape Charles Comprehensive Plan Changes

Housing – Accessory Dwelling Units (pg.41)

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

Add new Item #3 to the Future Land Use - Mixed Use Designation in the Comprehensive Plan

Mixed Use – Preferred Uses (pg. 127)

3. Housing within this area shall lend itself to a variety of housing types (e.g., apartments, condos, single-family dwellings). It shall offer a diverse range of both rental options and ownership options to meet a range of price points to serve the community.

Cape Charles Zoning Ordinance Changes**CCZO Section 4.1 (J) (2) (a)**

*Length of Stay –An Accessory Dwelling may either be rented as a short-term rental or long-term rental; by ~~An Accessory Dwelling Unit may not be rented as a short term rental. An Accessory Dwelling Unit may be occupied by any person for no less than 30 consecutive calendar days;~~ either paying a fee for such occupancy at his/her own expense or at the expense of another ~~thirty (30) day rental or greater.~~ Upon request from any building, zoning, finance, or public safety official acting on behalf of the Town of Cape Charles, the owner of the subject lot of record upon which the Accessory Dwelling Unit sits shall provide occupancy documentation and/or information as requested in writing. *If an Accessory Dwelling Unit is going to be rented for less than thirty (30) days (Short-Term Rental), the Owner must comply with Section 4.14 of the Cape Charles Zoning Ordinance.**

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

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

Town Council is requested to review and discuss if they wish to advance both the Comprehensive Plan amendments and Zoning Text Amendments to public hearing and/or any edits to the recommendation from the Planning Commission in the proposed language that would allow Accessory Dwelling Units to be used as Short Term Rentals.

If the Town Council does wish to proceed with both of these proposed amendments, I have also provided a Resolution of Intent that would need to be adopted to commence the public hearing process.



Planning Commission Staff Report

Agenda Title: Staff Report on Accessory Dwellings

Agenda Date: September 22nd, 2025

Prepared by: Jack Steinmayer, Zoning Compliance Officer

Reviewed By: Katie Nunez, Director of Planning/Zoning Administrator

Date: September 12, 2025

Type of Application: Discussion on possible Zoning Text Amendment Request

Applicant: Cape Charles Historic District Civic League

Site Address NA

Tax Map: NA

Zoning:

Proposal: Discussion on Zoning Text Amendment Request

Legal Deadline Requirements -

Date Application Received: -

Date Application Deemed Complete: -

For Planning Commission: -

For Town Council (Directory, not Mandatory) Can act upon receipt of recommendation from Planning Commission; if PC fails to provide recommendation within the prescribed deadlines, it is deemed a favorable recommendation by the PC. The Town Council's maximum time frame is 12 months from when referred to the Planning Commission:

Background:

In 2016, when the Town undertook revising the Comprehensive Plan, one of the goals of the revision was to promote compatible infill development and renovation within established neighborhoods. Specifically, it called for the promotion of Accessory Dwelling Units to add a diversity of housing types, while maintaining the neighborhood character and providing affordable housing. During this review, it was found that 2 Accessory Dwelling Units were constructed before an ordinance was implemented.

Due to these updates to the Comprehensive Plan and the clear desire for more housing options, in November 2018, the Town of Cape Charles adopted Zoning Ordinance Section 4.2 (J) – Accessory Dwelling Units. Which stated the following:

Accessory Dwellings. One accessory dwelling may be maintained on a property in the R-E, R-1, R-2, and CR Zoning Districts, subject to the following:

1. *Physical Characteristics.*
 - a. *Accessory Dwellings shall be located in an accessory building,*
 - b. *Accessory Dwellings shall not have a floor area exceeding forty-five percent (45%) of the floor area of the main building,*
 - c. *Accessory Dwellings shall have one kitchen and one bathroom.*
 - d. *Accessory Dwellings shall not have the appearance of a single-family dwelling*
2. *Occupancy Characteristics.*
 - a. *Length of Stay – No accessory dwelling unit shall be occupied by any person or persons, whether paying a fee for such occupancy or not, for a period of less than thirty (30) consecutive calendar days. Upon request from any building, zoning, finance, or public safety official acting on behalf of the Town of Cape Charles, the owner of the subject lot of record shall provide occupancy documentation and/or information as requested in writing. Failure to do so may result in the revocation by the Cape Charles Town Council of the Conditional Use status for the Accessory Dwelling Unit, according to Article IV, Section 4.3.*
 - b. *All Accessory Dwelling Units shall be billed as a water/sewer/trash account separate from the account for the main structure, and shall pay the minimum monthly account fee as set by the Town Council.*
 - c. *An Accessory Dwelling may have a separate water meter from that of the main structure upon request by the property owner. If requested, the property owner shall pay all water and sewer utility connection fees as set by the Town Council. Metered Accessory Dwelling Units will receive a water/sewer bill based on the metered use, but not less than the minimum monthly account fee.*
 - d. *All Accessory Dwelling Units shall have a separate trash can provided by the contract waste disposal company.*
 - e. *All Accessory Dwelling Units shall be inspected annually, not later than fifteen (15) days from the anniversary date of the conditional use permit being approved by the Town Council.*

3. *Other Requirements*

- a. *Accessory Dwellings located in accessory buildings may have a separate water meter from the principal dwelling.*
- b. *The lot on which an accessory dwelling is located shall have the required minimum lot area for the district in which it is located.*
- c. *Parking shall be considered on a case-by-case basis as part of the Conditional Use Permit Application process.*
- d. *Exterior elevations shall also be approved by the Historic District Review Board when required by Article VIII, Historic District Overlay.*

As a result of adopting Ordinance Section 4.2 (J), 13 ADUs were built after acquiring a Conditional Use Permit. However, after 4 years, the Housing Subcommittee recognized that the required Conditional Use Permit (CUP) Application process was burdensome on Town Staff. Due to this finding, it was determined that ADUs should be allowed as a By-Right Use as long as the property owner complied with the square footage requirements, parking requirements, and other necessary elements of an ADU.

Since changing from a Conditional Use Permit to a By-Right Use, only 2 ADUs have been constructed, and are currently used as long-term rental and workforce housing, respectively. These 2 ADUs have been reflective of the updated 2022 Comprehensive Plan, specifically addressing the following aspects of the Comprehensive Plan:

Housing – Accessory Dwelling Units (pg. 41)

The Town of Cape Charles adopted ordinances in February 2019 that permitted accessory dwelling units under certain conditions with adequate safeguards to protect the character of the existing residential neighborhood. This strategy is intended to develop new, moderate-cost rental housing while preserving the large, older homes and allowing more flexibility for elderly homeowner to stay in their homes. Among the conditions of approval for accessory apartments is that the accessory dwelling unit be “clearly subordinate to” the main unit. This is achieved by requiring that the unit be less than a specified percentage of the original house's square footage. In addition, these units cannot be rented for less than 30 days.

Housing – Rentals (pg. 45)

Two of the main reasons for introducing accessory dwelling units into Cape Charles were to increase the number of smaller units available for longer-term rental and to offer a lower rental cost based on these units being smaller in size.

Land Use & Community Design – Land Use and Design Policies (pg. 115)

Accessory dwelling units add diversity to housing types while maintaining the character and providing affordable options.

Narrative of Proposal:

On July 17th, 2025, the Town Council heard a proposed Zoning Text Amendment (ZTA) Request from the Cape Charles Historic Civic League for the possibility of continuing discussion on whether limiting the use of ADUs by property owners to long-term rentals has had an impact on the diversity of housing options for long-term rental and workforce housing. Furthermore, if this review of the ADUs shows that the Town has not met the intended long-term housing diversification it was seeking, then consideration should be given to a discussion that the use of ADUs permitted by right for long-term rentals be evaluated to also include short-term rentals in ADUs by right as an option.

At this same meeting, Town Staff recommended that Town Council review and discuss the proposed Zoning Text Amendment, and if deemed appropriate, approve the Resolution of Intent #20250717, thereby referring this matter to the Planning Commission for their consideration and recommendation to the Town Council related to the use of possibly allowing ADUs to be used as short-term rentals (STRs).

Aerial Map (if applicable):



***Green** indicates properties that have an ADU and **are using** the principal house as an STR

***Red** indicates properties that have an ADU and **are not using** the principal house as an STR

Staff Review:

After review of all applicable data on hand, Town Staff does not believe that adequate administration has taken place to recommend the proposed Zoning Text Amendment one way or another. Before 2025, there has not been a database that has tracked the number of accessory dwellings within the Town. Therefore, Staff may have missed some of the accessory dwellings that are in the Town.

Furthermore, ADUs were originally approved in Cape Charles to increase the number of smaller units available for long-term rental at lower costs, based on their smaller size. By converting them into short-term rentals, the Town would be abandoning its original reason for approving ADUs. If this proposed Zoning Text Amendment is approved, staff believes the best course of action would be to phase out the construction of ADUs entirely. The ones currently built would be grandfathered in, and no additional ADUs would be permitted once this ZTA is adopted.

Questions for Planning Commission Discussion:

1. If the prohibition of using ADUs as STRs is rescinded, what guardrails, if any, are going to be implemented to prevent ADUs from being constructed everywhere?
2. How can the Town make it more beneficial for property owners to rent their ADUs for long-term or workforce housing?
3. If the intention is to try to attract long-term housing options, are there other incentives that the Town should be examining to make it more attractive to the property owner? i.e, tax breaks.
4. What would be the impact on parking on the streets?
5. Trash impacts, if both the main house and ADU are being rented as an STR?
6. What is the administrative process to oversee the Civic Leagues proposal, in relation to picking and choosing which dwelling is going to be used as an STR?

Any other questions that the board would want to add to the discussion that have not been laid out above are welcome.

Attachments:

1. Zoning Text Amendment Application from Cape Charles Civic League

Property Information			Accessory Unit Information									
Tax Map #	Address	Street	Type of Approval	Use	# of Units	Garage	Parking	Condition	Occupied?	Current Use for ADU	Principal House STR?	
83A3-2-8-7	410	Harbor Avenue	CUP	ADU	1	1 Bay	Street	New	No		No	
83A1-1-220	206	Jefferson Avenue	CUP	ADU	1	NA	On-Site	New	Yes	workforce housing	No	
83A1-1-63	413	Jefferson Avenue	After Ordinance Adoption 10/20/2022	ADU	1	2 Bays	On-Site	New	Unknown	family overflow, down the line looking to rent for workforce housing	Yes	
83A1-1-141	542	Jefferson Avenue	CUP	ADU	1	NA	Street	New	Yes	family overflow, supports STR	No	
83A1-1-210	211	Madison Avenue	CUP	ADU	1	1 Bay	On-Site	New	Unknown	currently not used, supports STR	No	
83A1-1-191	325	Madison Avenue	CUP	ADU	1	NA	Street	New	Unknown	renovating for workforce housing, long term rental	Yes	
83A1-1-183	333	Madison Avenue	CUP	ADU	1	2 Bays	Street	New	No	Family overflow, supports STR	No	
83A1-1-182A	401	Madison Avenue	CUP	ADU	1	1 Bay	Street	New	No	Family overflow, supports STR	No	
83A3-1-378	500	Monroe Avenue	After Ordinance Adoption 10/20/2022	ADU	1	1 Bay	Street	New	Yes	Long Term Rental	Yes	
83A3-1-323	654	Monroe Avenue	CUP	ADU	1	2 Bays	Rear	New	Unknown	Overflow	Yes	
83A3-1-289	9	Park Row	CUP	ADU	1	2 Bays	Rear	New	No	Overflow	Yes	
83A3-1-593	420	Randolph Avenue	CUP	ADU	1	NA	Street	New	Unknown	Left Voicemail	Yes	
83A3-1-580	520	Randolph Avenue	CUP	ADU	1	NA	Street	New	No	Empty	No	
83A3-1-422	649	Randolph Avenue	CUP	ADU	1	1 Bay	Street	New	Unknown	Number Not In Service	No	
83A3-1-377	501	Tazewell Avenue	CUP	ADU	1	NA	Street	New	Unknown	No Phone or Email	No	
83A3-1-377	501	Tazewell Avenue	Before CUP Ordinance	ADU	1	NA	Street	New	Unknown	No Phone or Email	No	
83A3-1-372	515	Tazewell Avenue	Before CUP Ordinance	ADU	1	NA	Street	New	No	Currently Used as an Office and Storage	No	
83A3-1-436	630	Tazewell Avenue	CUP	ADU	1	2 Bays	Street	New	No	Still Under Construction	No	
83A3-1-402	220	Monroe Avenue	Before CUP Ordinance	Garage	2	1 Bay	Rear	Good	-	-	-	
83A3-1-399	222	Monroe Avenue	Before CUP Ordinance	Garage	1	2 Bays	Rear	Good	-	-	-	
83A3-1-398	224	Monroe Avenue	Before CUP Ordinance	Garage	1	2 Bays	Rear	Touch-Ups	-	-	-	
83A3-1-351	552	Monroe Avenue	Before CUP Ordinance	Garage	1	2 Bays	Side	Touch-Ups	-	-	-	
83A3-1-327	644	Monroe Avenue	Before CUP Ordinance	Garage	1	1 Bay	Rear	Good	-	-	-	
83A3-1-323	654	Monroe Avenue	Before CUP Ordinance	Garage	1	2 Bays	Side	Good	-	-	-	
83A3-1-364	529	Tazewell Avenue	Before CUP Ordinance	Garage	1	1 Bay	Rear	Good	-	-	-	
83A3-2-3-14	108	Bay Avenue	Before CUP Ordinance	Shed	1	1 Bay	Rear	Touch-Ups	-	-	-	
83A3-2-6-5B	8	Monroe Avenue	Before CUP Ordinance	Shed	1	NA	None	Unknown	-	-	-	
83A3-2-5-6	106	Monroe Avenue	Before CUP Ordinance	Shed	1	1 Bay	Rear	New	-	-	-	
83A3-1-419	200	Monroe Avenue	Before CUP Ordinance	Shed	1	NA	Street	Good	-	-	-	
83A1-407	212	Monroe Avenue	Before CUP Ordinance	Shed	1	1 Bay	Rear	Touch-Ups	-	-	-	
83A3-1-394	240	Monroe Avenue	Before CUP Ordinance	Shed	1	2 Bays	Rear	Good	-	-	-	
83A3-1-279	501	Monroe Avenue	Before CUP Ordinance	Shed	2	1 Bay	Street	Good	-	-	-	
83A3-1-375	504	Monroe Avenue	Before CUP Ordinance	Shed	1	1 Bay	On-Site	Older	-	-	-	
83A3-1-278	505	Monroe Avenue	Before CUP Ordinance	Shed	2	1 Bay	Rear	New	-	-	-	
83A3-1-371	510	Monroe Avenue	Before CUP Ordinance	Shed	1	NA	None	-	-	-	-	
83A3-1-363	522	Monroe Avenue	Before CUP Ordinance	Shed	1	1 Bay	Rear	New	-	-	-	
83A3-1-359	538	Monroe Avenue	After Ordinance Adoption 10/20/2022	Shed	1	NA	Rear	-	-	-	-	
83A3-1-358	542	Monroe Avenue	Before CUP Ordinance	Shed	2	2 Bays	Rear	-	-	-	-	
83A3-1-354B	548	Monroe Avenue	Before CUP Ordinance	Shed	1	NA	None	-	-	-	-	
83A3-1-254	555	Monroe Avenue	Before CUP Ordinance	Shed	1	NA	Side	-	-	-	-	
83A3-1-347	606	Monroe Avenue	Before CUP Ordinance	Shed	1	NA	None	-	-	-	-	
83A3-1-243B	615	Monroe Avenue	CUP	Shed	1	NA	None	-	-	-	-	
83A3-1-243B	615	Monroe Avenue	CUP	Shed	1	NA	None	-	-	-	-	
83A3-1-343	616	Monroe Avenue	Before CUP Ordinance	Shed	1	NA	None	-	-	-	-	
83A3-1-242	619	Monroe Avenue	Before CUP Ordinance	Shed	1	NA	None	-	-	-	-	
83A3-1-238	627	Monroe Avenue	Before CUP Ordinance	Shed	1	NA	None	-	-	-	-	
83A3-10-C	420	Plum Street	Before CUP Ordinance	Shed	1	NA	Street	New	-	-	-	
83A3-2-3-1	11	Randolph Avenue	Before CUP Ordinance	Shed	1	1 Bay	Side	-	-	-	-	
83A3-2-4-9	105	Randolph Avenue	Before CUP Ordinance	Shed	1	NA	None	-	-	-	-	
	119	Randolph Avenue	Before CUP Ordinance	Shed	1	NA	Street	-	-	-	-	
83A3-2-3-2	10	Tazewell Avenue	Before CUP Ordinance	Shed	1	NA	Street	New	-	-	-	
83A3-2-5-9	101	Tazewell Avenue	Before CUP Ordinance	Shed	1	NA	Street	-	-	-	-	
83A3-2-5-1	113	Tazewell Avenue	Before CUP Ordinance	Shed	1	1 Bay	Side	-	-	-	-	
83A3-1-417	207	Tazewell Avenue	Before CUP Ordinance	Shed	1	NA	Rear	-	-	-	-	
	300	Tazewell Avenue	Before CUP Ordinance	Shed	1	2 Bays	Street	Under Construction	-	-	-	
83A3-1-382	409	Tazewell Avenue	Before CUP Ordinance							This was identified by the Planning Commission as absent from the original list. We have added it but have not had the opportunity to contact property owner as to how this ADU is being used. The main house is an STR.		
83A3-1-381	415	Tazewell Avenue	Before CUP Ordinance	Shed	2	NA	Street	Older	-	-	-	
83A3-1-379	425	Tazewell Avenue	Before CUP Ordinance	Shed	1	NA	Street	Older	-	-	-	
83A3-1-476	500	Tazewell Avenue	CUP	Shed	2	NA	Rear	Older	-	-	-	
83A3-1-376	507	Tazewell Avenue	Before CUP Ordinance	Shed	1	NA	Rear	Older	-	-	-	
83A3-1-373	511	Tazewell Avenue	Before CUP Ordinance	Shed	1	NA	Rear	Touch-Ups	-	-	-	
83A3-1-328	645	Tazewell Avenue	Before CUP Ordinance	Shed	1	NA	NA	Unknown	-	-	-	
83A3-1-324	653	Tazewell Avenue	Before CUP Ordinance	Shed	1	NA	None	New	-	-	-	

SUMMARY
 We believe in the Historic District there are currently 18 Accessory Dwelling Units; of those 18 Accessory Dwelling Units, here is the breakdown on how they are used.

- 12 properties with Accessory Dwellings that are not using their primary dwelling as an STR:
 - 3 Accessory Dwellings are used as family overflow
 - 1 Accessory Dwelling is used as workforce housing
 - 2 Accessory Dwellings are empty
 - 4 Accessory Dwellings - property owner contact unsuccessful
 - 1 Accessory Dwelling being used for storage
 - 1 Accessory Dwelling is under construction; intent upon completion is workforce housing
- 6 properties with Accessory Dwellings that are using their primary dwelling as an STR
 - 3 Accessory Dwellings are used as family overflow
 - 1 Accessory Dwelling is currently used as a long-term rental
 - 2 are transitioning to workforce housing or a long-term rental

An additional property was identified (409 Tazewell Avenue) that has an Accessory Dwelling Unit and was not part of our original list. The main house is an STR; we have not had an opportunity to contact the property owner regarding how the ADU is being used at this time. Therefore, this property is not included in this count of 18 ADUs at this time.

RESOLUTION OF INTENT 20251016__

**PROPOSED COMPREHENSIVE PLAN AMENDMENT & ZONING
TEXT AMENDMENT 2025-02
APPLICATION FROM TOWN OF CAPE CHARLES TO AMEND
ARTICLE III, SECTION 3.3(E)**

WHEREAS, § 15.2-2286 (A) (7) of the Code of Virginia requires that amendments to a zoning ordinance shall be initiated by a resolution of the local governing body; a motion of the planning commission; or in the case of zoning district map amendments, by application of the landowner or the landowner’s authorized agent; and

WHEREAS, Section 15.2-2285 (B) of the Code of Virginia provides that no zoning ordinance shall be amended or re-enacted unless the governing body has referred the amendment or reenactment to the local planning commission for its recommendation; and

WHEREAS, the proposed Zoning Text Amendment, if approved, would not be consistent with the Town’s Comprehensive Plan; therefore a Comprehensive Plan Amendment has been recommended by the Planning Commission for Town Council to determine if they will initiate the public hearing process for this Comprehensive Plan Amendment which is proposed as follows:

Cape Charles Comprehensive Plan Changes

Housing – Accessory Dwelling Units (pg.41)

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

Add new Item #3 to the Future Land Use - Mixed Use Designation in the Comprehensive Plan

Mixed Use – Preferred Uses (pg. 127)

3. Housing within this area shall lend itself to a variety of housing types (e.g., apartments, condos, single-family dwellings). It shall offer a diverse range of both rental options and ownership options to meet a range of price points to serve the community.

WHEREAS, the Cape Charles Town Council finds that the public necessity, convenience, general welfare, and good zoning practice requires that a zoning text amendment be considered, as a result of staff input to amend the following:

Section 4.1 (J)(2)(a): *Length of Stay –An Accessory Dwelling may either be rented as a short-*

*term rental or long-term rental; by ~~An Accessory Dwelling Unit may not be rented a~~
~~term rental. An Accessory Dwelling Unit may be occupied by any person for no less than 30~~
~~consecutive calendar days~~, either paying a fee for such occupancy at his/her own expense or
at the expense of another ~~thirty (30) day rental or greater~~. Upon request from any building,
zoning, finance, or public safety official acting on behalf of the Town of Cape Charles, the
owner of the subject lot of record upon which the Accessory Dwelling Unit sits shall provide
occupancy documentation and/or information as requested in writing. *If an Accessory
Dwelling Unit is going to be rented for less than thirty (30) days (Short-Term Rental), the
Owner must comply with Section 4.14 of the Cape Charles Zoning Ordinance.**

Add new section in Section 4.14 (STRs) (B) (new item 4):

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

WHEREAS, said proposed revisions to Sections 4.1 & 4.14 would provide for increased opportunity for Short Term Rentals to be permissible in Accessory Dwelling Units;

WHEREAS, the Cape Charles Town Council will need to also submit a Comprehensive Plan Amendment for public hearing in advance of the Zoning Text Amendment public hearing

NOW, THEREFORE, BE IT RESOLVED that for purposes of public necessity, convenience, general welfare or good zoning practice, the Cape Charles Town Council hereby adopts a resolution of intent to consider amending the Cape Charles Comprehensive Plan as stated above and the Cape Charles Zoning Ordinance to amend Section 4.1 (J)(2)(a) and Section 4.14 (B)(new item 4) regarding Accessory Dwelling Units and allowing Short Term Rentals to be an allowable use in said structure type.

Said Comprehensive Plan Amendment and Zoning Text Amendment 2025-02 is referred to the Cape Charles Planning Commission to convene the requisite public hearings and public notifications, which may be done jointly between the Cape Charles Planning Commission and Cape Charles Town Council and for the Cape Charles Planning Commission to prepare its recommendation on said Comprehensive Plan Amendment and Zoning Text Amendment 2025-02 for Cape Charles Town Council’s consideration.

Adopted by the Town Council of the Town of Cape Charles on October 16, 2025

By: _____
Mayor Charney

Attest:

Town Clerk