

	Agenda Title:	Agenda Date:
	Appointment of Zoning Administrator & Subdivision Agent	May 14, 2026
	Subject/Proposal/Request:	
	Appoint Zoning Administrator & Subdivision Agent	
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:

Section 32-30 of the Cape Charles Zoning Ordinance states that the Town Council shall appoint a zoning administrator, and Appendix B – Subdivision Ordinance, Section 301 refers to a subdivision agent that is appointed by the Town Council.

Item Specifics:

Katie Nunez has been the zoning administrator and subdivision agent for the Town of Cape Charles since February 18, 2021. She left the Town’s employment on May 6, 2026, so a new zoning administrator and subdivision agent needs to be appointed.

Zoning Ordinance Section 32-30 provides allowance for the town manager to be appointed as the zoning administrator to serve under the direction of the mayor.

Recommendation:

Staff recommends that Council appoint Town Manager Rick Keuroglan as the Cape Charles Zoning Administrator and Subdivision Agent.