

	Agenda Title:	Agenda Date:
	Selection of Project Management Team for Harbor/Railroad Area Conceptual Master Plan	August 21, 2025
	Subject/Proposal/Request:	
	Finalize Project Management Team Members for Harbor/Railroad Master Plan Project	
Town of Cape Charles	Attachments:	For Council:
	List attachments here	Action: Information:
	Staff Contact(s):	Reviewed by:
	Katie Nunez, Director of Planning & Zoning Administrator	Rick Keuroglia, Town Manager

Background: At the Town Council meeting on July 17 & August 7, 2025, a discussion was held to begin the Master Plan project for the Harbor/Railroad area. As part of that discussion, the formation of a Project Management Team was considered and agreed upon in concept to align with the requirements in the Virginia Community Development Block Grant (CDBG) manual since a Project Management Team for this type of planning project is a requirement to be considered for a CDBG grant application.

If the Town decides to apply for a CDBG, a Project Management Team needs to be composed of the minimum:

- Locality Official – Town Manager, Mayor, etc
- Representative from the regional Planning District Commission, if applicable
- Grant Manager and Consultant
- Engineers/architect
- Appropriate consulting service based upon the nature of the project
- Project sparkplugs (representatives of the community to be assisted)

The PMT will need to comply with the Open Meeting Law regarding posting of meeting agenda, public meetings, and required meeting minutes. Any quorum of a PMT is based upon majority of the total membership to be in attendance.

POSSIBLE COMPOSITION of the PMT for discussion and establishment of the category composition as well as identify possible individuals who may meet that category designation.

- 2 Town Council Members;

- 2 Planning Commission Members;;
- 2 Harbor Adjacent Property Owners;
- 1 Railroad Property Owner Representative;
- 1 Cape Charles Civic League Representative;
- 1 Cape Charles Main Street representative.
- STAFF: Town Manager, Director of Planning, Harbor Master, Code Official.

Item Specifics:

At the August 7, 2025 Town Council meeting, there was a discussion and identification of certain individuals that should be appointed to this Project Management Team as follows:

- Add in 2 Residents:
 - representative from the Bay Creek Community Association (HOA);
 - resident at large from the rest of Cape Charles
- Representatives from each of the 3 listed property owners in the Harbor/Railroad area:
 - Kemp Property (Mason Avenue Property and Yacht Center Property) - John Kemp or his representative
 - Cherrystone Investments – Eyre Baldwin or his representative
 - Virginia Marine Equipment – Jim Gunn or his representative
- (1) Planning Commission
- (1) Harbor Area Review Board
- (2) Town Council appointees - Ken Butta and Tara Ashworth
- (1) Railroad Property Owner
- (4) Staff Members
 - Town Manager – Rick Keuroglian
 - Director of Planning – Katie Nunez
 - Harbor Master – Paula Davis
 - Code Official – Jeb Brady

The Planning Commission will be meeting on September 2, 2025 and this item will be on their agenda to select a representative to serve. In addition, the Harbor Area Review Board will also be contacted to see if one of their members would like to serve on the PMT or would they be amenable to having the Planning Commissioner representative on the HARB serve on the PMT.

Recommendation: Need to determine the two citizen representatives on the Project Management Team.