



**DRAFT**  
**TOWN COUNCIL**  
**Regular Meeting**  
**Cape Charles Civic Center, 500 Tazewell Avenue**  
**August 21, 2025**  
**6:00 PM**

At approximately 6:00 p.m. Mayor Adam Charney, having established a quorum, called to order the Regular Meeting of the Cape Charles Town Council. In addition to Mayor Charney, in attendance were Vice Mayor Buchholz, Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. Staff in attendance were Town Manager Rick Keuroglan, Treasurer Marion Sofield, Police Chief Jim Pruitt, Assistant to the Town Manager Pam Endlein, and Town Clerk Libby Hume. There were 4 members of the public in attendance.

A moment of silence was observed followed by the recitation of the Pledge of Allegiance.

**RECOGNITION OF VISITORS / PRESENTATIONS/RECOGNITIONS:**

A. *Recognition of Employee Celebrating Significant Anniversary*

Mayor Charney congratulated Jodi Outland for celebrating 10 years of service with the Town of Cape Charles on September 21, 2025. The certificate was given to Town Manager Rick Keuroglan to present to Jodi Outland who was unable to attend the meeting.

B. *Demolition by Neglect Presentation*

Rick Keuroglan stated that Katie Nunez was unable to attend the meeting this evening, adding that all of the information was included in the agenda packet so he would not go through the slides. (Please see attached.) He would forward any questions to Ms. Nunez for response. There were no questions.

**PUBLIC COMMENTS: (3 MINUTES PER SPEAKER)**

*Pastor Rickey Rouse, First Baptist Church of Cape Charles*

Pastor Rouse stated that he was in attendance about four to five months ago when he first moved into town and it was nice to be back. He went on to comment as follows: i) He stated that at his last meeting, a gentleman expressed some concern about sidewalks. A couple of weeks ago, one of his parishioners, who was about 80 years old using a walker, fell face down onto the ground. He was not blaming the lack of sidewalks, but if there was a sidewalk in that area, it would probably have been better for using a walker. He was unsure where the Town was regarding this project but felt that it would be good to complete the sidewalks in the town; ii) Affordable housing was also discussed at this meeting, and again, he was unsure of the status of that project. People came to Cape Charles and were shocked at the prices to purchase homes or even vacation here. He was not sure what Council could do about the prices charged to rent homes and hotel rooms, but \$700 for a weekend was expensive. He did not know if there were any plans for another hotel or anything to provide competition so visitors would not have to pay \$700 for a weekend; iii) He was making contact with representatives at Myrtle Landing and was not sure if there were any other areas around that could provide housing for everyday workers. \$700K was tough for even him and his wife who had good incomes. People could not afford \$2K or more for rent or a mortgage; iv) He asked about plans for the former apartment complex by the water (Seabreeze). He had not heard about anything but would like to reach out to them about their plan and any other areas in town where we could work together toward a plan for affordable housing. It would be nice to have a Town Hall meeting for citizens to come in and voice their concerns and get answers. It would be good to bridge that gap between the citizens and Council and come up with some answers.

Councilman Grossman asked Pastor Rouse to contact him about housing. We might not have a solution within the town due to pricing, but he could provide information related to affordable housing efforts in the county.

Councilwoman Holloway noted that Rick Keuroglian published a wonderful weekly manager's report providing updates on projects, etc. There was a lot of good information included in the report and she recommended Pastor Rouse subscribe to it.

Councilman Newman also offered to sit down with Pastor Rouse to discuss the issues.

Town Clerk Libby Hume read comments submitted in writing from Roger Bollman, a visitor to the town, and Stuart Gregory, Cruising Commander of Fishing Bay Yacht Club. (Please see attached.)

Councilwoman Holloway asked that responses be sent to both individuals.

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

#### **CONSENT AGENDA**

- A. Approval of Agenda Format
- B. Approval of Minutes:
  - i. August 21, 2025 Town Council Regular Meeting
  - ii. September 4, 2025 Town Council Special Meeting
  - iii. September 4, 2025 Town Council Work Session
- C. Approval of July 2025 Financial Report

**Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to approve the Agenda Format and minutes as presented, but requested that the July 2025 Financial Report be pulled out for discussion. The motion was approved by unanimous vote.**

Councilman Grossman stated that the Capital Improvement Project Tracking Report – ADA Parking at Central Park, needed to be updated to show the minute budget changes that were made adding \$40K for Park Row. The title needed to be changed to reflect the actual projects and the budgeted amount should reflect \$60K.

**Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to approve the July 2025 Financial Report with the changes as discussed. The motion was approved by unanimous vote.**

#### **UNFINISHED BUSINESS:**

- A. *Contract Award for Harbor/Railroad Area Conceptual Master Plan*

Rick Keuroglian stated that staff took Council's comments back to the Berkley Group who made some adjustments to their work orders. The revised amount was initially \$126K but they were asked to reduce the scope and still accomplish what Council was looking for. He created a table outlining the differences, and the total cost would be \$109,990.90. There was \$95K in the FY 2026 Planning Department Budget, but another \$15K was needed.

There was much discussion as follows: i) The third public engagement event was the final one and recommended as a one-day event versus two-days like the other two. Councilwoman Holloway suggested that, if needed, Council could hold additional sessions with the public. Councilman Newman agreed, adding that since this would be the final public engagement event, everything should be in place; ii) Councilman Newman asked that the language for Task 1.7 (the first engagement event) be clarified as in Task 2.1 (the second public engagement event); iii) Councilwoman Ashworth asked for an update on the grant. Rick Keuroglian stated that due to the need to update the work orders, we missed the deadline for the first round of applications. This was a rolling grant and we would apply for the next round, but a project committee needed

to be named first. Councilwoman Holloway expressed her concern with approving this contract without having the information about the next round of the Community Development Block Grant (CDBG); iv) Councilwoman Ashworth felt that Katie Nunez needed to present the information on the grant and expressed her preference to table this issue until Ms. Nunez could be in attendance. Councilwoman Holloway agreed but did not want to wait until the October regular meeting and asked whether the October 2<sup>nd</sup> work session could be changed to a special meeting. She checked the website for the CDBG grant timeline and found that November 15<sup>th</sup> was the closing date, so a further delay would not be possible if we wanted to make this deadline; v) Councilman Grossman asked where the additional funding would come from. Rick Keuroglan stated that he spoke to Katie Nunez earlier and she informed him that \$95K was included in the FY 2025 budget and unused so that funding went into the General Fund Balance and \$14K to \$15K could be pulled from that, but she also felt that she had other amounts in her current budget that could cover this shortfall. Rick Keuroglan added that the Town would not have to pay the full amount at once. An adjustment could be made mid-year; vi) Treasurer Marion Sofield stated that a budget line item was needed for Council to approve an expenditure and added that she was not sure of what items Katie Nunez was referencing in her discussion with Rick Keuroglan.

**Motion made by Councilwoman Ashworth, seconded by Councilman Grossman, to approve the contract award to the Berkley Group for planning services for the Harbor/Railroad Area Conceptual Master Plan, with the amount of the shortfall to be taken from reserves identified by staff. The motion was approved by unanimous vote.**

**NEW BUSINESS:**

**A. *FY 2026 Budget Adjustment – Interim Town Hall:***

Rick Keuroglan stated that a total of \$3,250,000 was originally budgeted in FY 2026 to cover the construction of a new Town Hall. The full amount was no longer expected to be spent during this fiscal year; therefore, some of these funds were being reallocated to cover the costs to move to the interim location. This proposed budget amendment would reallocate a total of \$162,019, \$62,019 to cover the cost to lease office space from Trinity United Methodist Church, and \$100K to cover all other costs associated with the move.

Councilman Grossman stated that all three line items should now be shown on the Capital Improvement Project Tracking Report.

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

**B. *FY 2026 Budget Adjustment – Temporary Downtown Restroom:***

Rick Keuroglan stated that on August 21, 2025, Council agreed to fund the purchase of a temporary downtown restroom and Cape Charles Main Street (CCMS) agreed to cover \$67K of this cost using a grant from Northampton County. The proposed budget amendment created a new expense line in the Capital Fund in the amount of \$70K to purchase the restroom unit. This covered the projected cost plus minor unforeseen expenses. The additional \$3K would be transferred from the General Fund Contingency.

There was much discussion as follows: i) Councilwoman Holloway stated that the \$67K grant was initially awarded for the visitor center restroom in the train car and had been carried over since 2022. There was some hesitation from the County of funding another temporary restroom since they funded the cost for the Silver Bullet which was six years old. She would be meeting with Rick Keuroglan, Supervisor John Coker, and others on the committee to see if we could allocate that funding toward the new temporary restroom. If not, it could be reallocated for the Bloxom Station as the new welcome center and CCMS office; ii) Councilwoman Ashworth noted that when Council initially approved the purchase of the temporary restroom facility, it was also acknowledged that we would move aggressively on a permanent solution. Why were we not moving forward with a permanent solution? Councilwoman Holloway stated that there would

be no hesitation if the funding were for a permanent solution; iii) Councilman Grossman stated that the only alternative would be to remove the grant revenue and replace it with funding from the General Fund reserves; iv) Mayor Charney stated that Council reviewed several prefab units to build next to the location of the Silver Bullet. Rick Keuroglan noted that several prefab units were reviewed as well as a stick-built solution. Bob Panek contacted the engineers and asked that the original plans be redone for just the restrooms and eliminating the visitor center. Rick Keuroglan added that we also had several lease options, but he was still waiting for the terms for those proposed leases.

**Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to create a new expense line item in the FY 2026 Capital Fund for the purchase of the temporary downtown restroom and allocating \$70K for it with the funding being appropriated from the General Fund reserves. The motion was approved by unanimous vote.**

Councilman Newman noted that additional funding would be needed for signage, landscaping, accessibility, sidewalks, etc. Mayor Charney noted that Rick Keuroglan had the authority to approve these expenditures without Council approval.

Councilman Grossman asked that this be added to the Capital Improvement Project Tracking Report as well.

C. *Rotary Membership for the Town Manager:*

Rick Keuroglan stated that the Rotary Club of Cape Charles had extended an invitation to him to join their club. Rotary International was a globally respected civic organization committed to service, leadership and community development. The local chapter played a vital role in supporting charitable initiatives, youth programs, and regional partnerships across the Eastern Shore. As a municipal leader, his active participation in Rotary would directly benefit the Town in various ways such as community engagement and representation, access to service projects and grants, leadership and visibility, and professional development and networking. The cost for the first year would be \$925. There was sufficient funding available in the Town Manager's Dues & Memberships budget to cover this expense.

Councilman Grossman informed Rick Keuroglan that since it was a budgeted item, he did not need to come for Council approval for membership in the Rotary Club. Councilwoman Holloway agreed, adding that the funding in this line item could be increased next year and the memberships should be at Rick Keuroglan's discretion.

**Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to approve sponsorship of the town manager's annual Rotary Club of Cape Charles membership fees. The motion was approved by unanimous vote.**

D. *BPOL Collections Update:*

Marion Sofield stated that following a thorough review of active 2025 business licenses, staff prepared several lists of businesses that had not renewed or requested deactivation of their business licenses. After several communications via letters, phone calls, Gazette notices and personal visits, and providing extended evening and weekend hours, and offering special appointments, notices were prepared for posting on the front doors of 12 delinquent businesses located on Mason Avenue. The notices state that the business was operating illegally due to not having paid 2025 Cape Charles business license taxes and fees, and that it was unlawful to remove the notice until all applications and payments had been submitted to the finance department. She took the notices to each of the businesses and discussed the issue with the business owners or management with the understanding that if the business license issue was not resolved by a mutually agreeable date, the notices would be posted. The results were as follows: i) One business showed documentation of having filed the 2025 application and submitting a check to the Town. The check had not been received nor had it cleared their bank; therefore, the business

reissued a new check and was now in full compliance; ii) Two businesses immediately came to the Town office and submitted their applications, although one of these businesses still needed to make a partial payment to be fully compliant; iii) Two of the businesses were no longer operating but failed to notify the Town to deactivate their accounts. These businesses did not “true up” at the time of their closure and might owe additional license taxes, but these might be difficult to resolve; iv) One business owner was traveling out of state and requested time to provide proof that the application and payment had been made; v) Three businesses had consolidated under two umbrella business names. The two remaining businesses filed their applications and paid the required taxes and fees and were now in good standing; vi) Two businesses were unable to comply with requests to furnish their gross receipts. The finance department would assist one of these businesses in preparing the application and calculating taxes due. The other business submitted their 2024 application and was gathering their financial records to submit for 2025; vii) Due to time constraints, she was unable to contact the 12<sup>th</sup> business. This business would be at the top of the list for the next round of contacts. She would continue to follow up with all businesses that remained out of compliance. Her goal was to bring all Cape Charles businesses into compliance and update the finance department records accordingly. There were 439 going back two years that still needed to be resolved.

Councilwoman Holloway stated that she and other Council members might be able to assist with identifying those businesses who were still active and those that were closed. Much discussion followed. Marion Sofield mentioned the possibility of a mentorship program pairing new or struggling businesses with successful ones. Councilwoman Holloway suggested Marion Sofield contact CCMS, adding that Councilman Butta was the chairperson for the CCMS Economic Vitality Committee. Marion Sofield and Councilman Butta would meet to discuss the possibility of a mentorship program.

#### **TOWN MANAGER COMMENTS**

Rick Keuroglian commented as follows:

- i) He encouraged Council to walk down the fishing pier as the public works team had done a lot of work. He felt proud that the public works crew had taken the project by the horns and making the much-needed repairs. It really looked good.

Councilwoman Holloway asked him to share this information with Mr. David Gomer who wrote a letter expressing his concerns.

- ii) Tomorrow he would go to the Tazewell Avenue beach entrance to flag boards, etc. Councilman Newman had volunteered to do an assessment of the pavilion. Afterwards, we would walk along with the public works staff to show them what needed to be done.
- iii) We currently had a rag-tag staff with lots of sickness and personal issues. They were overworked every day and every night. There was a lot going on and he appreciated everyone’s patience. He was slammed last week so was unable to get the weekly report out. Two weeks were included in the report that went out earlier this week.

Councilwoman Ashworth asked if it was a burden to write so much, adding that rather than having such detailed reports, staff could be spending much of that time doing the work that was necessary.

There was some discussion regarding the weekly report and Council agreed that since it was so time consuming for the department heads and town manager, moving forward, it could be a condensed biweekly report.

- iv) Personnel: a) Two new hires. Casey Quilter would be starting September 23<sup>rd</sup> as the new inspector & compliance officer. His background included construction and education. He would also be trained to do inspections to assist Jeb Brady. He would be a valuable addition to

the Planning & Zoning and Code Compliance teams. Karen Crumb would be starting on September 30<sup>th</sup> as the new library assistant. She had four years of library experience and was currently a volunteer at the Parskley library where she assisted with programming. We were excited to have her join our library team. b) He remembered when he was going through interviews for the town manager position. The department heads asked him about his thoughts on staff development and training. He always believed that you paid to get the right person and trained to retain them. He was happy that the Town Council was supportive in this and he went on to provide information of recent training efforts of staff. Connie Drummond was taking classes through the Building Code College and just passed, with flying colors, the first of several exams. Tracy Outten attended the Virginia Association of Zoning Officials training in Richmond. Jack Steinmayer attended the Building Code Academy for General Code classes. This was the first of two classes that were prerequisites prior to sitting for a Virginia State Inspector License. Libby Hume will be teaching a Clerks Essentials Class for first year clerks at the annual institute and academy. She was acknowledged earlier today by Peter Stephenson from Virginia Risk Sharing Association (VRSA) and was well known in the clerk world. Katie Nunez took a legal refresher course/General Assembly update for Planning, Zoning and Land Use at the Library of Virginia Museum of History and Culture in Richmond. Jodi Outland attended the annual Public Sector Human Resources Association-Virginia Chapter conference at Wintergreen where topics such as a legal update, including First Amendment rights, psychological safety, how to conduct an investigation, ethics, General Assembly updates, and disability among other HR and management topics. He was excited to continue staff training, including more regarding project management. He had met with Ralph Bowen regarding training for the public works crew members.

- v) Council and some staff attended training earlier today which was facilitated by Peter Stephenson of VRSA. It was opened up to other localities as well and staff and/or Council members from Cheriton and Eastville attended.
- vi) He sent an email to Council earlier today regarding the Mayor's letter related to tiger beetles. He wanted to ensure that everyone was okay with the letter before sending it to Congresswoman Jen Kiggans.

The Council members were okay with the letter being sent.

- vii) He showed an image of the Sailfest 2026 poster artwork.  
Councilwoman Ashworth added that it was the artwork that won a competition and would be on the commemorative poster.
- viii) Andy Dickinson reached out to him about subsidizing the creation of a park as his family had ties to the Eastern Shore. They would sit down to meet, and information would be brought back to Council.
- ix) He asked for three additional trash cans along Mason Avenue and another one closer to Brown Dog Ice Cream. There were also a lot of cones, barriers, and barricades all over town. He asked for everything to be removed and stored.
- x) He would be out of town next week. His sister was coming, and they would be driving to visit his dad in West Virginia.

#### **MAYOR AND COUNCIL COMMENTS**

Councilwoman Ashworth asked when Council would receive an update on the Mason Avenue Electrical Upgrade. We put the project on hold until the full scope was figured out. Unfortunately, the new clock in Strawberry Street Plaza stopped working because of the rain. We needed to get this project moving forward.

Rick Keuroglian responded that Bob Panek was working on a new Request for Proposals, and he hoped for an update on its release by October 2<sup>nd</sup>.

Councilwoman Holloway commented as follows: i) Council had requested an update regarding short-term rentals and the number of registrations but never received anything. She was just curious about how the system was working and if there were any violations. She realized that everyone was busy but would like to get this on an agenda; ii) The Eastern Shore of Virginia Tourism Commission (ESVTC) was working on a new LOVE sign for the Chesapeake Bay Bridge Tunnel Welcome Center. Artwork was received from throughout the Eastern Shore and they were working to narrow down the options; iii) The ESVTC was working on new restrooms at the Welcome Center in Melfa in the building co-owned by the Eastern Shore of Virginia Chamber of Commerce (ESVCC) and the ESVTC; iv) She was invited by the ESVCC to take part in the Virginia Rural Health Transformation Program that the Governor was working on. She attended the two-hour meeting last week with a room full of people involved in health care to identify any gaps. It was one of the first sessions in Virginia.

Councilman Grossman noted that the Beachfront Master Plan was discussed during a work session. The material was received at the work session, so the public was not able to review it or participate in the meeting. At the end, he recommended that a staff report be submitted for this meeting so the public could see and comment on the plan. It was in the meeting minutes, but not on tonight's agenda. He wanted a staff report and copies of the drawings and the grant application for information only on the October regular meeting agenda. We were forcing people to search for it, but if it was on the agenda with the applicable documentation, everyone would be able to review it.

Councilman Butta stated that he would be out of town from October 6<sup>th</sup> through 21<sup>st</sup>, so would miss the October regular meeting.

Mayor Charney stated that he would be out during that same period, as well as on October 2<sup>nd</sup>, so would miss both the October 2<sup>nd</sup> and 16<sup>th</sup> Council meetings.

There were no additional comments.

Mayor Charney read the announcements:

- October 2, 2025 – Town Council Work Session
- October 4 & 5, 2025 – Dock Dogs Bark in the Park
- October 13, 2025 – Town Offices Closed for Columbus Day
- October 16, 2025 – Town Council Regular Meeting
- October 23-27, 2025 – Town Hall Closed for Move to Interim Location

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

The Regular Meeting adjourned at 7:28 p.m.

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Mayor Charney


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Town Clerk

**September 18, 2025 Town Council Regular Meeting  
Comments & Information Provided in Writing**

*Demolition by Neglect Presentation*

Section 3, Item B.

	<b>Agenda Title:</b>	<b>Agenda Date:</b>
	Demolition by Neglect Presentation	September 18, 2025
<b>Subject/Proposal/Request:</b>		
Powerpoint Presentation – Status Report on Demolition by Neglect Cases in the Building and Planning/Zoning Departments		
<b>Town of Cape Charles</b>	<b>Attachments:</b>	<b>For Council:</b>
	Power Point Presentation	Action: Information: X
	<b>Staff Contact(s):</b>	<b>Reviewed by:</b>
	Katie H. Nunez, Director of Planning & Zoning Administrator	Rick Keuroglian, Town Manager

**Background:** Cape Charles Zoning Ordinance Section 8.22 within the Historic District Overlay Ordinance addresses Maintenance and Repair Required for properties in the Historic District. It specifically reads:

*Section 8.22: Maintenance and Repair Required*

*A. The purpose of this section is solely to stop demolition by neglect, whereby owners of property in the Historic District allow the structure, or historic attributes of the structure, to become a hazardous building or structure. Any building or structure which is determined to be in such an unsafe condition that it would endanger life or property is governed by Town Code Chapter 18, Article III, Unsafe Buildings or Structures and under the sole jurisdiction of the Town's Code Official. The Zoning Administrator may also pursue violations of the ordinance jointly with the Town's Code Official.*

*B. All buildings and structures in the Historic District shall be preserved against decay and deterioration and maintained free from structural defects to the extent that such decay, deterioration, or defects may, in the opinion of the Historic District Review Board and Town Council, result in the irreparable deterioration of any exterior appurtenance or architectural feature or produce a detrimental effect upon the character of the district as a whole or*

*upon the life and character of the structure itself, including but not limited to:*

- 1. The deterioration of exterior walls or other vertical supports, including broken doors and windowpanes;*
- 2. The deterioration of roofs or horizontal members;*
- 3. The deterioration of exterior chimneys;*
- 4. The deterioration or crumbling of exterior plaster, wood, or mortar;*
- 5. The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions.*

*C. After notice by the Zoning Administrator or Code Official by certified mail of specific instances of failure to maintain or repair and of an opportunity to appear before the Historic District Review Board, the owner or person in charge of said structure shall have ninety (90) days to remedy such violation. Thereafter, each day during which there exists*

*any violation of this section shall constitute a separate offense and shall be punishable as provided in this ordinance. In the alternative, if the owner fails to act, the Historic District Review Board may recommend to the Town Council that the Zoning Administrator, after due notice to the owner, enter the property and make or cause to be made such repairs as are necessary to preserve the integrity and safety of the structure and the reasonable costs thereof shall be placed as a lien against the property.*

For the last three years, the Building Official and I have conducted an annual review of the structures in Town and developed a list of buildings that appear to be in a state of disrepair which appear to be leading to a Demolition by Neglect designation. We have taken a pro-active approach to contact the property owner to see if a plan of action to remedy the status and condition of the property can be reached before formal violation action must occur.

**Item Specifics:**

Attached is the 2<sup>nd</sup> annual status report on this program of work by our respective departments, showing the closed property cases, the current property cases we are working on, and the list of properties that will be advanced next, as time permits and prior cases are closed out.

This item is an information only item for Town Council. Staff will review with Council the full presentation.

**Recommendation:** No action required by Town Council.

# UPDATE ON DERELICT STRUCTURES IN CAPE CHARLES

September 1, 2025

Prepared by  
**Building Official Jeb Brady &  
Planning and Zoning Administrator Katie Nunez**



- Since 2022, the Building Official and Planning & Zoning Administrator have joined efforts in addressing derelict structures in the Historic District and have worked with several property owners in getting them to willingly address renovations to the exterior of the house without having to initiate enforcement action.
- We have also issued Notices of Violation for Demolition by Neglect when the property owner has not been receptive to our initial outreach efforts to remedy properties in severe neglect.
- This presentation is to provide a status report on the outstanding or in-progress violation cases as well as the recent outreach initiated or Early Intervention on properties that are heading toward a classification of "Demolition by Neglect" unless steps are taken now to stop the deterioration.
- The time involved and the lack of response from the property owner has certainly contributed to many of these cases still being open and unresolved. To date, our approach has been focused on having the property owner remedy the situation. However, the Town may be compelled to advance the funds needed to remedy these properties and recoup these funds through a tax lien on the property. If so, then we will be making a separate presentation in the fall to the Town Council if a budget appropriation should be established to handle these Demolition by Neglect cases.

## COMPLETED DEMOLITION BY NEGLECT CASE

**FINISHED**  
426/428 RANDOLPH AVENUE

Section 3, Item B.



On left, original look of the duplex structure.

In middle, some initial exterior work has been completed but still needs more TLC. Working with property owner now and work will be commencing May 2023.

On right, exterior work is finished.

## COMPLETED NOTICE OF VIOLATION CASE

**Finalized**  
542 Jefferson Street

Section 3, Item B.

### 10/15/2021- Unauthorized Demolition of the House



House Pre-Demolition 2020



Lot immediately after Demolition - 10/13/2021



House in mid-construction as of July 1, 2024



Completed July 2025

## VIOLATIONS IN PROGRESS of Rehab/Renovation FROM 2023/early 2024

Section 3, Item B.

**Substantially Completed**  
1 Fig Street



Demolition and Remediation Work Completed; Project Stopped – Enforcement Action imposed in July 2024 to restore the building envelope and get it fully enclosed to the elements.



Building Permit completed to install roof, windows, doors.

Certificate of Appropriateness for said work almost completed – grill work on second story windows must be restored/returned. Rear windows have been boarded up instead of being replaced to allow the property owner a limited opportunity to reach a sales agreement that new owner may seek to have an addition on the rear of this building.

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## IN PROGRESS – DEMOLITION BY NEGLECT 619 Mason Avenue

### Property Information:

- Property was purchased by Ware Neck Properties (Kerry Shackelford) on 9.19.2023, who has historic renovation experience
- Cleaned out the interior of 619 Mason Avenue
- No Notice of Violation has been issued on this property; rather, Town has been working cooperatively with the owner to remedy this property.
- Building Permit issued on 8/21/2024 for full renovations of the structure. Exterior and Interior Work still ongoing.



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## EARLY INTERVENTION CASES

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IN SUMMER 2024, THESE PROPERTIES WERE CONTACTED ABOUT POSSIBLE VIOLATIONS OF DEMOLITION BY NEGLECT

- 115 Fig Street
- 122 Pine Street
- 400 Jefferson Avenue
- 636 Madison Avenue
- 649 Monroe Avenue

### RESPONSE AND ACTION TO DATE



TOWN STAFF IS WORKING WITH ALL OF THE PROPERTY OWNERS ON PLANS OF ACTION TO CORRECT THE DEFICIENCIES. THE OUTREACH AND PROPERTY OWNER RESPONSE HAS BEEN LESS THAN POSITIVE AND WE ARE STILL DEALING WITH SEVERAL OF THESE PROPERTIES TO BRING THEM INTO COMPLIANCE WITH THE BUILDING CODE AND THE TOWN ZONING ORDINANCE AND HISTORIC DISTRICT GUIDELINES AND ARE NOT SEEN AS A BLIGHT ON THE NEIGHBORHOOD.

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# 115 FIG STREET – RESOLVED

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**115 Fig Street**  
 Notice of Violation Letter issued on 6/12/2024  
 Property owner responded 7/12/2024 & will complete the following work:  
 (1) replace all missing and broken weather boarding;  
 (2) replace porch flooring;  
 (3) cover opening in attic window;  
 (4) paint weather boarding and plywood covering window openings; and  
 (5) cut down & remove all tree branches and bushes.

**JUNE 2025**



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**MAY 2024**



**122 Pine Street**  
 Notice of Violation issued on 6/24/2024 to address the brick, remove the vines and bushes growing on and adjacent to the house and the general appearance (windows and doors – need to be secured and replaced)  
 Property owner responded on 7/30/2024 – will remove the vines/bush immediately. Need until end of year to finish brick work, etc.

## 122 PINE STREET ONGOING CASE

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**AUGUST 2025**



**THIS PROPERTY HAS NOT PROGRESSED AT ALL.**

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## 400 JEFFERSON AVENUE ONGOING CASE

**400 Jefferson Avenue**  
 Notice of Violation issued on 6/12/2024 – need to address (1) general condition of the building, including the absence of a front door (boarded up with a sheet of plywood for many years), trim damage and deterioration around the roof and windows; encroaching landscape/trees/bushes alongside the house; (3) peeling and deteriorated siding on the structure; and (4) cessation of feeding of feral cats on the property and boarding up of all openings into the structures.

Property owner responded on 8/19/2024 with Plan of Action as follows:

1. Clean out of both buildings by September 30, 2024
2. Repair trim and damage of roofs by September 30, 2024
3. Replace 5 x 12 wood siding by October 15 (permit required)
4. Repair and replace windows by October 30 (permit required)
5. Repair front of 402 Jefferson Avenue (Plywood T-11 Siding panel) by November 15 (permit required)
6. Repair and replace building doors at 402 Jefferson Avenue by November 30, 2024 (permit required)
7. Paint entrances and other necessary work by December 15.

**Nominal work has progressed on this property.**

**MAY 2024**



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**AUGUST 2025**



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## 636 MADISON AVENUE ONGOING CASE

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### 636 Madison Avenue

Notice of Violation issued on 6/12/2024 – roof damaged  
The property owner responded and provided the structural engineer's report – building is sound; roof needs to be replaced.  
Certificate of Approval – Administrative: issued on 8/14/2024

No building permit for reroofing has been applied for or issued as of October 10, 2024.

The owner has completed reroofing without obtaining the necessary building permits. The Code Official has contacted the owner to come into compliance and receive a Building Permit.



Old Pictures

New Picture as of 9/10/2025

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## 649 MONROE AVENUE ONGOING CASE

Section 3, Item B.

Notice of Violation issued on 6/12/2024 re: deteriorating paneling/siding and need to provide full report on structural condition of the house.

Property owner responded on 7/11/2024 indicating that they plan on gutting and renovating the whole house - looking to retain architect/contractor by October 2024 timeframe (contingent upon sale of their other two properties at 22389 Seaside Road & 525 Monroe Avenue.

Staff has been in communication with the property and their architect and has provided preliminary comments on a proposed renovation plan; however, communication has ceased since May 2025 and no application has been filed with the Historic District Review Board



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Section 3, Item B.

Both the 4 open and active Violation Cases and the "Early Intervention" cases take a significant amount of staff time and effort to communicating with the property owner, reaching approval of the plan and obtaining all necessary permits, and then monitoring and ensuring the projects stay on track to the anticipated calendar.

Therefore, the departments will not be taking on any additional properties until we can bring to completion the list of properties outlined in this presentation. The only exception would be for an unforeseen emergency or act of God from a weather event.

If someone has a particular property that they are concerned with the condition of the structure, please e-mail or contact the Building and Planning Departments and provide that information to us and we will conduct an inspection of the property and would most likely classify for a future enforcement effort as soon as the list is whittled down from the current case load.

[codeofficial@capecharles.org](mailto:codeofficial@capecharles.org) [planner@capecharles.org](mailto:planner@capecharles.org)

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# POSSIBLE PROPERTIES FOR NEXT ROUND

as of 8/15/2025

- 537 Tazewell Avenue – Larry Veber**
- 616 Monroe Avenue – Paul Franklin Russell, Jr. (Freshwater Frank)**
- 623 Jefferson Avenue – Lisa Watts**

Roger Bollman, Easton, MD

\*\*\*\*\*



Easton, Md. 21601

Mayor and Council  
Town of Cape Charles  
2 Plum Street  
Cape Charles, Va.23310

Dear Mayor and Council:

My wife and I have been coming to Cape Charles for well over 20 years, most recently staying at the Northampton Hotel. It is a charming town, blessed with a beach, a harbor and the Bay. I can't think of any town on the Bay so blessed but maybe Oxford Maryland.

I am writing today to let you know of my dismay at seeing so many vacant tree pits along Mason Ave, guess about 5. Plus opportunity to plant at least 15 more if you cut some pits in the concrete sidewalk (no big deal). Trees soften the streetscape and improve its ambience. Also furnish shade to pedestrians and reduce heating/cooling costs for buildings. I would think this would be good for businesses along Mason Ave., plus more foot traffic.

There are also many opportunities to plant street trees in the residential part of town.

I have some experience with this subject. For 15 years, I was Chairman of the Easton Maryland tree board. Our role was to advise the town public works department in purchasing and siting street trees. It's probably fair to say that we planted a street tree every where we could, starting downtown and working out. Most Easton streets are now tree lined.

Here's how it works. Easton has \$15,000 in its budget for replacement and new trees. The Tree Board would recommend a plan to public works for the year covering the sites and species. The plan, of course, would respect the budget, plus any public works issues. We had a fall and spring planting. Public Works would purchase the trees, plant them and, water them for 2 years. We would select the tree based on the site and nearby species (avoid too much of the same species). Most of what we bought were 15 gallon container trees and cost about \$110 ea.. We got some of them from Tankard Nursery in Exmore - Large - big space, no overhead powerlines (e.g. Oaks), medium - small space, no overhead powerlines (e.g. Elms), small - overhead powerlines (e.g. Redbuds).

Cape Charles is blessed with wide sidewalks and no overhead powerlines in the business district and large tree "lawns" and no overhead powerlines in residential district. This adds up to good street tree planting.

Hope this is of interest.

Sincerely, Roger A. Bollman

Cc: Town Manager

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Stuart Gregory, Cruising Commander, Fishing Bay Yacht Club, Deltaville, VA

**Subject:** Appreciation!

Good afternoon Rick,

This past weekend, our boat club held one of our most popular events of the year – a cruise/race to Cape Charles. Our club is Fishing Bay Yacht Club (FBYC) located in Deltaville. This event has taken place for the past 12 or 14 years and it's called the Wee Dram regatta. Attached is an article from Chesapeake Bay Magazine that was published 10 years ago about the 2015 Wee Dram event. Since then, the group has grown and this past weekend, we had 25 boats at Cape Charles Town Dock. I am writing to let you know that we had a fabulous experience! I was charged with organizing the event for FBYC. It has been a real pleasure to work with Paula Davis over the past 6+ months. She is very capable, very understanding of our needs and a real asset to your organization. As you know, hurricane Erin became a factor in everyone's plans last week, so there were some last minute changes. Paula handled all of this and was seemingly unphased! I was particularly impressed and appreciative of the way she handled this situation.

The rest of the staff were impressive too – very helpful and very friendly! Over the past several years, the bathhouse at the marina had been somewhat neglected. That is not the case now! The bathhouse was clean and appeared to be in good shape. I heard many compliments from our group about the staff and the bathhouse.

Bottom line is that we had a fabulous event and the people at Cape Charles Town Dock were wonderful. They are all wonderful ambassadors for the town of Cape Charles!

Many thanks,  
Stuart Gregory  
Cruising Commander, FBYC

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July 2025 Financial Report

## July 2025 Treasurer's Report

### Page 1 – Cash Position

- Total cash reserves across all accounts are \$19,883,534.

### Page 2 – Revenues vs. Expenditures

- All annual flat-amount budgetary transfers are now reflected in this report. For example, the budgeted \$690,000 transfer to capital fund balance is reflected as an expense within the capital fund. This is a change from prior fiscal years in which annual budgetary transfers were not booked until after the close of the fiscal year.

### Page 3 – Capital Projects

- Town Council has expressed a desire to track the costs associated with the construction of our new town hall in greater detail. Once a budget amendment has been adopted to reflect these categories, this report will be updated to show the same level of detail.
- Once the budget amendment to allocate \$100,000 to the cost of moving to and outfitting our interim town hall is adopted, future reports will reflect these expenses in more detail.

**MUNICIPAL CORPORATION OF CAPE CHARLES**  
**TREASURER'S REPORT**  
 July 31, 2025

<b>Cash on Hand</b>	<b>6/30/2025</b>	<b>7/31/2025</b>	<b>Increase/ (Decrease)</b>
Atlantic Union Bank Checking Account	-\$18,556	\$47,317	\$65,874
Atlantic Union Bank Money Market Account	\$434,252	\$184,937	-\$249,314
LGIP Account 1 - 0565 - Unrestricted	\$120,343	\$120,794	\$451
LGIP Account 2 - 0195 - Unrestricted	\$382,509	\$383,942	\$1,433
Virginia Investment Pool Liquidity Unassigned - 5003	\$16,629,464	\$16,691,968	\$62,504
Virginia Investment Pool 1-3 Year Unassigned 0001	\$1,110,746	\$1,110,030	-\$715
Taylor Bank Operating Cash Account	\$433,046	\$658,432	\$225,386
Taylor Bank Sweep Account	\$804,203	\$655,563	-\$148,640
<b>Total Cash On Hand</b>	<b>\$19,896,005</b>	<b>\$19,852,983</b>	<b>-\$43,022</b>

<b>Restricted and Reserved Cash Balances</b>	<b>6/30/2025</b>	<b>7/31/2025</b>	<b>Increase/ (Decrease)</b>
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
<b>Total Cash Held in Reserve</b>	<b>\$30,551</b>	<b>\$30,551</b>	<b>\$0</b>

<b>Total Cash - All Accounts</b>	<b>\$19,926,556</b>	<b>\$19,883,534</b>	<b>-\$43,022</b>
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**REVENUE VS. EXPENDITURES**

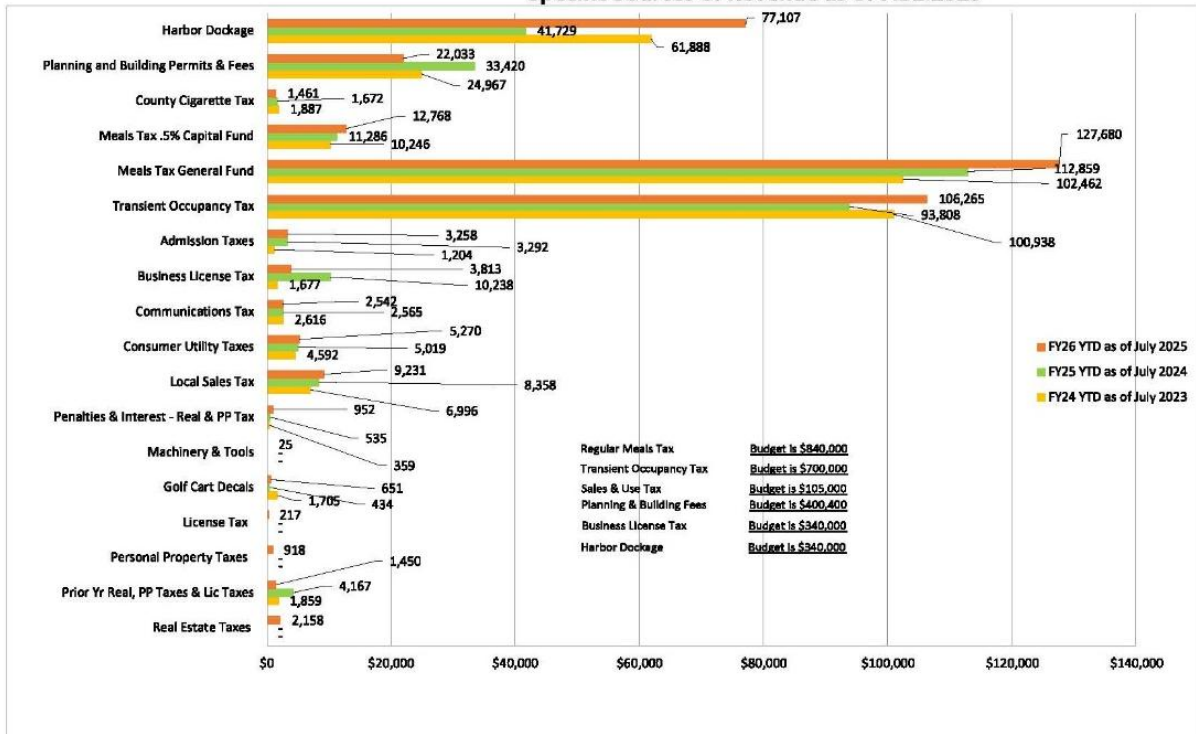
<b>FUND</b>	<b>CURRENT MONTH</b>	<b>CURRENT YEAR-TO-DATE</b>	<b>ANNUAL BUDGET</b>	<b>% REALIZED/ EXPENDED FY25</b>
<b>GENERAL Fund</b>				
REVENUE	\$463,606	\$463,606	\$5,855,108	7.92%
EXPENDITURES	\$1,087,102	\$1,087,102	\$5,855,108	18.57%
NET	(\$623,496)	(\$623,496)	\$0	
<b>GENERAL Capital Fund</b>				
REVENUE	\$12,768	\$12,768	\$6,767,456	0.19%
EXPENDITURES	\$2,190,485	\$2,190,485	\$6,767,456	32.37%
NET	(\$2,177,717)	(\$2,177,717)	\$0	
<b>GENERAL Debt Service Fund</b>				
REVENUE	\$1,595,121	\$1,595,121	\$1,655,121	96.37%
EXPENDITURES	\$1,500,000	\$1,500,000	\$1,655,121	90.63%
NET	\$95,121	\$95,121	\$0	
<b>GENERAL Special Activities Fund</b>				
REVENUE	\$0	\$0	\$0	0.00%
EXPENDITURES	\$0	\$0	\$0	0.00%
NET	\$0	\$0	\$0	
<b>PUBLIC UTILITIES Fund</b>				
REVENUE	\$80,521	\$80,521	\$80,000	100.65%
EXPENDITURES	\$80,000	\$80,000	\$80,000	100.00%
NET	\$621	\$621	\$0	
<b>HARBOR Fund</b>				
REVENUE	\$520,501	\$520,501	\$1,000,631	52.02%
EXPENDITURES	\$147,041	\$147,041	\$1,000,631	14.69%
NET	\$373,460	\$373,460	\$0	
<b>SANITATION Fund</b>				
REVENUE	\$344	\$344	\$361,177	0.10%
EXPENDITURES	\$40,002	\$40,002	\$361,177	11.08%
NET	(\$39,657)	(\$39,657)	\$0	

## FY 26 Capital Improvement Project Tracking Report

As of:  
7/31/2025

	FY26 Status or Start Date	% of Current Year Budget	FY26 Budgeted	QTR 1 Expended	QTR 2 Expended	QTR 3 Expended	QTR 4 Expended	FY25 YTD Expended	(Over)/Under Budget
<b>General Capital Fund</b>									
Municipal Space Replacement	In Process	0%	\$ 3,250,000	\$ -	\$ -	\$ -	\$ -	\$ -	3,250,000
ADA Parking at Central Park / Park Row	Pending	0%	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	60,000
Library Repair & Renovation	In Process	0%	\$ 310,000	485	\$ -	\$ -	\$ -	485	309,515
Beachfront Revitalization	Pending	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	45,000
Beach Restroom/Bathroom	Pending	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	45,000
Sidewalk Infill	In Process	0%	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	100,000
Mason Ave. Electrical	Pending	0%	\$ 164,000	\$ -	\$ -	\$ -	\$ -	\$ -	164,000
Keck Wells Water Line Return	Pending	0%	\$ 565,000	\$ -	\$ -	\$ -	\$ -	\$ -	565,000
<b>Subtotal</b>			<b>\$ 4,499,000.00</b>	<b>485</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>485</b>	<b>3,933,515</b>
<b>Harbor Fund</b>									
Fuel Tank Improvements	Pending	0%	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ -	42,000
Fixed Dock Rehab	In Process	0%	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	25,000
Replace Boardwalk With Synthetic Decking	In Process	0%	\$ 129,000	110	\$ -	\$ -	\$ -	110	128,890
<b>Subtotal</b>			<b>\$ 196,000</b>	<b>110</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>110</b>	<b>195,890</b>
<b>TOTAL</b>			<b>\$ 4,695,000</b>	<b>595</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>595</b>	<b>4,129,405</b>

### Specific Sources of Revenue as of 7.31.2025



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