



**DRAFT**  
**TOWN COUNCIL**  
**Work Session**  
**Cape Charles Civic Center, 500 Tazewell Avenue**  
**April 9, 2026 – 6:30 PM**

**CALL TO ORDER**

Mayor Charney called the meeting to order at 6:30 p.m.

**ROLL CALL**

Council members in attendance: Mayor Charney, Vice Mayor Buchholz, Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. A quorum was established.

Staff in attendance: Town Manager Rick Keuroglan, Planning Director Katie Nunez, Planning & Zoning Assistant Tracy Outten, Planning & Zoning Admin Assistant Jack Steinmayer, Code Official Jeb Brady, Inspector & Compliance Officer Casey Quilter, Harbor Master Paula Davis, Assistant to the Town Manager Pam Endlein, and Town Clerk Libby Hume.

There were 2 members of the public in attendance.

**ITEMS FOR DISCUSSION**

**A. *Zoning Ordinance Article VIII - Historic District Guidelines***

Planning Director Katie Nunez provided a comprehensive overview of proposed amendments to Article 8 of the Zoning Ordinance, including the development of Appendix G. She explained that the updates stemmed from a prior zoning appeal and were intended to clarify requirements for property owners, contractors, and staff regarding exterior work within the Historic District. The proposed changes introduced clearly defined categories of work - routine maintenance, minor work, and major work - and provided guidance regarding when a Certificate of Appropriateness was required.

Staff emphasized that the revisions did not eliminate zoning or building permit requirements but rather provided clarity and consistency in how those requirements were applied. Tracy Outten reviewed specific ordinance updates, including Historic District Overlay language, additional definitions, and improved organization of appeal procedures.

Council discussion focused on usability and clarity of the new Appendix G table. Councilmembers expressed strong support for the effort, noting that the structured format would significantly improve public understanding. Councilman Grossman suggested minor technical corrections and emphasized alignment with existing zoning provisions. Building Official Jeb Brady noted that some determinations would remain case-by-case depending on project scope.

Council reached consensus to move the proposed amendments forward for a Resolution of Intent and future public hearing.

**B. *Proposed Mobile Food and Beverage Vending Unit Ordinance***

Town Manager Rick Keuroglan introduced the proposed ordinance, noting ongoing concerns regarding inconsistent food vendor operations, including noise, placement, and lack of clear standards along Bay Avenue.

Katie Nunez presented a draft ordinance developed through research of comparable communities and coordination with the Virginia Health Department, Code Official Jeb Brady, and Assistant to the Town Manager/Events Coordinator Pam Endlein.

Discussion centered on whether the ordinance should be placed within the Zoning Ordinance or Town Code. Katie Nunez recommended zoning placement to provide stronger enforcement authority. After discussion, Council generally agreed with this approach.

Jack Steinmayer reviewed key provisions including definitions, permitting requirements, and operational standards. Council discussed flexibility for concession trailers and whether they needed to remain attached to their trailering vehicles, emergency access considerations, and the need for vendors to remain with their equipment.

Extensive discussion occurred regarding location, parking, and the potential future designation of vendor areas. Council also discussed coordination with special events, noting that vendors participating in approved events would operate under a Special Events Permit rather than individual licensing.

Performance standards were reviewed in detail. Council discussed operating hours and agreed that the proposed 6:00 p.m. cutoff was too restrictive, expressing support for extending hours into the evening. Additional discussion addressed signage limitations, trash disposal requirements, and clarification of food preparation language. Council emphasized that vendors should provide their own trash receptacles and remove all waste, rather than using Town trash cans. Noise related to generators was also discussed.

Katie Nunez stated that all changes would be incorporated and the updated ordinance would be brought back for further review. A Resolution of Intent would also be brought to Council to refer the ordinance to the Planning Commission for the public hearing process.

C. *Short-Term Rental Ordinance Discussion*

Katie Nunez stated that this item would be discussed in two parts: i) Houseboats as Short-Term Rentals (STRs); and ii) Zoning Ordinance Section 32-104 – Clarification of “Plus Two” for occupancy, Definition of Bedroom, and Refuse requirement.

*Houseboats as STRs*

Katie Nunez stated that on September 25, 2025, an STR application was received from Derek Roncaioli who owned a houseboat that was moored in the northeast corner of the Town Harbor. Zoning approval could not be provided for this STR application, and a letter of denial was issued. Mr. Roncaioli appealed the decision to the Board of Zoning Appeals, who held a public hearing on December 9, 2025, and upheld the decision. Katie Nunez convened a meeting with Code Official Jeb Brady, Treasurer Marion Sofield and Harbor Master Paula Davis in January 2026 to discuss this ordinance. Staff remained concerned that STRs on houseboats raised several concerns: i) If located in the harbor, the water system was shut off as a preventative measure from cold weather breakage, so there would be no access to public water in the off-season; ii) Lack of a septic system or direct discharge into a municipal sewer system. The waste management system described by Mr. Roncaioli met the needs and requirement of his personal use of the houseboat as a residence but did not easily translate to passing on the in-depth oversight of this system to a “weekly” renter who might not have familiarity of this type of system; iii) A boat did not fall within the description of dwelling contained in the Town’s Zoning Ordinance and did not fall under the jurisdiction of the Code Official and Building Code; iv) The ordinance required each STR to have a minimum of one Town-supplied trash receptacle which was not feasible for a houseboat. This houseboat currently utilized the Town’s dumpsters at the harbor for their trash issues.

Mr. Roncaioli addressed the Council informing them that he currently lived in Norfolk and was stationed on the USS John F Kennedy aircraft carrier. He and his family came to Cape Charles on vacation during the Memorial Day weekend in 2024. They took a tour of the houseboat and made an offer to purchase it. He was stationed at Little Creek at that time and had intended to move to Cape Charles and commute. When he was stationed on the aircraft carrier, he realized that it was too far for a daily commute. They wanted to spend their weekends in Cape Charles, but over time, they realized that they were not spending as much time here as they initially thought. They wanted to share the houseboat experience with others so that was why they applied for a STR license. The houseboat was classified as a floating home with the Coast Guard since there was no motor. The windows and doors were full-sized for use in traditional homes. He explained the sewage system adding that they disposed of the liners in the trash. There was one marine-grade toilet, that was Coast Guard approved. Their slip fee included use of the dumpsters, but he would pay for a trash receptacle if needed. His overall goal was to provide an opportunity for people to experience something unique. He talked about Flohom.com which was based out of Baltimore, MD and offered vacation rentals on houseboats. They typically obtained a 95% occupancy rate. He suggested Council go to the website to take a look, adding that this concept was not new, just new to Cape Charles.

Council discussion focused on the houseboat previously being used as a long-term rental, sleeping capacity, square footage, possible installation of a black water tank system, the Code Official's lack of authority for a boat, differentiation between a houseboat and a sailboat, the need for a local property manager or management company to handle maintenance issues, etc.

Councilman Newman stated that he was not opposed to the concept of exploring this issue, adding that he had vacationed on a boat in the past. He noted that it would take some careful thought and research to craft language to permit houseboats as STRs.

Council reached consensus for staff to research this issue further, provide pros and cons, and possible language for the potential of expanding the STR ordinance to include houseboats.

#### *Zoning Ordinance § 32-104.c.5 – Occupancy*

Katie Nunez stated that there was confusion regarding the “plus two” language for STR occupancy. Many STR owners thought it permitted them to have the “plus two” for each bedroom. She recommended adding language to this section to clarify that the “plus two” was for one bedroom only if it met the Bedroom Definition.

#### *Zoning Ordinance Appendix A – Definitions*

Katie Nunez stated that some people stated that they had a pull-out sofa in the living room and urged that this met all the requirements to be counted as a bedroom. They can use the sleeper sofa for their family members, but it did not count as a bedroom for commercial purposes. She presented a proposed text amendment to the definition as follows: “Bedroom is a room or space within a structure intended *primarily* for sleeping.”

There was much discussion regarding this issue and the definition of a bedroom. Katie Nunez stated that she wanted to make Council aware of the issues faced by staff when doing their inspections, and the need to improve the language to clarify the definition of a bedroom.

Casey Quilter added that people repeatedly asked for an explanation of the ordinance language which contained a lot of nuances, was confusing and left a lot to interpret. It became a source of arguments and could be better if written more explicitly.

Council reached a general consensus for staff to continue researching this issue, keep track of the number of times this issue arose, and to revisit the issue in the fall.

*Zoning Ordinance 32-104.c.8 – Refuse Requirements*

Katie Nunez stated that the ordinance required one trash receptacle for one and two-bedroom STRs, two receptacles for three or more-bedroom STRs, and three receptacles for STRs with five or more bedrooms. Staff received numerous complaints about this provision with many indicating that they contracted for additional trash pick-up services. To date, no evidence of any contracted services had been provided. She presented her proposed language to allow exemptions from the refuse requirements if written evidence of a contract or agreement was provided.

There was some discussion followed by Council’s consensus to review this issue again in the fall.

**ADJOURNMENT**

**Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to adjourn to Town Council Work Session. The motion was approved by unanimous vote.**

The meeting adjourned at 8:37 p.m.

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Adam Charney, Mayor

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Libby Hume, Town Clerk