



DRAFT
TOWN COUNCIL
Public Hearing & Special Meeting
Cape Charles Civic Center, 500 Tazewell Avenue
June 4, 2026, 6:00 p.m.

CALL TO ORDER

Vice Mayor Buchholz called the Town Council Public Hearing and Special Meeting to order at 6:00 p.m.

ROLL CALL

Council members in attendance: Vice Mayor Buchholz, Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. A quorum was established. Mayor Charney was not in attendance.

Staff in attendance: Town Manager Rick Keuroglian, Treasurer Marion Sofield, Assistant Treasurer Adrian Oei, Business License Specialist Katie Lewis, Town Clerk Libby Hume.

Others in attendance: Northampton County Administrator Matt Spuck.

There were seven (7) members of the public in attendance.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Council observed a Moment of Silence followed by the Pledge of Allegiance.

PUBLIC HEARING

A. *FY 2027 Proposed Budget & Fees*

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

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

The public hearing portion of the meeting closed at 6:01 p.m.

RECOGNITION OF VISITORS / PRESENTATIONS / RECOGNITIONS

A. *Northampton County Town Edge Ordinance Revision*

Northampton County Administrator Matt Spuck provided a presentation regarding the County's proposed Town Edge Ordinance amendments and its relationship to affordable housing needs throughout Northampton County. Mr. Spuck reviewed demographic and housing data for Northampton County, noting that the County had approximately 12,000 residents, 5,440 housing units, and a median household income of approximately \$61,000. He explained that housing affordability continued to be a significant challenge, particularly for households earning below the County median income. Mr. Spuck discussed the County's housing inventory and identified what he described as a mismatch of middle and lower priced housing. While housing stock existed in higher price ranges, there was an insufficient supply of housing affordable to residents earning moderate and lower incomes. He explained that many residents who might otherwise purchase homes in moderate price ranges are instead competing for lower-cost housing due to limited inventory, creating additional pressure throughout the housing market. Mr. Spuck also discussed rental housing availability, noting that Northampton County currently had an extremely limited rental inventory. Based upon available market data, the County's available rental inventory remained well below what would be considered a healthy rental market. He explained that limited rental availability contributed to overall housing affordability challenges.

Council members discussed construction costs and housing affordability trends. Mr. Spuck presented data showing that construction costs had increased significantly faster than median

household incomes, making it increasingly difficult to develop housing that is affordable to local residents.

Vice Mayor Buchholz commented that historical zoning decisions and density limitations had likely contributed to current housing shortages by limiting opportunities for residential development.

Mr. Spuck then reviewed County land use patterns. He explained that approximately 84% of Northampton County consisted of agricultural and conservation lands, while residential areas and incorporated towns accounted for a comparatively small percentage of the County's land area. He noted that existing Town Edge zoning represented approximately 1.3% of the County's land area. Mr. Spuck reviewed the history of the Town Edge zoning district, explaining that Town Edge zoning was originally established in 2016 and later incorporated into the County's Comprehensive Plan as a strategy for directing future growth toward areas adjacent to towns while preserving agricultural and conservation lands. He emphasized that the proposed ordinance would not automatically authorize development. Instead, it would establish a new Town Edge Residential (TE-R) zoning district that could only be utilized through an individual rezoning process before any development could occur.

Council members discussed density allowances and infrastructure requirements associated with the proposed district. Mr. Spuck explained that the proposed ordinance would permit higher-density residential development than currently allowed under TE-1 zoning but would still require compliance with setback standards, open-space requirements, utility availability, engineering review, and all applicable state and local regulations.

Town Manager Rick Keuroglan inquired about proposed lot sizes and utility requirements under the new ordinance. Mr. Spuck explained that smaller lot sizes would only be permitted where public water and sewer services were available and that substantial review would still be required before any development could proceed. Mr. Spuck outlined the extensive review process required for any future rezoning application, including pre-application review, agency review, public hearings, engineering approvals, and construction inspections.

Council discussed potential impacts on schools, utilities, emergency services, traffic, and infrastructure. Mr. Spuck advised that County staff had evaluated these concerns and determined that current school capacity, emergency services, and groundwater resources could accommodate anticipated growth levels, subject to individual project reviews.

Councilman Grossman noted that the County Comprehensive Plan had long contemplated increased residential densities near towns and stated that the proposed ordinance was consistent with those previously adopted planning objectives.

Councilwoman Holloway inquired about the County's next steps. Mr. Spuck reported that the Northampton County Planning Commission would hold a public hearing on the proposed ordinance on June 16, 2026. The Board of Supervisors would hold a Town Hall meeting on this subject on August 5, 2026 to hear from the public and hoped to alleviate some of their fears.

Councilman Butta asked whether a resolution of support from the Town Council would be beneficial. Mr. Spuck responded that a formal resolution would be welcomed if Council chose to provide one.

Councilman Newman questioned whether the ordinance alone would be sufficient to address the County's housing shortage given continuing construction cost challenges. Mr. Spuck acknowledged that affordable housing remained a complex issue but stated that the ordinance represented an important step toward creating additional housing opportunities.

Council thanked Mr. Spuck for his presentation.

TOWN MANAGER COMMENTS

Town Manager Rick Keuroglian commented as follows: i) Staff was working hard on short-term rental permits, certificates, etc. In the last few days, he pushed through over 100 certificates; ii) Staff met with the Department of Environmental Quality (DEQ) and they provided templates for us to work through and would be providing staff training; iii) The Finance Department staff went out to visit our business community to thank them. Treasurer Marion Sofield added that they presented inexpensive but genuine gifts to each business; iv) He had calls scheduled with several organizations related to the affordable housing development agreement. He sent the information to legal counsel; v) We received a couple of resumes for the Planning & Zoning position. We also contacted two recruiting firms to assist if we were unsuccessful with the in-house recruiting efforts. One of the firms agreed that if they did the recruitment and the individual chosen did not work out, they would do a second recruitment at no additional cost; vi) Councilman Butta noted that kayaks and other equipment were being taken into the Betis building and asked if that would interfere with the renovations for the Town's public restrooms which would be in the same building. Rick Keuroglian stated that the equipment was probably being stored in the back of the building but would check on it to make sure; vii) He confirmed that the bored electrical conduit line along Mason Avenue did impact three different service lines. Virginia American Water (VAW) confirmed it. We were working with the owners of the affected properties and were working to cover the cost of repairs. The contractor and VAW would work it out; viii) The "L" of the LOVE sign was being repaired again. He was told that the Temperature inside the "L" must have reached over 300 degrees and melted the auto Bondo glue that was used.

MAYOR & COUNCIL COMMENTS

Councilwoman Holloway asked when Council would be able to discuss the revised Building/Planning & Zoning Fee Schedule as she had a couple of questions. Rick Keuroglian stated that it could be discussed at the June 18, 2026 Town Council Regular Meeting.

There were no other Council comments offered.

ANNOUNCEMENTS

- June 18, 2026 – Town Council Regular Meeting
- June 19, 2026 – Town Offices Closed for Juneteenth Holiday
- June 19, 2026 – First concert in the Summer Concert Series in Central Park
- June 19–21, 2026 – SailFest 250
- July 2, 2026 –Town Council Work Session – tentative
- July 3, 2026 – Town Offices Closed for Independence Day Holiday
- July 16, 2026 – Town Council Regular Meeting

ADJOURNMENT

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

The meeting adjourned at 6:39 p.m.

Andy Buchholz, Vice Mayor

Libby Hume, Town Clerk

June 4, 2026 Town Council Public Hearing & Special Meeting

FY 2027 Proposed Budget Summary

TOWN OF CAPE CHARLES FISCAL YEAR 2027 PROPOSED BUDGET SUMMARY		
General Fund		
Revenue		\$ 11,291,598.00
Expenditures		
	Legislative	\$ 46,616.00
	Clerk	\$ 105,224.00
	Town Manager	\$ 726,552.00
	Finance	\$ 527,834.00
	Human Resources	\$ 153,859.00
	Information Technology	\$ 353,210.00
	Police	\$ 940,060.00
	Code Enfocment	\$ 235,970.00
	Public Works	\$ 1,006,308.00
	Town Events & Recreation	\$ 103,800.00
	Library	\$ 265,333.00
	Planning & Zoning	\$ 395,458.00
	Transfers Out	\$ 6,431,374.00
	Total Expenditures	\$ 11,291,598.00
	Revenue Less Expenditures	\$ -
Capital Projects Fund		
Revenue		\$ 6,001,887.00
Expenditures		\$ 6,001,887.00
	Revenue Less Expenditures	\$ -
Debt Service Fund		
Revenue		\$ 30,122.00
Expenditures		\$ 30,122.00
	Revenue Less Expenditures	\$ -
Harbor Fund		
Revenue		\$ 1,099,370.00
Expenditures		\$ 1,099,370.00
	Revenue Less Expenditures	\$ -
Sanitation Fund		
Revenue		\$ 401,336.00
Expenditures		\$ 401,336.00
	Revenue Less Expenditures	\$ -

Town Edge Ordinance Amendments

Northampton County Briefing

Northampton by the Numbers – population and income

Population Study		
Category	Population	
Total Population	12,000	
Households	5,440	
Avg Household Size	2.2	
Children (0-17)	2,400	20%
Working Adults (employed)	5,200	43%
Unemployed (looking for work)	200	2%
Retired (65+)	2,800	23%
Disabled - working age	900	8%
Caregivers/Not in Labor Force	500	4%
Total	12,000	100%

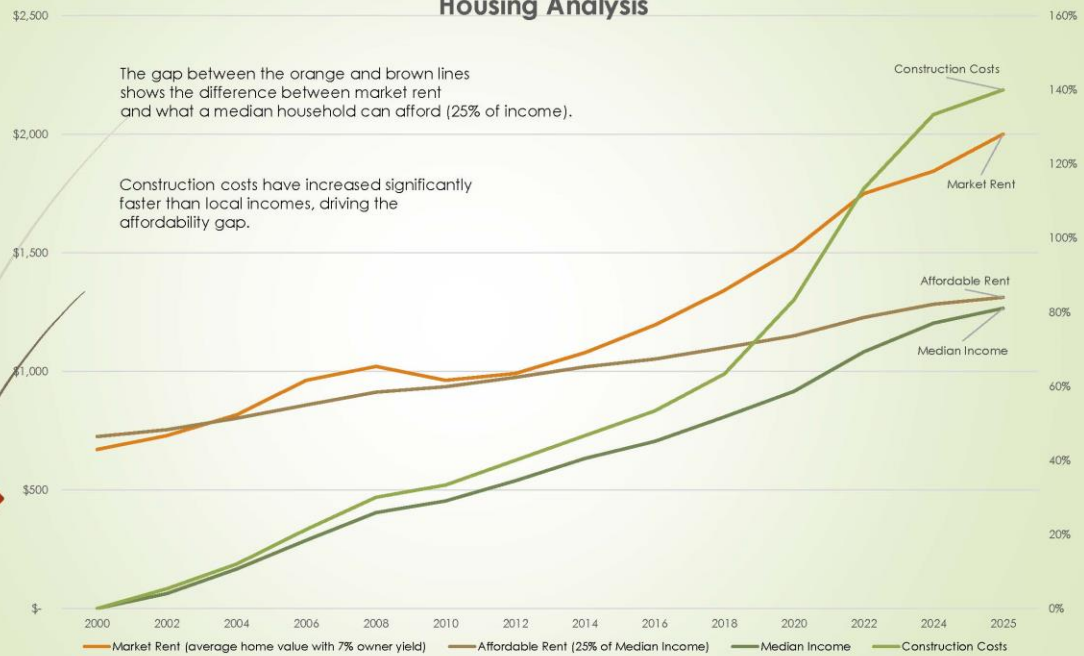
Northampton County Household Income Distribution			
Key Inputs			
Total households	5,440		
Median household income (\$)	\$61,000		
Average household size	2.2		
Income Range	% of Households	# of Households	Est. Population
< \$30,000	20.0%	1,088	2,394
\$30,000–\$60,000	28.0%	1,523	3,351
\$60,000–\$90,000	22.0%	1,197	2,633
\$90,000–\$120,000	14.0%	762	1,676
\$120,000+	16.0%	870	1,946
Total	100.0%	5,440	12,000

Northampton by the Numbers – housing inventory and need gap

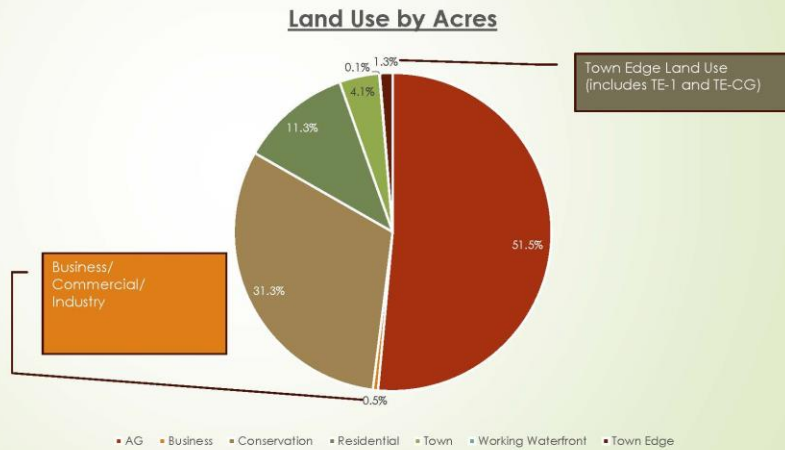
Housing Inventory by Home Value			
Value Range	Census % (Est.)	Estimated Units (of 5,440)	Notes
< \$100k	22%	1,196	Lower value / older stock
\$100k–\$200k	28%	1,523	Entry-level / workforce
\$200k–\$300k	18%	979	Core workforce target
\$300k–\$500k	17%	924	Move-up housing
\$500k+	15%	818	High-end / coastal

Income Band	Est. Households	Affordable Price Range	Est. Units Available	Gap (Units Needed)	Notes
< \$30k	1400	< \$100k	1080	320	Lower income / subsidy supported
\$30k–\$60k	1620	\$100k–\$200k	1620	0	Lower workforce - shortage
\$60k–\$90k	1080	\$200k–\$300k	970	110	Core workforce - critical shortage
\$90k–\$120k	650	\$300k–\$400k	650	0	Near balanced
\$120k+	650	\$400k+	1080	-430	Surplus / coastal
	5400		5400		

Housing Analysis



Northampton by the Numbers – land use by acre



Town Edge is not new

- Town Edge District established April 12, 2016
- Approximately 1.3% of county land is zoned TE-1
- Areas adjacent to towns have long been identified in the Comprehensive Plan as potential locations for future growth
- Located near incorporated towns for public safety access
- Proximity to towns promotes supporting town businesses

What this ordinance does

- Creates an additional zoning district option
- Establishes development standards and permitted uses
- Retains existing rezoning process

What this ordinance does not do

- Rezone any property
- Allow for by-right PUD (Planned Unit Development)
 - A Planned Unit Development is typically a specific development proposal on a specific property. The ordinance before the County is not a development proposal. It does not approve any project or rezone any land. It creates a zoning option and development standards that could be considered in the future if a property owner applies.
 - Any actual development would still require a separate rezoning application, public hearings, and approval
- Provide approval for any project, density, infrastructure
- Eliminate any public hearing

How Does TE-1 Differ from TE-R?

The primary difference between the existing TE-1 district and the proposed TE-R district is density.

Current TE-1 District

- 1 dwelling unit per 5 acres
- Intended for low-density residential and agricultural uses

Existing TE-R District

- Up to 1 dwelling unit per 2 acres
- Up to 5 dwelling units per acre when served by municipal water and sewer

Proposed TE-R District

Conventional Development

- Minimum lot size of 15,000 square feet without central water and sewer
- Minimum lot size of 10,000 square feet with central water and sewer

Cluster Development

- Up to 4 dwelling units per acre
- Minimum lot size of 6,000 square feet
- At least 40% of the development preserved as open space

Multi-Family Housing

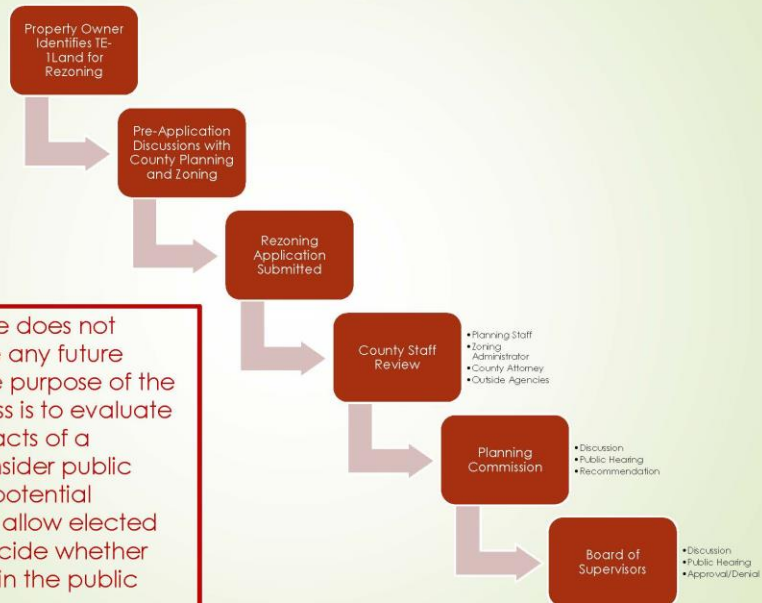
- Duplexes and townhouses permitted
- Apartments may be considered through a Special Use Permit process

Key Point

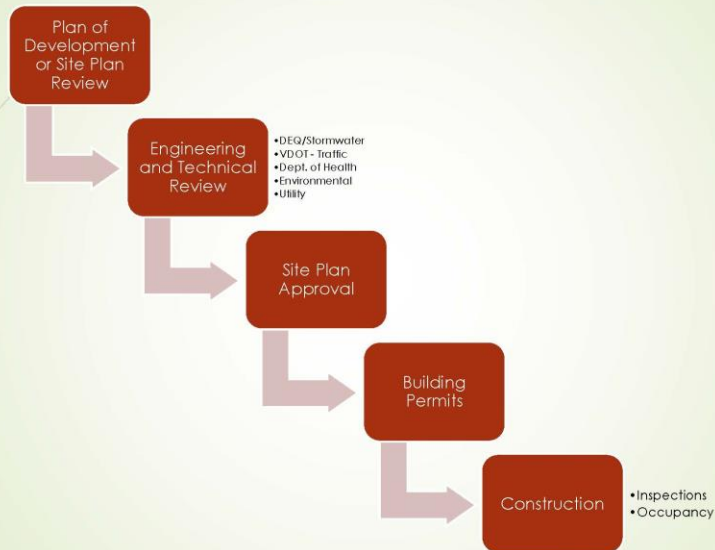
The proposed ordinance would allow greater residential density than TE-1. However, no property may utilize those standards unless it is first rezoned through the public hearing process.

Required TE-R Rezoning Process

The ordinance does not predetermine any future outcome. The purpose of the review process is to evaluate the specific facts of a proposal, consider public input, assess potential impacts, and allow elected officials to decide whether the project is in the public interest.



If Board Approves – Next Steps



Concerns and Solutions

- 🚗 Traffic impacts
 - VDOT studies and approves every application
- 💧 Water and sewer availability
 - The ESVA Groundwater Committee, the DEQ, and the Dept. of Health all are agencies that provide review and approval through the process
- 🚒 Emergency service capacity
 - The Sheriff and EMS are actively managed departments of the County and are staffed to provide appropriate services.
 - The County is actively pursuing opportunities to better support the volunteer fire departments.
- 🏫 School impacts
 - School impacts are evaluated as part of the public review process. Northampton County currently has available classroom capacity and receives state funding based in part on student enrollment.
- ☁️ Stormwater management
 - The Department of Environmental Quality governs, reviews, approves, and inspects stormwater plans.
- 🌳 Environmental impacts
 - The Planning office has multiple certified environmental inspectors, and they work closely with DEQ on projects impacting the RPA
- 👥 Public concerns and community input
 - Every rezoning application requires multiple public hearings

Town Authority and Community Services

Adoption of the Ordinance Does Not:

- ❌ Extend water lines
- ❌ Extend sewer lines
- ❌ Require towns to provide services
- ❌ Change municipal boundaries
- ❌ Annex property into a town
- ❌ Approve a development project
- ❌ Commit towns to future infrastructure costs

Future Development Proposals Require:

- 💧 Water availability review
- 🚰 Sewer availability review
- 🚚 Emergency service review (any infrastructure improvements including roads or utilities are paid for by the Developer, not the taxpayers)
- 🚗 Traffic analysis
- 🤝 Coordination between the County, Town, and reviewing agencies
- 🗣️ Public hearings and public input

Key Takeaway

The ordinance creates a zoning option. Future development proposals would still require separate review of utilities, infrastructure, services, and community impacts before any project could proceed.

Northampton Briefing – Data Sources

Key Assumptions		
Total households	Working total used in this	
Median household income (\$)	5,400 model	https://datausa.io/profile/geo/northampton-county-va
Housing affordability ratio	61,000 Local planning anchor	https://datausa.io/profile/geo/northampton-county-va
	25% of gross income for housing only; utilities	
	25.0% excluded	User assumption
Inventory basis	Estimated from housing value distribution, not active listings	
	Illustrative value-band inventory	ACS Table B25075 structure / local narrative
Approximate total population	https://censusreporter.org/profiles/05000US51131-northampton-county-va/	
ACS-based estimate	https://datausa.io/profile/geo/northampton-county-va	
Derived from Census data	https://datausa.io/profile/geo/northampton-county-va	
Estimated from age distribution	https://censusreporter.org/profiles/05000US51131-northampton-county-va/	
Local workforce estimate	https://datausa.io/profile/geo/northampton-county-va	
Actively seeking work	https://datausa.io/profile/geo/northampton-county-va	
Age-based estimate	https://censusreporter.org/profiles/05000US51131-northampton-county-va/	
Estimated using SSA rates	https://www.ssa.gov/policy/docs/statcomps/ssl_sc/	
ACS household proxy	https://www.census.gov/programs-surveys/acs	

Cape Charles & Cheriton

