



DRAFT
TOWN COUNCIL
Regular Meeting
February 19, 2026

Cape Charles Civic Center, 500 Tazewell Avenue
6:00 p.m.

CALL TO ORDER

Vice Mayor Andy Buchholz called the Town Council Regular Meeting to order at approximately 6:00 p.m.

ROLL CALL

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

Staff in attendance: Town Manager Rick Keuroglan, Project Manager Bob Panek, Planning & Zoning Director Katie Nunez, Assistant Treasurer Adrian Oei, Police Sergeant Juana Diaz, Assistant to the Town Manager Pam Endlein, and Town Clerk Libby Hume.

Others in attendance: Bill Stramm-Chairman of the Planning Commission and Board of Zoning Appeals, and John Schoeneck-Chairman of the Wetlands and Coastal Dune Board.

There were 8 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.

RECOGNITION OF VISITORS / PRESENTATIONS / RECOGNITIONS

A. National Library Week Proclamation

Vice Mayor Buchholz read the Proclamation into the record recognizing libraries as essential community resources.

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to adopt Proclamation 20260319 – National Library Week – April 19-25, 2026 – “Find Your Joy.” The motion was approved by unanimous vote.

PUBLIC COMMENTS

Ms. Miele provided detailed concerns regarding Myrtle Landing Apartments including structural deficiencies, water intrusion, and code enforcement issues. She requested formal clarification and response from the town. (Please see attached.)

Councilwoman Ashworth asked follow-up questions regarding the condition of the property before and after renovations. Ms. Miele responded that issues were present upon her arrival in 2024 and appeared ongoing.

Teri Conte, resident

Ms. Conte addressed Council regarding the speed limit on the roadway connecting the Bay Creek development to the historic district. She requested consideration of reducing the speed limit from 35 mph to 25 mph for a short segment, citing increased residential use, golf cart traffic, and minimal traffic volume.

Council discussion included safety concerns for truck traffic, and prior coordination with the Bay Creek development on the existing golf cart path. Councilwoman Ashworth suggested that the Bay Homeowners Association (HOA) formally engage with the Town regarding this issue which was supported by Councilwoman Holloway. Vice Mayor Buchholz emphasized that the Bay Creek development and the Town were part of the same community.

CONSENT AGENDA

A. Approval of Agenda Format

Motion made by Councilman Butta, seconded by Councilwoman Holloway, to amend the agenda adding Item 9C – Resolution Confirming Town Hall’s Physical Address. The motion was approved by unanimous vote.

B. Approval of Minutes

- January 15, 2026 Town Council Executive Session
- January 16, 2026 Town Council Public Hearing & Regular Meeting

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

C. Approval of December 2025 Financial Report

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to approve the January 2026 Financial report as submitted. The motion was approved by unanimous vote.

UNFINISHED BUSINESS

There was not unfinished business to review.

NEW BUSINESS

A. *Cape Charles Boards – Annual Reports*

Planning & Zoning Director Katie Nunez stated that it was the time of year for the annual reports from all of the boards staffed by the planning & zoning department, and some of the chairmen were in attendance this evening to present their reports.

Bill Stramm, Chairman of the Planning Commission and Board of Zoning Appeals, presented the reports for those two boards. (Please see attached.)

John Schoeneck, Chairman of the Wetlands & Coastal Dune Board, presented their report. (Please see attached.)

Katie Nunez presented the reports for the Historic District Review Board and Harbor Area Review Board. She also read a statement from Harbor Area Review Board Chairman Stuart Smith who was unable to attend. (Please see attached.)

B. *Zoning Text Amendment (ZTA) 2026-01 - Chesapeake Bay Preservation Act*

Katie Nunez presented the proposed zoning text amendment to align the Town ordinance with updated state Chesapeake Bay preservation requirements. The amendments focused on environmental protection standards, stormwater management, and development regulations within designated resource protection areas. There were also changes in the Definitions (Appendix A) and Site Plan Ordinance (Appendix C).

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to adopt Resolution of Intent 20260319 Proposed Zoning Text Amendment 2026-01 Application from the Town of Cape Charles to Amend Article VII (Chesapeake Bay Preservation Act Overlay District), Appendix A (Definitions), and Appendix C (Site Plan Ordinance). The motion was

approved by unanimous vote. Roll call vote: Ashworth, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes; Newman, yes.

D. Resolution Confirming the Town Hall's Physical Address

Town Clerk Libby Hume informed Council that she was notified on Monday, March 16th, that SAM.gov, the U.S. Government's System for Award Management for federal contracts and grants, was requiring a resolution adopted by Council to confirm our physical address. Staff submitted various documents with our new address but had been unsuccessful in getting the address updated in the system.

Motion made by Councilman Grossman, seconded by Councilman Butta, to adopt Resolution 20260319B Confirming the Official Physical Address of Cape Charles Town hall as 412 Tazewell Avenue, Cape Charles, Virginia 23310. The motion was approved by unanimous vote. Roll call vote: Ashworth, yes; Buchholz, yes; Butta, yes; Grossman, yes; Holloway, yes; Newman, yes.

TOWN MANAGER COMMENTS

Town Manager Rick Keuroglan commented as follows: i) He spent time with staff this week reviewing the Strategic Planning notes. He had a draft of the plan but was having several department heads review it prior to sending it to Council; ii) Project Manager Bob Panek provided an update on the Mason Avenue Electrical Upgrade Phase 1 project and distributed a status report which included cost estimates for the various work involved with the project along with maps showing the locations of the light poles and power pedestals. (Please see attached.) He added that the cost was within the town manager's approval authority, but they wanted to brief Council prior to awarding the contract; iii) Rick Keuroglan stated that the lease was signed for the new public bathrooms. The buildout costs were expected to be less than \$250K and the target date for opening was July 1st. The owner would deliver the plans for building permit review soon. In the meantime, the new trailer was delivered and was expected to be set up at the current location of the "Silver Bullet" by April 1st. The Silver Bullet would be reconditioned and most likely placed at the north end of the beach. It would be relocated for various events as needed; iv) There were no staff changes in the last 30 days with the exception of Jeremiah Camp, our seasonal public works maintenance employee, who started back on March 17th for the season; v) Training & Development: Michelle Walsh, Katie Lewis and Jessica Upshur from the Finance Department were currently attending the 2026 FMS (Financial Management Software) Users' conference in Myrtle Beach, SC. Jodi Outland completed a training class on Disability Rights in the Workplace presented by the Equal Employment Opportunity Commission (EEOC). She also took a webinar on Crisis Communications hosted by the Virginia Risk Sharing Association (VRSA-the Town's insurance carrier). Pam Endlein attended the Crisis Communications webinar as well. Casey Quilter, the Town's inspector and Zoning Compliance Officer, attended a 3-day class for the Virginia Department of Housing Property Maintenance Inspection Module in Northern Virginia. Library staff participated in several webinars and classes in the past month including AI Tools in Marketing, Library Programming for Autistic Children and Emergency Drills. They also attended the Social Media training at the Impact Center. The Cape Charles Police Department also attended a lengthy list of training such as Kingpin to Educator, De-escalation, Cultural Diversity, Human Trafficking, Autism, Bomb Threat Management and more excellent courses; vi) On Monday, he would be meeting with department heads for the final round of budget requests; vii) He thanked Ms. Miele for coming in to share her comments. He met with her formally along with Code Official Jeb Brady and Zoning Administrator Katie Nunez to discuss the situation. He also contacted our attorney to talk through it and VRSA to make them aware of the situation as well. The Town requested a meeting with Myrtle landing's property management but had not heard back. The Code Official sent a request to property management to inspect Ms. Miele's unit and was awaiting their permission to enter the property. At this point, there was nothing that the Town could do. There was not enough evidence from the exterior that would give us the jurisdiction to move forward. Code Official Jeb Brady contacted the Department of Housing and Urban Development (HUD) whose representatives had

performed physical inspections of the exterior on two different occasions and closed the complaint account both times as they did not find anything that would necessitate a violation.

Rick Keuroglan added that Council has several meetings coming up and he wanted to gauge their capacity for a meeting as there were a number of items that needed to be reviewed. Libby Hume stated that the Budget Work Session, along with a presentation from Davenport & Company, were scheduled for April 2nd. The Planning & Zoning Director had three items that she wanted Council to review during that same evening – Mobile Food or Beverage Vending Unit Ordinance, Special Event Policy and Short-Term Rental Ordinance changes.

Councilman Grossman stated that the budget review by itself took time and April 2nd would be a long night with just the budget and presentation. He suggested a separate meeting be scheduled for the three other items. The other Council members were in agreement, so a work session was scheduled for Thursday, April 9th, to review those items.

MAYOR & COUNCIL COMMENTS

Councilman Grossman commented as follows: i) he provided legislative updates from Richmond. One item dealt with faith communities which would strip the Town's ability to control what was built on those sites, including any ordinance related to setbacks, etc. In Virginia, faith communities owned over 74K acres encompassing 22K parcels, which could be a rich environment for housing. This was still being discussed; ii) A traffic study along route 13 from the YMCA to south of Food Lion had been on the Northampton County Board of Supervisors' agenda. A response was received from the Virginia Department of Transportation (VDOT) stating that they were not looking to reduce the speed limit in the area until further development occurred.

Councilman Newman noted that any request to reduce the speed limit along Cassatt Parkway would have to go through VDOT. He added that he reached out to some people on the Bay Creek HOA and was told that there was a request for proposals out now for the construction of the golf cart path from the Bay Creek development into the historic district. They were trying to resolve an insurance-related issue associated with building the path.

Vice Mayor Buchholz stated that the Bay Creek development was part of the Town and we needed better communication between the Town and the Bay Creek HOA. The Town took care of the historic district, and we should be talking to Bay Creek about this issue. Councilwoman Holloway added that the Bay Creek developer built and paid for the current pathway from Mason Avenue to The Shanty which the Town maintained and agreed that the Town should be talking to Bay Creek about the golf cart path. Vice Mayor Buchholz added that the Council could adopt a resolution to request the speed limit reduction on the portion of Cassatt Parkway from Bay Creek to Old Cape Charles Road and submit it to VDOT and it would save everybody some money and resolve the issue.

Councilwoman Holloway commented as follows: i) The rescheduled Tourism Summit would be held on March 30th at the Impact Center. There would be over 100 attendees from up and down the Shore. We were super excited to be using the Impact Center. She added that if anyone had not yet been to the Impact Center, they would be hosting a lot of different events so she suggested keeping an eye out for the announcements; ii) ChamberFest would be held later in May and this year they were scheduling events on both Friday and Saturday. There would be a concert on Friday night and activities all day on Saturday; iii) She was representing the Tourism Commission on the Eastern Shore Chamber of Commerce Board. She participated in her first meeting today and there was a lot of great discussion.

Councilman Butta announced that the Northampton County Job Fair was scheduled for April 4th at the Impact Center beginning at 9:30 a.m. To date, there were about 20 employers signed up. It would

be advertised in the Eastern Shore Post and on the radio. If anyone was looking for a full or part-time employment, please stop by and talk to some of the employers.

ANNOUNCEMENTS

- March 21, 2026 – Cape Charles Day
- April 2, 2026 – Town Council Budget Work Session
- April 16, 2026 – Town Council Regular Meeting
- April 16 2026 – Town Council Budget Work Session following the Regular Meeting

ADJOURNMENT

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

The meeting adjourned at 7:14 p.m.

Andy Buchholz, Vice Mayor

Libby Hume, Town Clerk

DRAFT

Attachments from March 19, 2026 Town Council Regular Meeting

Public Comments

Cheryl Miele

Good evening,

My name is Cheryl Miele, and I am a resident of Myrtle Landing. On Friday, March 13th, during a meeting with Town Manager Rick Keruglian, Housing Official Katie Nunez, and Building Official Jeb Brady, Town Manager Rick Keruglian stated to me that the Town does not have jurisdiction over Myrtle Landing due to its HUD status and because the property is grandfathered from the 1980s.

I understand that grandfathering may limit requiring full retrofit to current stormwater design standards. However, grandfathering does not eliminate the Town's authority to address current safety and maintenance conditions under the Virginia Maintenance Code and the Virginia Uniform Statewide Building Code. At Myrtle Landing, current conditions include:

- Standing water hazards on walkways
- Water intrusion into units
- Pest entry through openings
- Indicators of structural movement, including:
 - Doors out of alignment
 - Gaps
 - Floor settlement

These are present safety and maintenance issues, not requests for new code upgrades.

Myrtle Landing provides housing for senior citizens and individuals with disabilities. These residents are particularly vulnerable to unsafe conditions, and state-mandated safety standards exist to protect them.

I have reviewed public land and regulatory records related to this property. This property is set up with multiple layers of ownership across different entities. That structure provides liability shielding and distributes tax benefits, but it also creates fragmented oversight and dilutes responsibility.

In plain terms, it makes it harder to clearly identify who is responsible, which creates gaps that can be taken advantage of and allows problems to go unaddressed.

In this situation, no single responsible party has been clearly identified for oversight, despite multiple agencies being involved. That lack of clear accountability is part of the problem and contributes to the conditions that currently exist.

Myrtle Landing is also a Low-Income Housing Tax Credit property, or LIHTC, subject to federal and state habitability requirements, including 26 U.S. Code Section 42 and federal physical condition standards under 24 CFR 5.703. These requirements mandate safe and sanitary conditions and do not replace local enforcement.

Public officials have a responsibility to understand the scope of their authority when residents raise safety concerns. When questions arise, it is the responsibility of Town leadership to seek clarification and act accordingly.

Based on the applicable codes and conditions present, the Town does have authority to address current safety and maintenance issues at Myrtle Landing under the Virginia Maintenance Code and the Uniform Statewide Building Code. Continued statements to the contrary create confusion and delay necessary action.

Given that, I am asking:

If the Town maintains that its role is limited, then what steps has the Town taken to coordinate with the appropriate agencies, including HUD and Virginia Housing, or other responsible entities, to ensure that these safety conditions are addressed? Additionally, for the record, I am requesting clear clarification of administrative oversight.

Does Town Manager Rick Keruglian have administrative oversight over the Building Official, Jeb Brady, including supervision and enforcement practices? If not, please identify the specific person, entity, or governing body responsible for oversight of code enforcement within the Town.

If this role is not under Town authority, please also clarify who employs or contracts for this position.

I request that this statement and any response be entered into the public record and that a written response be provided within five business days.

Thank you.

**MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
January 31, 2026**

Cash on Hand	12/31/2025	1/31/2026	Increase/ (Decrease)
Atlantic Union Bank Checking Account	\$29,173	\$198,769	\$169,596
Atlantic Union Bank Money Market Account	\$15,201	\$15,201	\$0
LGIP Account 1 - 0565 - Unrestricted	\$122,934	\$123,334	\$399
LGIP Account 2 - 0195 - Unrestricted	\$390,745	\$392,015	\$1,270
Virginia Investment Pool Liquidity Unassigned - 5003	\$16,989,460	\$17,044,991	\$55,531
Virginia Investment Pool 1-3 Year Unassigned 0001	\$1,135,076	\$1,137,335	\$2,259
Taylor Bank Operating Cash Account	\$501,034	\$295,666	-\$205,368
Taylor Bank Sweep Account	\$2,014,358	\$2,017,523	\$3,165
Total Cash On Hand	\$21,197,982	\$21,224,834	\$26,852

Restricted and Reserved Cash Balances	12/31/2025	1/31/2026	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	\$21,228,533	\$21,255,385	\$26,852

**MUNICIPAL CORPORATION OF CAPE CHARLES
TREASURER'S REPORT
January 31, 2026**

REVENUE VS. EXPENDITURES

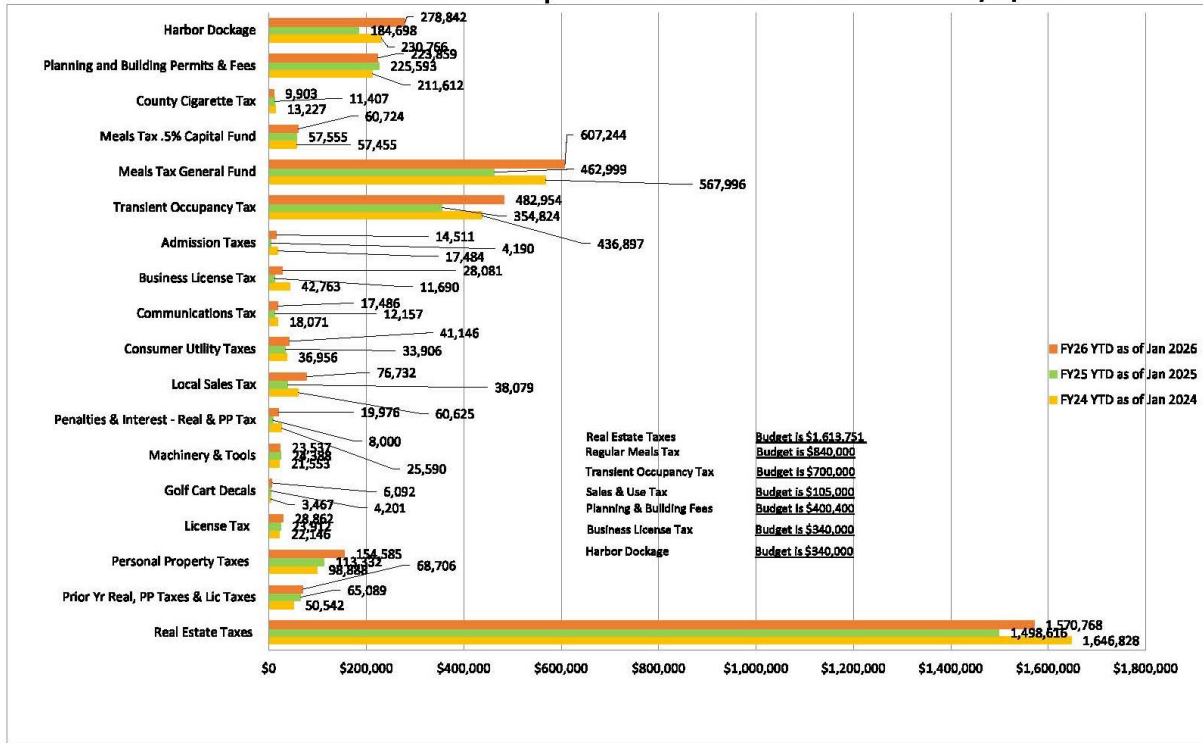
FUND	CURRENT MONTH	CURRENT YEAR-TO-DATE	ANNUAL BUDGET	% REALIZED/ EXPENDED FY26
GENERAL Fund				
REVENUE	\$411,236	\$4,284,023	\$5,870,099	72.98%
EXPENDITURES	\$325,579	\$3,010,910	\$5,870,099	51.29%
NET	\$86,657	\$1,273,113	\$0	
GENERAL Capital Fund				
REVENUE	\$4,559	\$1,560,724	\$6,837,456	22.83%
EXPENDITURES	\$345,430	\$2,891,653	\$6,837,456	42.29%
NET	(\$340,871)	(\$1,330,929)	\$0	
GENERAL Debt Service Fund				
REVENUE	\$0	\$1,595,121	\$1,655,121	96.37%
EXPENDITURES	\$0	\$1,510,886	\$1,655,121	91.29%
NET	\$0	\$84,235	\$0	
GENERAL Special Activities Fund				
REVENUE	\$0	\$0	\$0	0.00%
EXPENDITURES	\$0	\$0	\$0	0.00%
NET	\$0	\$0	\$0	
PUBLIC UTILITIES Fund				
REVENUE	\$210	\$83,193	\$80,000	103.99%
EXPENDITURES	\$0	\$80,042	\$80,000	100.05%
NET	\$210	\$3,151	\$0	
HARBOR Fund				
REVENUE	\$29,534	\$972,043	\$1,000,631	97.14%
EXPENDITURES	\$163,090	\$639,528	\$1,000,631	63.91%
NET	(\$133,557)	\$332,515	\$0	
SANITATION Fund				
REVENUE	\$92,309	\$191,821	\$381,177	53.11%
EXPENDITURES	\$46,456	\$235,071	\$361,177	65.08%
NET	\$45,853	(\$43,250)	\$0	



FY 26 Capital Improvement Project Tracking Report

As of: 1/31/2026	% of Current Year Budget	FY26 Budgeted	QTR 1 Expended	QTR 2 Expended	QTR 3 Expended	QTR 4 Expended	FY26 YTD Expended	(Over)/Under Budget
General Capital Fund								
Municipal Space Replacement	2%	\$3,087,981.00	\$ 2,004	\$ 23,753	\$ 21,298	\$ -	\$ 47,055	\$ 3,040,926
ADA Parking	59%	\$49,000.00	\$ 5,667	\$ 2,710	\$ 20,750	\$ -	\$ 29,127	\$ 19,873
Library Repair & Renovation	95%	\$ 310,000	\$ 610	\$ 5,369	\$ 289,324	\$ -	\$ 295,303	\$ 14,687
Beachfront Revitalization	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Beach Restroom/Bathhouse	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Sidewalk Infill	0%	\$ 100,000	\$ -	\$ -	\$ 78	\$ -	\$ 78	\$ 99,922
Mason Ave. Electrical	0%	\$ 164,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,000
Keck Wells Water Line Return	19%	\$ 565,000	\$ -	\$ 105,000	\$ -	\$ -	\$ 105,000	\$ 460,000
Subtotal		\$ 4,365,981.00	\$ 8,281	\$ 136,832	\$ 331,450	\$ -	\$ 476,563	\$ 3,429,418
Harbor Fund								
Fuel Tank Improvements	0%	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,000
Fixed Dock Rehab	0%	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Replace Boardwalk With Synthetic Decking	44%	\$ 137,000	\$ 11,785	\$ 13,988	\$ 34,033	\$ -	\$ 59,806	\$ 77,194
Subtotal		\$ 196,000	\$ 11,785	\$ 13,988	\$ 34,033	\$ -	\$ 59,806	\$ 136,194
TOTAL		\$ 4,561,981	\$ 20,066	\$ 150,820	\$ 365,483	\$ -	\$ 536,369	\$ 3,565,612

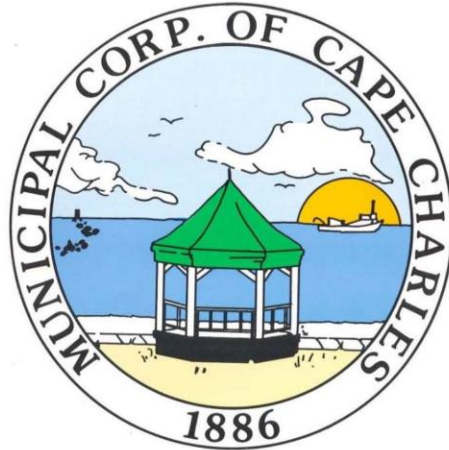
Specific Sources of Revenue as of 1/31/2026



FY 26 Real Time Project Tracking Report

As of:
3/10/2026

	% of Budget	FY26 Budgeted	FY26 YTD Expended	(Over)/Under Budget
Restroom Trailer	99%	\$ 70,000	\$ 69,232.00	\$ 768.00
Interim Town Hall Costs				
Moving Costs				
Repairs & Improvments			\$ 35,312.97	
Information Technology & Computer Hardware			\$ 52,317.59	
Furnishings			\$ 41,059.51	
Contingency			\$ 7,689.93	
Subtotal	107%	\$ 127,500	\$ 136,380.00	\$ (8,880.00)
Lease	69%	\$ 62,019	\$ 42,582.00	
Total	94%	\$ 189,519	\$ 178,962.00	\$ 10,557.00



Town of Cape Charles Planning Commission

Annual Report
(January 2025-December 2025)

Bill Stramm,
Chairman

Katie Nunez,
Director of Planning/Zoning Administrator
& Subdivision Agent

March 10, 2026:

Mayor Charney & the Cape Charles Town Council:

On behalf of the Cape Charles Planning Commission, I am pleased to provide you with the 2025 Annual Report of the Planning Commission, as required by *Section 15.2-2221 of the Code of Virginia, as amended, which prescribes the duties of the local planning commission. The duties include a requirement to provide an annual report to the local governing body concerning the operation of the commission and the status of planning in its jurisdiction*

In 2025, the Planning Commission addressed several applications that were submitted, from rezoning applications to conditional use permit applications and re-zoning text amendment considerations.

A significant portion of our time was devoted to a full review of proposed changes to the Chesapeake Bay Preservation Act (CBPA) Overlay ordinance as a result of state changes to this law and newly developed regulations to assist localities in the enforcement and administration of the CBPA.

The specifics of these applications and discussions are detailed below.

Staff finished the editing of the approved Zoning Ordinance rewrite and completed the codification of this document into the Town Code, which was launched in December 2025.

Therefore, the Town's Zoning Ordinance is now Chapter 32 of the Town Code, which is found on the Home Page of the Town Website: [Code of Ordinances | Cape Charles, VA | Municode Library](#)

Staff was able to initiate the selection of a planning consultant, the Berkley Group, to oversee the master planning process for the Railroad and Harbor area. This contractual work was kicked off at a Town Council meeting on December 2, 2025, and will continue through all of 2026.

Staff will be working on developing the proposed zoning text amendment changes to the Accawmacke Plantation (Bay Creek) Planned Unit Development ordinance in 2026, with the anticipated public hearings occurring in late summer/early fall.

In 2025, the Planning & Zoning staff was not able to commence any of the IT projects, so we will be working on these in 2026, which include (1) GIS Mapping Software and (2) Permitting Software for the planning & zoning issued permits.

2025 Planning Commission Members

<i>Name</i>	<i>Representation</i>	<i>Term of Appointment</i>	<i>Notes</i>
Bill Stramm, Chair	At-Large Member	11/1/2022 – 10/31/2026	Re-elected in February 2025 as Chair
Bill Ashworth, Vice-Chair	At-Large Member HARB Rep.	11/1/2024 – 10/31/2028	Elected in February 2025 as Vice-Chair
Libby Wright	At-Large Member HDRB Rep.	2/11/2024 – 10/31/2027	-
Clayton Newman	At-Large Member Town Council Rep.	1/16/2025 – 12/31/2028	-
Shannon Smith	At-Large Member HARB Rep.	1/1/2023 – 10/31/2025	-
Jim Holloway	At-Large Member BZA Rep.	11/1/2022 – 10/31/2027	-
Ian McDonald	At-Large Member	6/7/2024 – 10/31/2028	-

NOTE: The Planning Commission appoints its members to serve as their designee on the following Town Boards:

Historic District Review Board – 1 Appointment

- Libby Wright, term of appointment is: 2/1/2024 - 10/31/2027

Board of Zoning Appeals – 1 Appointment

- Jim Holloway, term of appointment is 11/1/2022-10/31/2027

Harbor Area Review Board – 2 Appointments

- Bill Ashworth, term of appointment is 11/1/2024-10/31/2028
- Shannon Smith, term of appointment is 1/2023 – 10/31/2025

2025 Planning and Zoning Staff

Katie Nunez, Director of Planning & Zoning Administrator & Subdivision Agent
 Tracy Outten, Planning/Zoning Assistant, Preservation & Zoning Administrator
 Jack Steinmayer, Zoning Compliance Officer & Planning & Zoning Administrative Assistant

2025 Planning Commission Meetings

For 2025, Bill Stramm and Bill Ashworth were elected unanimously in February 2025 as Chair and Vice-Chair, respectively.

<u>2025 Attendance</u>													
Blue highlighted dates are Work Sessions.													
Purple highlighted dates are Public Hearings.													
Green highlighted dates are Joint Public Hearings with the Town Council.													
Orange highlighted dates are Joint Work Sessions with the Town Council.													
P = Present; A = Absent; V = Vacant													
	1/7/2025	2/4/2025	3/4/2025	4/1/2025	4/10/2025	5/6/2025	6/3/2025	7/1/2025	8/5/2025	9/2/2025	9/22/2025	10/7/2025	12/2/2025
Bill Stramm	Cancelled	P	P	Cancelled	P	Cancelled	P	P	P	Cancelled	P	P	Cancelled
Bill Ashworth		P	P		p		P	A					
Shannon Smith		P	P		P		A						
Jim Holloway		P	P		P		A						
Elizabeth Wright		P	P		P		P						
Ian McDonald		P	A		P		P						
Clayton Newman		A	P		p		P						

In 2025, the Planning Commission held 3 Regular Session Meetings; 4 Public Hearings, 1 Work Session; 0 Joint Work Sessions with Town Council; and 0 Joint Public Hearings with Town Council.

LISTING BY MEETING DATE OF TOPICS/ITEMS ADDRESSED AT THE MEETING

1/7/2025: The Planning Commission Regular Meeting was cancelled.

2/4/2025: The Planning Commission held a public hearing for a Conditional Use Permit (CUP 2025-01): application from Jon Dempster, who was requesting to locate a non-conforming fence of 6 feet in height to serve as screening for 3 propane tanks to be located to the left of the handicapped access door, facing Mason Avenue.

3/4/2025: The Planning Commission held a public hearing for a Conditional Use Permit (CUP 2025-02): application from Donna and Gregory Kohler, 711 Tazewell Avenue/302 Fig Street (Fig Street Inn), to amend a previously approved Bed & Breakfast Conditional Use Permit to request to add to its allowed commercial uses, the following: bicycle rental; gift shop; and an EV charging station.

4/1/2025: The Planning Commission Regular Meeting was cancelled.

4/10/2025: The Planning Commission held public hearings for a Zoning Map Amendment (ZMA) 2025-01: application from Seabreeze Associates, LP, to Conditionally Rezone with proffers 201-209 Washington Avenue (Tax Map #83A1-3-B2 & #83A1-3-3) from Residential-1 (R-1) to Residential-3 (R-3) and a Zoning Text Amendment (ZTA) 2025-01: application from the Town of Cape Charles to amend Article III, Section 3.3 (E) of the Cape Charles Zoning Ordinance by deleting the provision requiring a 3-acre lot minimum for a Multi-Family Project Development.

5/6/2025: The Planning Commission Regular Meeting was cancelled.

6/3/2025: The Planning Commission held its regular meeting to review proposed changes to the Cape Charles Zoning Ordinance Section VII – Chesapeake Bay Preservation Act – markup of Model Ordinance as a result of state law changes, as well as proposed edits to the Definitions Chapter (Appendix A) and the Site Plan Ordinance (Appendix C). Furthermore, the Planning Commission also reviewed proposed changes to the Cape Charles Zoning Ordinance Section VIII – Historic District Overlay Ordinance regarding the review process for three categories of work: Routine Maintenance, Minor Work, Major Work, and the proposed addition of a new Appendix to the Historic District Guidelines.

7/1/2025: The Planning Commission held its regular meeting to continue to review proposed changes to the Cape Charles Zoning Ordinance Section VII – Chesapeake Bay Preservation Act – markup of Model Ordinance as a result of state law changes, as well as proposed edits to the Definitions Chapter (Appendix A) and the Site Plan Ordinance (Appendix C). The Planning Commission also continued its review of the proposed changes to Cape Charles Zoning Ordinance Section VIII – Historic District Overlay Ordinance regarding the review process for three categories of work: Routine Maintenance, Minor

Work, Major Work, and the proposed addition of a new Appendix to the Historic District Guidelines.

8/5/2025: The Planning Commission held a public hearing for a Conditional Use Permit (CUP 2025-03): application for a Comprehensive Sign Plan for Dreams by the Water Subdivision. Furthermore, the Planning Commission finalized its review of incorporating changes to the Draft Zoning Text Amendment of Cape Charles Zoning Ordinance Article VII – Chesapeake Bay Preservation Ordinance to finalize for submission to the Town Council to commence the Public Hearing process on said Zoning Text Amendment.

9/2/2025: The Planning Commission Regular Meeting was cancelled.

9/22/2025: The Planning Commission held a work session for a discussion about the Accessory Dwelling Unit (ADU) Ordinance and whether it should be expanded to allow Short-Term Rentals (either by right or by conditional use permit) pursuant to a request forwarded from the Town Council that was received by the Historic District Civic League.

10/7/2025: The Planning Commission held its regular meeting to discuss and review proposed Zoning Ordinance and Comprehensive Plan changes to Accessory Dwelling Units regarding being allowed as STRs. Furthermore, the Planning Commission was notified of ongoing county discussions regarding Zoning changes to the Town Edge.

12/2/2025: The Planning Commission Regular Meeting was cancelled.

- I. **Comprehensive Plan** – No changes were made to the Comprehensive Plan in 2025.
- II. **Town Zoning Ordinance (2025)** – No changes were made to the Zoning Ordinance in 2025.
- III. **Zoning Text Amendments (2025)**

A. Zoning Text Amendment (ZTA) 2025-01: application from the Town of Cape Charles to amend the Cape Charles Zoning Ordinance Article III, Section 3.3. (E) – Residential-3 Multi-Family District R-3 by removing the 3-acre minimum land requirements for a Multi-Family Project Development.

For Multi-Family Project Development

For Townhouses	3-Acre Minimum
Minimum Lot Size (lot area pre-dwelling unit) (sf)	1,500 (sf)
Front Yard (no parking in front yard) (ft)	30'
Front Yard (parking in front yard) (ft)	35'
Side Yard between separate structures	25'
Side Yard between end structure and side property line	35'
Rear Yard (no parking in rear) (ft)	20'
Rear Yard (parking in rear) (ft)	35'
Maximum Building Height	40'
Maximum Lot Coverage	45%
Maximum Lot Width (ft)	100'

At their meeting on April 17th, 2025, Town Council voted 5-1, with Councilwoman Holloway dissenting, to adopt Ordinance 20250417A – Amending the Cape Charles Zoning Ordinance Article III – District Regulations, Section 3.3 – Residential Multi-Family District Requirements.

IV. Conditional Use Permits (2025)

A. Conditional Use Permit (CUP) 2025-01: application from Jon Dempster at 133 Mason Avenue. This property is located in the Commercial-1 Zoning District and is seeking to locate a fence of 6 feet in height to serve as screening for 3 propane tanks proposed to be located to the left of the handicapped access door, facing Mason Avenue. ***On February 4th, 2025, the Planning Commission voted unanimously to recommend the Conditional Use Permit Application for Town Council approval.***

At the February 2nd, 2025 Town Council Meeting, the Town Council voted unanimously to approve Conditional Use Permit 2025-01 at 133 Mason Avenue for the installation of a non-conforming 6' fence within the Commercial-1 District.

B. Conditional Use Permit (CUP) 2025-02: application from Donna and Gregory Kohler, 711 Tazewell Avenue/302 Fig Street (Fig Street Inn) (Tax Map #83A4-2-A, #83A4-2-J & #83A4-2-J) to amend a previously approved Bed & Breakfast Conditional Use Permit to request to add to its allowed commercial uses, the following: bicycle rental; gift shop; and an EV charging station. ***On March 4th, 2025, the Planning Commission voted unanimously to recommend the amended Conditional Use Permit Application for Town Council approval.***

Before the March 20th, 2025, Town Council Meeting, the applicant withdrew their application.

C. Conditional Use Permit (CUP) 2025-03: application from Chris Larmore, for the review of a Comprehensive Sign Plan to place sales and marketing signage on Lots 1, 2, 3, 9, and 10 in the Dreams by the Water Subdivision, off of Washington Avenue. ***The applicant did not show up at the public hearing and later withdrew the application.***

Before the August 21st, 2025, Town Council Meeting, the applicant withdrew their application.

V. Zoning Map Amendments (2025)

A. Conditional Rezoning Application (ZMA 2025-01): application from Seabreeze Associates LP, to rezone their property identified as 201-209 Washington Avenue (Tax Map #83A1-3-B2 & #83A1-3-3) from Residential-1 (R-1) to Residential-3 (R-3) with proffers. The proffered conditions are as follows:

- a. *The applicant (Seabreeze Associates, LP) is seeking to rezone their two parcels from Residential-1 to Residential-3 with the following proffer conditions.*
- i. *The individual residential units on the property shall not be rented for periods of time of less than 30 days each;*
 - ii. *It is understood that all phases of the proposed project shall comply with all ordinances of the Town of Cape Charles;*
 - iii. *Further lawful conditions or restrictions against the Property may be required by Grantee during the detailed Site Plan review and administration by all appropriate agencies and departments of Grantee, which shall be observed or performed by the Grantor. Grantor acknowledges that additional further lawful conditions or restrictions may be imposed by Grantee as a condition of approvals, including but not limited to final site plan approval;*
 - iv. *All references hereinabove to zoning districts and to regulations applicable thereto refer to the Town Zoning Ordinance of the Town of Cape Charles, in force as of the date the conditional rezoning amendment is approved by the Grantee;*
 - v. *The Grantor conveys and agrees that:*
 1. *The foregoing conditions are reasonable;*
 2. *The Zoning Administrator of the Town of Cape Charles, VA, shall be vested with all the necessary authority on behalf of the governing body of the Town of Cape Charles, VA, to administer and enforce the foregoing conditions and restrictions specified in this agreement, including (i) the ordering in writing of the remedying of any noncompliance with such conditions, (ii) the bringing of legal action of suit to ensure compliance with such conditions, including mandatory or prohibitory injunction, abatement, damages or other appropriate action, suit or proceeding;*
 3. *Failure to meet all conditions shall constitute cause to deny the issuance of any of the required building or occupancy permits as may be appropriate; and*
 4. *The Zoning Map shall show by an appropriate symbol on the Map the existence of conditions attaching to the zoning of the subject Property on the Map and that the ordinance and conditions may be readily available and accessible for public inspection in the office of the Planning & Zoning Department, and that this Agreement shall be recorded in the Clerk's*

*Office of the Circuit Court of the County of Northampton,
Virginia and indexed in the name of the Grantor and Grantee.
After discussion, the Planning Commission voted unanimously to recommend
to the Town Council to approve the Conditional Rezoning (ZMA2025-01) of
201-209 Washington Avenue (Tax Map #83A1-3-B2 & #83A1-3-3) from
Residential-1 (R-1) to Residential-3 (R-3) with the proffers provided by the
applicant.*

*At their April 17th, 2025, Public Hearing and Regular Meeting, the Town
Council adopted Ordinance 20250417B to conditionally amend the Cape
Charles Zoning Map to show Tax Map #83A1-3-B2 & #83A1-3-3 has been
rezoned from Residential-1 (R-1) to Residential-3 (R-3).*



Town of Cape Charles
Board of Zoning Appeals

2025 Annual Report
(January 1, 2025-December 31, 2025)

Bill Stramm
Chairman

Elise McMath
Vice Chairwoman

2025 Board of Zoning Appeals Members

<i>Name</i>	<i>Representation</i>	<i>Term Expiration</i>	<i>Notes</i>
Dolores Blackburn	Member Chairwoman	10/31/2026	Resigned 09/2025
Jim Holloway	Member Vice-Chair	10/31/2027	Resigned 01/2025
Bill Stramm	Member	10/31/2026	PC Representative Appointed Chair at 12/9/2025 Meeting
Pete Baumann	Member	10/31/2027	
Laura Weigand	Member	10/31/2026	
Elise McMath	Member	10/31/2028	Appointed to fill Jim Holloway's vacant seat, Appointed Vice-Chair at 12/9/2025 Meeting
Brian Murphy	Member		Appointed to fill Dolores Blackburn's empty seat

2025 Staff

Katie Nunez, Director of Planning & Zoning Administrator & Subdivision Agent
(July 2022 to present)

Tracy Outten, Planning & Zoning Assistant, Preservation & Zoning Administrator
(October 2016 to present)

Jack Steinmayer, Zoning Compliance Officer & Planning & Zoning Administrative Assistant
(June 2024 to present)

I. Introduction

Section 15.2-2308.C of the Code of Virginia states the following: **“The board shall keep a full public record of its proceedings and shall submit a report of its activities to the governing body or bodies at least once a year.”**

II. Board and Staff Updates

A. Board Membership 2025

After Jim Holloway tendered his resignation in January 2025 due to his full-time job requiring in-person attendance, his position was filled by Planning Commissioner Bill Stramm.

Elise McMath was appointed to fill a vacancy to bring the board back to five members. The Town Council also appointed Brian Murphy as the alternate in case there are any more changes. Both Elise and Brian have since undergone staff-led orientation on January 13, 2025.

B. Staff Changes 2025

There have been no changes in staff during 2025.

C. Education

Katie Nunez continues to maintain her annual certification as a Certified Zoning Official through the Virginia Association of Zoning Officials (VAZO)

The two new members (Elise McMath and Brian Murphy) will need to take the Board of Zoning Appeals Certified Program during 2026 since we are looking to have all members complete this course within the first two years of appointment.

III. Meetings - Variances, Exceptions, and Appeals

The Board of Zoning Appeals held 6 Meetings.

	2025 Attendance Record					
	P= Present			A= Absent		V= Vacant
	3/11/2025	4/8/2025	5/6/2025	5/13/2025	10/14/2025	12/9/2025
Dolores Blackburn	P	P	P	P	V	V
Pete Baumann	P	V	P	P	P	P
Bill Stramm	P	P	P	P	V	P
Laura Weigand	P	P	P	P	X	A
Elise McMath	P	P	P	P	X	P

Board of Zoning Appeals Regular Meetings and Public Hearings for 2025

March 11th, 2025 Meeting

Discussion with the developer of Dreams by the Water (10-lot subdivision on Washington Avenue, Tax Maps #83A1-21-1 through #83A1-21-10) regarding the Zoning Ordinance and front and rear setback requirements relative to proposed housing styles and sizes to determine whether the BZA would consider variance applications for all lots. *The Board of Zoning Appeals agreed to hear the requested variance applications for lots 83A1-21-1 through 83A1-21-10 regarding the front and rear setback requirements.*

April 8th, 2025 Meeting

Application from Greg and Emily Gentry appealing a decision from the Zoning Administrator dated February 4th, 2025, which provided a Zoning Determination concerning 542 Jefferson Avenue that stated:

- (i) **The Accessory Building is a legal, non-conforming use as an Accessory Dwelling Unit (ADU), and Short-Term Rentals are not permissible in the ADU and;**
- (ii) **This lot does not have 2 principal houses but a main house and an Accessory Dwelling Unit.**

The applicant is seeking to have 2 primary residences on this property and is appealing the Zoning determination letter, citing section 4.14 and 4.2 (J) of the Cape Charles Zoning Ordinance.

Said appeal application is authorized pursuant to Cape Charles Zoning Ordinance Section 2.6.2 (C) and 2.6.4. *As of 12/29/2025, the Cape Charles Zoning Ordinance has been integrated into the Town Code. The new section citations are as follows for Chapter 32, Article II, Section 32-41 and Section 32-43, respectively.*

The Board of Zoning Appeals tabled the application until title work could be conducted on the property.

Application from Bay Creek Resort, LLC., for a variance from the Accawmacke Plantation Planned Unit Development (PUD) Section 9.9 for a fence over the allowable 6' height requirement at 111 Palmer Way. *After discussion, the Board of Zoning Appeals voted to approve the variance application submitted by Bay Creek Development for a variance to allow for a fence greater than 6' according to Accawmacke Plantation Planned Unit Development Section 9.9.*

Application(s) from Chris Larmore, Developer of Dreams by the Water Subdivision on Washington Avenue, for a variance from the Cape Charles Zoning Ordinance Section 3.1 (E) to reduce the front and rear setbacks by 10' for lots 83A1-21-1 through 83A1-21-10. *After discussion, the Board of Zoning Appeals voted unanimously to approve the 10' reduction in the front yard setbacks and to deny the 10' reduction in the rear yard setback.*

May 6th, 2025 Meeting

Discussion with Town Manager John Hozey, regarding Greg and Emily Gentry's application appealing a decision from the Zoning Administrator dated February 4th, 2025, which provided a Zoning Determination concerning 542 Jefferson Avenue that stated:

- (i) The Accessory Building is a legal, non-conforming use as an Accessory Dwelling Unit (ADU), and Short-Term Rentals are not permissible in the ADU and;
- (ii) This lot does not have 2 principal houses but a main house and an Accessory Dwelling Unit.

A discussion was held between the Board of Zoning Appeals and Town Manager John Hozey to explain the board's responsibilities.

May 13th, 2025 Meeting

Application from Greg and Emily Gentry appealing a decision from the Zoning Administrator dated February 4th, 2025, which provided a Zoning Determination concerning 542 Jefferson Avenue that stated:

- (i) The Accessory Building is a legal, non-conforming use as an Accessory Dwelling Unit (ADU), and Short-Term Rentals are not permissible in the ADU and;
- (ii) This lot does not have 2 principal houses but a main house and an Accessory Dwelling Unit.

The applicant is seeking to have 2 primary residences on this property and is appealing the Zoning determination letter, citing section 4.14 and 4.2 (J) of the Cape Charles Zoning Ordinance.

Said appeal application is authorized pursuant to Cape Charles Zoning Ordinance Section 2.6.2 (C) and 2.6.4. ***As of 12/29/2025, the Cape Charles Zoning Ordinance has been integrated into the Town Code. The new section citations are as follows for Chapter 32, Article II, Section 32-41 and Section 32-43, respectively.***

After discussion, the Board of Zoning Appeals voted to uphold the Zoning Administrator's decision and deny the use of an ADU as an STR at 542 Jefferson Avenue, in a unanimous vote.

October 14th, 2025 Meeting

Application from Martin Mayer, for a variance from Article 3 Section 3.2 of the Cape Charles Zoning Ordinance to allow for a rear deck to extend 1.5' into the side setback and 5' into the rear setback. *After discussion, the Board of Zoning Appeals voted unanimously to approve the variance application to allow for a rear deck to extend 1.5' into the side setback and 5' into the rear setback.*

December 9th, 2025 Meeting

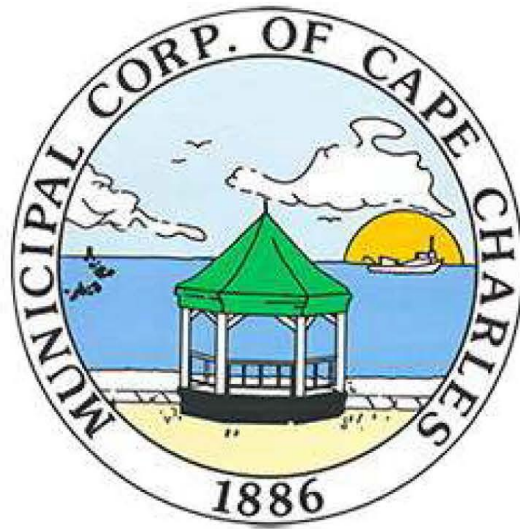
Application from Derek Roncaioli appealing a decision from the Zoning Administrator dated October 3rd, 2025, which provided a Zoning Determination letter, which was further amended on November 10th, 2025, regarding licensing a houseboat as a Short-Term Rental (STR) in the Harbor-Commercial (C-1) District that stated:

- (i) **The houseboat is not a structure and is not exclusively used for human habitation; therefore, it does not fit the definition of a Short-Term Rental and**
- (ii) **The houseboat is a non-navigable, floating home; therefore, it is not within the US Coast Guard's jurisdiction and falls under the Town's zoning jurisdiction. The Town's Zoning Ordinance Section 3.8 does not permit single-family homes in the Harbor Commercial District (HAR-C).**

The applicant is seeking to utilize their houseboat as an STR and is appealing the Zoning Determination letter, citing section 4.14 (B).

Said appeal application is authorized pursuant to Cape Charles Zoning Ordinance Section 2.6.2 (C) and 2.6.4. ***As of 12/29/2025, the Cape Charles Zoning Ordinance has been integrated into the Town Code. The new section citations are as follows for Chapter 32, Article II, Section 32-41 and Section 32-43, respectively.***

After discussion, the Board of Zoning Appeals voted to uphold the Zoning Administrator's decision and deny the use of the houseboat anchored in the Cape Charles Harbor to be used as an STR.



Town of Cape Charles
Wetlands and Coastal Dune Board
2025 Annual Report

John Schoeneck
Chairman

William "Bill" Robertson
Vice - Chairman

2025 Wetlands and Coastal Dune Board Members

Name	Representation	Term of Appointment	Notes
Jay Schoeneck	Chairman	11/13/2021 - 11/12/2026	Elected as Chairman in June 2023
William "Bill" Robertson	Vice-Chair	11/13/2019 - 11/12/2029	Elected as Vice - Chair in June 2023
Mike Hudson	Member At-Large	11/13/2022 - 11/12/2027	-
Elizabeth "Liz" Pruitt	Member At-Large	11/13/2023 - 11/12/2028	-
Alan Clark	Member At-Large	12/16/2024 - 11/12/2025	Filling the position held by Patricia James, who resigned in early 2023

2025 Staff

Katie Nunez, Director of Planning/Zoning Administrator & Subdivision Agent
 Tracy Outten, Planning/Zoning Assistant, Preservation & Zoning Administrator
 Jack Steinmayer, Zoning Compliance Officer & Administrative Assistant

2025 Member Attendance

	8/20/2025	9/17/2025	10/8/2025
Jay Schoeneck	Cancelled	P	Cancelled
William Robertson		P	
Mike Hudson		P	
Elizabeth Pruitt		A	
Alan Clark		P	

In 2025 the Wetlands and Coastal Dune Board held 1 Regular Session Meeting.

I. Introduction

Section 28.2-1304 of the Code of Virginia states the following: “The board shall keep a full public record of its proceedings and shall submit a report of its activities to the governing body or bodies at least once each year and shall forward a copy of each report to the Virginia Marine Resources Commission”.

This board met infrequently during 2025 due to lack of applications filed that required review by the Board.

II. Board Updates

The board remained consistent throughout the 2025 calendar year.

III. Staffing Updates

Staffing has remained consistent throughout the 2025 calendar year.

IV. Meeting Information

9-17-2025

A. VMRC JPA 2025-1484 – Application from Coastal Precast Systems, LLC, to construct a 120-foot-wide by 462-foot-long concrete launching ramp that impacts 0.34 acres of jurisdictional waters. Coastal Precast Systems, LLC, proposes to retain the structure permanently after completion of the Francis Scott Key Bridge Components. Additionally, CPS will install six (6) temporary 54” moorings with signage around the launch ramp to warn vessels of the underwater structure. Due to postage requirements not being met (20-day memorandum), the Wetlands and Coastal Dune Board had to postpone the public hearing for this application. As of 10/6/2025, Christopher Frye of Coastal Precast Systems, LLC, submitted a Section 408 form to the United States Army Corps of Engineers (USACE), as the contractor constructing the Francis Scott Key Bridge, notified CPS that significant changes would be required.

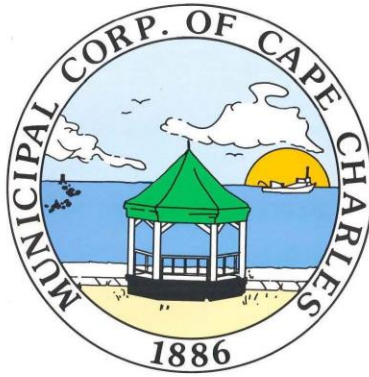
At this meeting, the Wetlands and Coastal Dune Board elected John Schoeneck as Chairman and William Robertson as Vice-Chair. The Board also reviewed its By-Laws.

Administrative Approvals

- A. VMRC JPA 2025-0501 – Application from Kevin and Susan Defriest to construct a private open-pile, 103-foot pier with a 16-foot by 12-foot L head, a 14-foot aluminum gangway, and an 8-foot by 16-foot floating docking serving 89 Creekside Lane. *The Wetlands and Coastal Dune Board reviewed the application and affirmed the by-right dock application. The application was approved administratively.***

- B. VMRC JPA 2025-2156 – Application from Randolph and Sigrun Lucas to construct a 175'x5' dock, 12'x16' L head, 9'x8' floating dock, and 3'x16' steel ramp to access the floating dock using marine-treated 2x8s serving 95 Creekside Lane. *The Wetlands and Coastal Dune Board reviewed the application and affirmed the by-right dock application. The application was approved administratively.***

- C. VMRC JPA 2025-2525 – Application from Leslie Gallagher to construct an 80' x 4' wide beach access walkway at 628 Carousel Place. *The Wetlands and Coastal Dune Board reviewed the application and affirmed the by-right beach access walkway application. The application was approved administratively. The application was submitted in 2025, but was not approved until 2026 due to delays in receiving the required zoning paperwork.***



Town of Cape Charles
Historic District Review Board

2025 Annual Report

(January 1, 2025 - December 31, 2025)

Kathy Glaser
Chairwoman

Elizabeth Wright
Vice Chairman

2025 Historic Review Board Members

NAME	REPRESENTATION	Term Expiration	NOTES
Kathy Glaser	Member Chairwoman	1/8/2026	
Martin Mayer	Member	1/8/2025	Term Ended
Patricia James	Member	1/8/2027	Resigned 10/2025, position still vacant
Elizabeth Wright	PC Rep Vice-Chairwoman	10/31/2027	Appointed by PC 2/6/2024
Joan Cooper	Member	1/8/2028	Appointed 12/19/2024
Kenneth Monarch	Member	1/8/2029	Appointed 1/8/2025 – filled Martin Mayer’s vacancy

2025 Staff

Katie Nunez, Director of Planning & Zoning Administrator & Subdivision Agent
 Tracy Outten, Planning/Zoning Assistant, Preservation & Zoning Administrator
 Jack Steinmayer, Zoning Compliance Officer & Planning & Zoning Administrative Assistant

I. Introduction

Section 2.2-3700 of the Code of Virginia states that all public body or bodies shall keep a full public record of its proceedings, and the Historic Area Review Board qualifies. As part of that requirement, the Historic Area Review Board will also prepare and submit a report of its activities to the governing body (Town Council) at least once a year.

The “Town Council-prepared” Annual Report is meant to provide a detailed report on the departmental staffing, ongoing education of both staff and Board members, and breakdown of the types of applications and activities occurring in the Historic District.

Additionally, the Town was designated as a Certified Local Government (CLG) Community on March 12, 2007, pursuant to the National Historic Preservation Act of 1960 and further amended in 1980. This designation establishes a partnership between the Town, the National Parks Service and the Virginia Department of Historic Resources (DHR). A requirement of this designation is for the Town to complete an annual survey or report on forms provided by DHR. The intent of this survey is to verify activity level within the Historic District, compliance of Board appointments with the minimum criteria of background/education of said Board members, continuing education compliance for Board members and staff, update on any zoning ordinance revisions or historic district guidance documents and an audit of Historic District Review Board minutes.

The CLG Annual Report was done for the time period of October 1, 2024 thru September 30, 2025 (EXHIBIT A).

II. Board and Staff Updates

A. BOARD MEMBERSHIP 2025:

Member Martin Mayer’s term ended on 1/8/2025, and he no longer wanted to serve on the Historic District Review Board. The Town Council appointed two new members to the Historic District Review Board, Joan Cooper on 12/19/2024 and Kenneth Monarch on 1/8/2025. Patricia James resigned from the Board in October 2025. This appointment is still vacant.

B. STAFF CHANGES 2025:

No staff changes occurred in the Planning and Zoning Department this year.

III. EDUCATION

The CLG designation requires that continuing education must occur annually for both the staff and Board members, which is relevant to the Historic District Overlay. To that end, the following training, education and seminars were attended as noted:

<u>Name of Class/ Training/ Seminar</u>	<u>Duration of Training</u>	<u>Provider of Training</u>	<u>DATE</u>	<u>Participants</u>
Historic Resource Surveys: Unlocking the Foundation of Preservation - Webinar	1.5 hours	NAPC	1/30/2025	Tracy Outten
Deconstruction vs Demolition: Protecting Heritage & the Environment – Webinar	1.5 hours	NAPC	3/27/2025	Tracy Outten Joan Cooper Kathy Glaser Elizabeth Wright
Through the Pane Pt. 1: Understanding Historic Windows: Evolution, Assessment & Repair – Webinar	1.5 hours	NAPC	4/17/2025	Katie Nunez Tracy Outten
Through the Pane Pt. 2: Managing Window Replacement: Lessons from Local Preservation Programs – Webinar	1.5 hours	NAPC	4/29/2025	Katie Nunez
Engaging Local Decision-Makers to Support Historic Preservation – Webinar	1.5 hours	NAPC	5/29/2025	Tracy Outten Joan Cooper
Creating & Updating Historic Design Guidelines – Webinar	1.5 hours	NAPC	6/26/2025	Tracy Outten Kenneth Monarch
1. Understanding & Updating Local Preservation Ordinances – Webinar 2. Tough Cases in the Application of the Secretary of the Interior’s Standards for Rehabilitation – Webinar 3. Selecting your Preservation Priorities? What is Essential & Where can you be more Flexible? – Webinar	4.75 hours	NAPC	8/20/2025	Katie Nunez Tracy Outten Kathy Glaser Patricia James Elizabeth Wright
1. Best Practices for Meeting Procedures, COAs & Staff Reports – Webinar 2. Conservation Districts, Easements, Zoning & Other Tools for Historic Preservation – Webinar 3. Community Outreach Strategies – Webinar	4.5	NAPC	8/21/2025	Katie Nunez Tracy Outten Kathy Glaser Patricia James Elizabeth Wright

Section 9, Item A.

1. Best Practices for Meeting Procedures, COAs & Staff Reports – Webinar 2. Conservation Districts, Easements, Zoning & Other Tools for Historic Preservation – Webinar	3.0	NAPC	8/21/2025	Joan Cooper
1. Selecting your Preservation Priorities? What is Essential & Where can you be more Flexible – On-Demand Webinar 2. Best Practices for Meeting Procedures, COAs & Staff Reports – On-Demand Webinar 3. Conservation Districts, Easements, Zoning & Other Tools for Historic Preservation – On-Demand Webinar	4.5	NAPC	8/22/2025	Kenneth Monarch
Integrating Preservation into Municipal and Planning Processes	1.5	NAPC	10/30/2025	Tracy Outten Kenneth Monarch
Design Review Roundtable – Additions	1.5	NAPC	11/13/2025	Tracy Outten

IV. MEETINGS

HISTORIC DISTRICT REVIEW BOARD MEETING 2025

	<u>2025 Attendance Record</u>									
	P = Present			A = Absent			V = Vacant			
	1/31/2025	2/18/2025	3/18/2025	4/15/2025	5/20/2025	6/17/2025	7/15/2025	9/16/2025	10/15/2025	12/16/2025
Joan Cooper	P	P	P	A	P	P	P	P	P	P
Kathy Glaser	P	P	A	P	P	P	P	A	P	P
Patricia James	A	P	P	P	A	P	P	P	V	V
Ken Monarch	P	P	P	P	P	P	P	P	P	A
Elizabeth Wright	P	P	P	P	P	A	P	A	P	P

The Historic District Review Board reviewed and reached decisions on individual property applications for some level of renovation or rehabilitation or other improvements to their property as well as application for new single-family residences on the infill lots. The types of applications received and acted upon by the HDRB are broken out below and finally followed by a summary table for the calendar year.

The last table for the calendar year is the listing of applications that could and were reviewed administratively by the Zoning Administrator.

PUBLIC HEARINGS AND DECISIONS HISTORIC DISTRICT AREA REVIEW BOARD 2025			
TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
<u>FENCE INSTALLATION</u>	2/18/2025	113 Mason Avenue	Approved
	5/20/2025	201 Tazewell Avenue	Approved

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
<u>RENOVATION, MINOR</u>	NO Applications Filed in 2025		

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
<u>MODIFICATION OF APPROVED CERTIFICATE OF APPROPRIATENESS (COA)</u>	NO Applications Filed in 2025		

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
RENOVATIONS, ADDITIONS & NEW CONSTRUCTIONS	1/31/2025	215 Monroe Avenue	Approved
	2/18/2025	603 Monroe Avenue	Approved
	3/18/2025	1 Monroe Avenue 1 Monroe Avenue 208 Bay Avenue 509 Harbor Avenue 509 Madison Avenue	Approved (renovations) Denied (staining masonry) Approved Approved After the Fact Approval
	4/15/2025	505 Harbor Avenue 502 Plum Street 314 Tazewell Avenue Lot 547 on Mason Avenue	Approved Approved Approved Approved
	5/20/2025	201 Tazewell Avenue 201 Mason Avenue Unit B	Approved Approved
	6/17/2025	209 Monroe Avenue 601 Tazewell Avenue 425 Randolph Avenue Lot 104 on Washington Avenue	Denied Approved Approved Approved
	7/15/2025	115 Mason Avenue 629 Jefferson Avenue 607 Madison Avenue	Approved Approved Approved
	9/16/2025	108 Monroe Avenue 552 Monroe Avenue 216 Washington Avenue 116 Pine Street Lot 20 on Washington Avenue	Approved Approved Approved Approved Approved
	10/15/2025	439 Mason Avenue 115 Unit 202 Mason Avenue 550 Madison Avenue 537 Mason Avenue 600 Monroe Avenue 114 Fig Street Lot F on Strawberry Street	Approved Approved Approved Approved Approved Approved Approved
	12/16/2025	618 Monroe Avenue	Approved

TYPE OF APPLICATION	MEETING DATE	PROPERTY ADDRESS	HDRB DECISION
OTHER	3/18/2025	Lot X on Mason Avenue	Approved

SUMMARY of HDRB MEETINGS FOR 2025					
MEETING DATE	Fence Installation	Renovation, Minor	Modification to Approved COA	Renovations, Additions & New Construction	Other
1/31/2025	-	-	-	1	-
2/18/2025	1	-	-	1	-
3/18/2025	-	-	-	5	1
4/15/2025	-	-	-	4	-
5/20/2025	1	-	-	2	-
6/17/2025	-	-	-	4	-
7/15/2025	-	-	-	3	-
9/16/2025	-	-	-	5	-
10/15/2025	-	-	-	7	-
12/16/2025	-	-	-	1	-
TOTAL APPROVED	2	-	-	30	1
APPROVED AFTER THE FACT	-	-	-	1	-
DENIED	-	-	-	2	-
HDRB TOTAL APPLICATION	2	0	0	33	1
HDRB OVERALL TOTAL APPLICATION 2025	36 Applications				

ADMINISTRATIVE APPROVAL 2025		
MEETING DATE	PROPERTY ADDRESS	TYPE OF APPLICATION
1/31/2025	504 Bay Avenue 627 Jefferson Avenue 214 Washington Avenue	Roof Replacement Roof and Siding Replacement Pergola Installation
2/18/2025	555 Monroe Avenue 332 Randolph Avenue	One Wood Windowsill Repair or Replacement Siding and Gutter Removal, Repair, and Replacement
3/18/2025	504 Jefferson Avenue 534 Jefferson Avenue 512 Monroe Avenue 603 Monroe Avenue 217 Randolph Avenue 219 Randolph Avenue 550 Randolph Avenue 111 Tazewell Avenue 621 Tazewell Avenue 645 Tazewell Avenue	Wood Fence Installation Wood Fence Installation Construct a new Rear Addition Existing Accessory Structure size increase Roof Replacement and Chimney Flashing Replacement Construct a new Rear Addition Roof Replacement Same material Front Walkway and Step Replacement Accessory Structure Installation Widows Walk Wood Railing and Rear Balcony Wood Flooring and Balustrades Replacement

ADMINISTRATIVE APPROVAL 2025

MEETING DATE	PROPERTY ADDRESS	TYPE OF APPLICATION
4/15/2025	537 Jefferson Avenue 3 Madison Avenue 411 Madison Avenue 3 Randolph Avenue 234 Tazewell Avenue 415 & 417 Tazewell Avenue	Rear Wood Fence Installation Wood Fence Installation River Rock and Paver Installation Roof Replacement and Chimney Flashing Replacement Wood Fence Installation Existing Accessory Structure Renovation
5/20/2025	525 Jefferson Avenue 535 Jefferson Avenue 500 Monroe Avenue 217 Randolph Avenue 541 Randolph Avenue 814 Randolph Avenue 652 & 654 Tazewell Avenue	Same Material Front Porch and Side Stoop Replacement Rear Roof Replacement Front Porch Roof Replacement Two-Vinyl Window Replacement Existing Accessory Structure Removal and New Replacement Front Brick Paver Walkway Installation Wood Front Porch Flooring Repair or Replacement Wood Siding Repair or Replacement
6/17/2025	616 Monroe Avenue 520 Randolph Avenue 618 Randolph Avenue	Front Step Replacement Rear Outdoor Shower Installation Wood Fence Installation
7/15/2025	325 Madison Avenue 645 Tazewell Avenue 652 & 654 Tazewell Avenue	Existing Accessory Structure Renovation Front Porch, Steps, Fascia Board, and Chimney Repairs Same Material Wood Siding Replacement
9/16/2025	501 Jefferson Avenue 512 Madison Avenue 541 Madison Avenue 547 Mason Avenue 115 Randolph Avenue 409 Randolph Avenue	Roof Replacement Modifying an Approved CoA After the Fact removal of the side chimney & wall Fence Installation Install Railing on the front steps Front and Side Porch Wood Flooring Replacement
10/15/2025	2140 Stone Road 4 Tazewell Avenue	Accessory Structure Installation Wood Fence Installation
12/16/2025	208 Bay Avenue 555 Monroe Avenue 10 Randolph Avenue 634 Randolph Avenue 300 Strawberry Street 645 Tazewell Avenue	Approved COA Modification front walkway material Wood Fence Installation Fence Screening Install around HVAC unit Construct a rear deck and Accessory Structure After the Fact Driveway Right Rear Chimney Repair and Install Chimney Cap
TOTAL APPROVED = 48		

I want to take this opportunity to thank the members of the Harbor Area Review Board for participating and supporting any actions that may come before the HARB. The Cape Charles Harbor and Harbor District are extremely important resources of Cape Charles future economy and vitality. I expect that we will see a significant increase in actions to review over the coming years and beyond. It is my hope that each of you will take time to visit the Harbor especially during our very active boating season and continue to be strong advocates for future developments aligned with our core values.

Stuart Smith
Chairman, HARB.

Section 4, Item A.



Town of Cape Charles
Harbor Area Review Board
2025 Annual Report

Stuart Smith
Chairman

112

2025 Harbor Area Review Board Members

<i>Name</i>	<i>Representation</i>	<i>Term Expiration</i>	<i>Notes</i>
Stuart Smith	Chairman	12/20/2026	-
Bill Ashworth	PC Rep.	10/31/2024	-
Ken Butta	TC Rep.	12/31/2026	-
Benjamin Lewis	Member At-Large	12/20/2026	-
Rob Harris	Member At-Large	12/20/2026	-
Vacant	-	-	-
Vacant	-	-	-

2025 Staff

Katie Nunez, Director of Planning/Zoning Administrator & Subdivision Agent
 Tracy Outten, Planning/Zoning Assistant, Preservation & Zoning Administrator
 Jack Steinmayer, Zoning Compliance Officer, Planning & Zoning Administrative Assistant

There were no meetings held in 2025.



I. Introduction

Section 2.2-3700 of the Code of Virginia states that all public body or bodies shall keep a full record of its proceedings, and the Harbor Area Review Board qualifies. As part of the requirement, the Harbor Area Review Board will also prepare and submit a report of its activities to the governing body (Town Council) at least once a year.

II. Board Updates

The Board remained consistent throughout the 2025 calendar year.

III. Staffing Updates

Staffing has remained consistent throughout the 2025 calendar year.

IV. Meetings

No meetings in 2025.

March 19, 2026

Mason Avenue Electrical Upgrade, Phase 1
Status Report

Cost Element

IFB advertisement	86
VDOT permit fee	250
Streetlights (Spring City Electrical)	27,812
Expend or Obligated	28,148

Conduit, wiring, foundations, power pedestals

Base Bid – Bay Ave. to Harbor Ave.	20,500
Bid Alt.1 – Harbor Ave. to Pine St.	14,520
Bid Alt.2 – New feed from south side	1,000
Proposed Contract Total	36,020

Remove 2 trees @ #117 & #133 (estimated)	10,000
Plant 2 trees (estimated)	2,000
Concrete work (estimated)	10,000
Additional Work	22,000
Total Estimate	86,168

Funding

Budgeted	164,000
Reserved for three ADA ramps	-35,000
Available	129,000

Bay - Harbor West Side *Base Bid*

1" = 47'

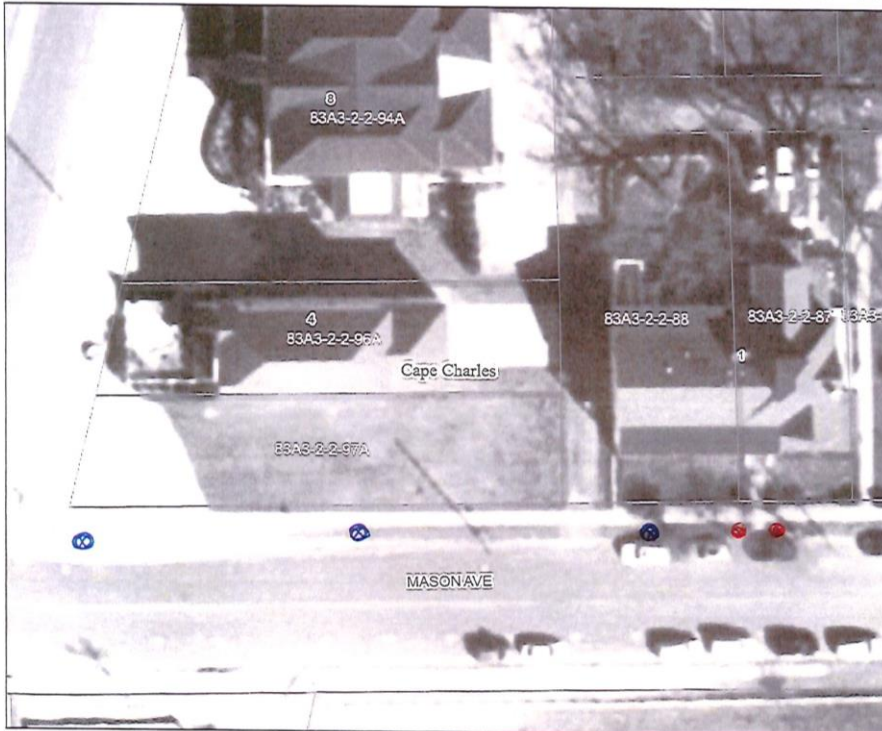


Address Labels

Road Labels

Town Labels

County Boundary



⊗ Light Pole

⊗ Power Pedestal

Northampton County Virginia

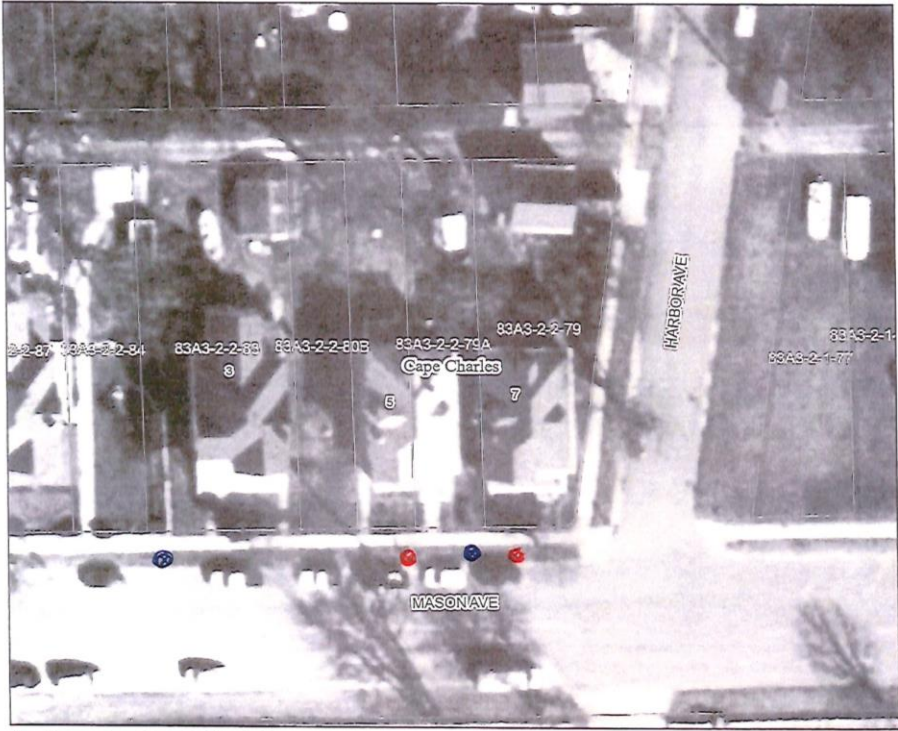
DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Northampton County is not responsible for its accuracy or how current it may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

Bay - Harbor East Side *Base Bid*

1" = 47'



- Address Labels
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Northampton County Virginia

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Harbor - Pine West Side *Bid ALT #1*

1" = 47'



- Address Labels
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Northampton County Virginia

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Harbor - Pine East Side *Bid ALT # 1*

1" = 47'

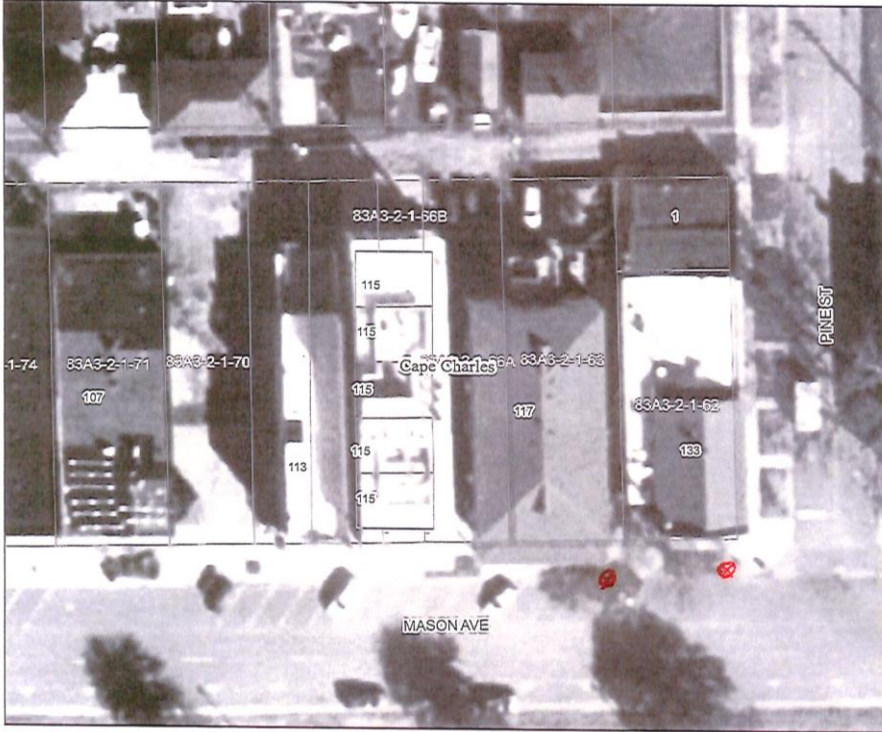


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Northampton County Virginia

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DRAFT