



DRAFT
Town Council Special Meeting
December 4, 2025
6:00 p.m.
Cape Charles Civic Center
500 Tazewell Avenue, Cape Charles, Virginia

CALL TO ORDER

Mayor Charney called the Town Council Special Meeting to order at 6:00 p.m.

ROLL CALL

Council Members present were: - Mayor Charney, Vice Mayor Buchholz, Councilwoman Ashworth, Councilman Butta, Councilman Grossman, Councilwoman Holloway, Councilman Newman

Others in attendance were: Town Manager Rick Keuroglan, Project Manager Bob Panek, Planning & Zoning Director Katie Nunez, Harbor Master Paula Davis, Assistant to the Town Manager Pam Endlein, Town Clerk Libby Hume, From the Berkley Group: Catherine Redfearn and Brooke Frink, from Rural Resilience Advisors: David Denny and Liz Povar

There were five 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.

PUBLIC HEARING

No public hearing was held.

PUBLIC COMMENTS

There were no public comments, either in person or submitted in writing.

UNFINISHED BUSINESS

A. *Downtown Restrooms:*

This item was postponed to the December 18, 2025 Regular Town Council Meeting.

NEW BUSINESS

A. *Harbor Boardwalk Reconstruction – Phase 2*

Bob Panek provided an overview of the Phase 2 Harbor Boardwalk Reconstruction project, outlining the unusual circumstances surrounding the bidding process. He explained that the original low bidder defaulted after beginning demolition work, requiring the Town to re-solicit bids from the remaining bidders. He went on to detail the bid review process and noted that one revised bid was reduced by approximately 44%, which was determined to be non-responsive and not responsible based on prior performance history and the impracticality of completing the work at that price. He cited previous issues with contractor performance and supervision on earlier projects and explained the legal standards for determining contractor responsibility under Virginia procurement law.

Council discussed the appeal process, noting that work could proceed unless a court found the Town's determination to be arbitrary or capricious. Bob Panek advised that the likelihood of such a finding was low. It was estimated that construction would resume within approximately two weeks following contract execution and be completed prior to the busy season.

Motion made by Councilman Newman, seconded by Councilman Butta, to approve the Determination of Non-responsibility and authorize the Town Manager to proceed with the notification and written determination process pursuant to Code of Virginia § 2.2-4359, and to award the contract to Pratte Construction, Inc. in the amount of \$123,380, with a contingency reserve of \$5,620 should additional damage be discovered during reconstruction. The motion was approved by unanimous vote.

B. *Railyard & Harbor Area Master Plan Kick-Off Meeting – Berkeley Group*

Katie Nunez introduced the Berkeley Group and project partners and provided an overview of the Railyard and Harbor Area Master Plan initiative. She explained that the effort would focus on long-term planning for the former rail yard and adjacent harbor areas, emphasizing community engagement, economic analysis, and conceptual planning.

Catherine Redfearn of the Berkeley Group outlined the master planning process, explaining that the plan will be a conceptual guide rather than a final design or engineering document. She reviewed the project goals, scope, anticipated timeline of approximately 11 months, and opportunities for public and Steering Committee involvement.

David Denny and Liz Povar of Rural Resilience Advisors presented an overview of comparable community analysis and requested Council input on selecting comparable municipalities for further study. Council discussed various coastal and historic towns, identifying several communities for removal from consideration and requesting additional review on others before final selections were made in January 2026.

Council participated in an interactive visioning exercise using real-time polling technology. Discussion focused on guiding principles for redevelopment, including integrated and context-sensitive design, walkability, balanced mixed-use development, accessibility, preservation of community character, and public waterfront spaces. Council emphasized the importance of ensuring the area had a cohesive feel with the rest of Cape Charles and supported year-round economic vitality.

Staff and consultants discussed strategies for engaging full-time residents, part-time residents, and property owners through both in-person and online participation tools.

TOWN MANAGER COMMENTS

Rick Keuroglan thanked Libby Hume for her assistance with the survey. They reviewed all the details from the last meeting and updated the survey for Council’s final review. Please let him know of any additional changes by noon tomorrow. His goal was to go live with the survey next Monday. Hard copies would be mailed, and the electronic version would be on the website.

There was some discussion regarding accepting survey responses from all adults within a household. Language would be added to the survey encouraging all adults within the household to participate in the survey.

MAYOR & COUNCIL COMMENTS

Councilwoman Holloway commented as follows: i) She congratulated Cape Charles Main Street and its volunteers for the first Festive Fridays last week. She was out of town but heard great things. The volunteers worked incredibly hard to organize Festive Fridays. She encouraged everyone to attend. Festive Fridays would continue over the next three Fridays; ii) The 11th Annual Lighted Golf Cart Parade would be held this Saturday. The first year, we had about five golf carts and it grew each year. We had 35 golf carts registered so far. She would be posting a map of the route which would lead into Central Park for the Grand Illumination.

Councilman Newman stated that Council was doing everything they could to involve the community in the harbor planning process. A committee of stakeholders from every group in town was formed. Every year, we asked about the best way to get messages and information to the community and he did not want to hear from people stating that this was the first time they had heard of it. There were opportunities out there, whether in person or virtual, for everyone to be involved in the process. He asked that everyone be part of the process and not just criticize it after all the work had been put into it.

Councilman Butta commented as follows: i) To add to Councilwoman Holloway's comments regarding Festive Fridays, be on the lookout for an announcement of any possible changes given the predicted weather. He heard that the train had been canceled for tomorrow night; ii) The Cookie Trail would be on the following weekend. Three restaurants and 7 or 8 homes would be open. Registration would be at the Alameda in Hotel Cape Charles. Please bring a non-perishable food item for the Food Pantry; iii) The town-wide holiday home decorating contest was back this year. So many people put in a lot of time decorating their homes, so they need to register for the contest to be recognized. There will be prizes for the winning homes.

Mayor Charney also thanked Cape Charles Main Street for Festive Fridays. Last week was unbelievable even with the weather. It was definitely the most crowded that he had seen. He also thanked the public works crew for all their work and asked the community to thank them if they saw them around town. It was not easy to keep all the lights on right now with constant issues with fuses, breakers, etc. It looked beautiful. He also thanked Councilwoman Ashworth for her efforts on SailFest 250 which was going to be a phenomenal event. June would be here soon.

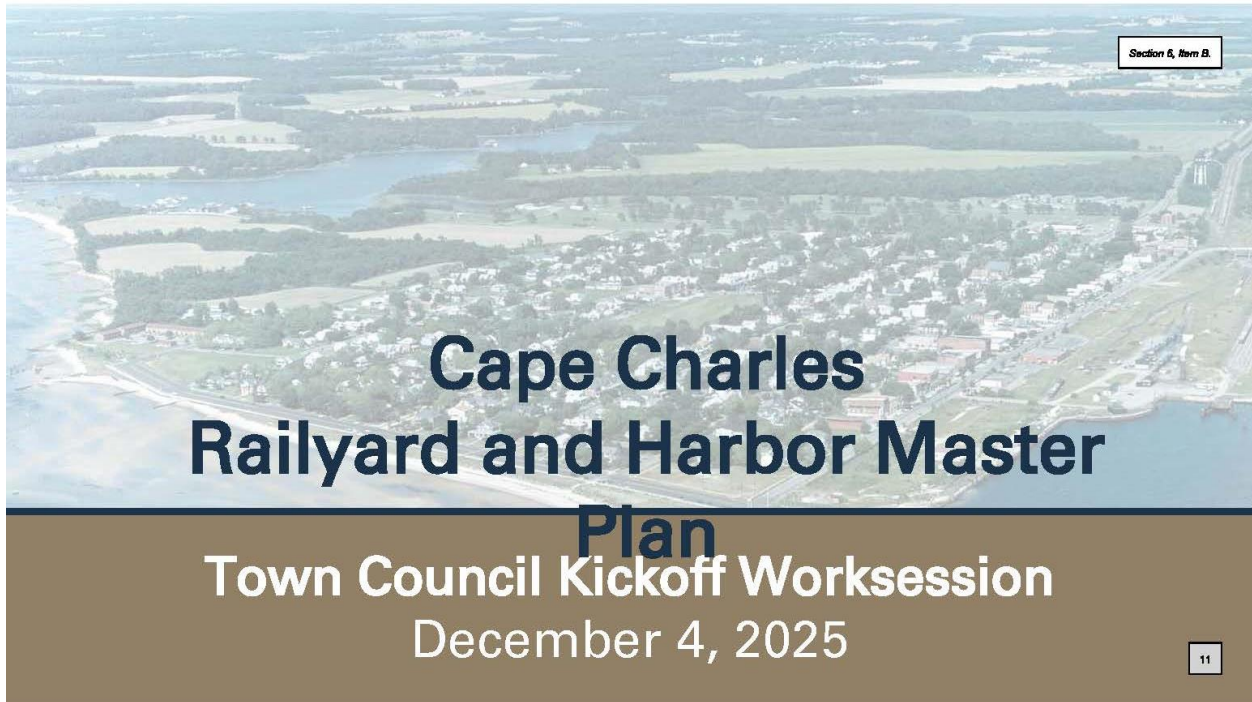
ADJOURNMENT

Motion made by Vice Mayor Buchholz, seconded by Councilwoman Holloway, to adjourn the Town Council Special Meeting. The motion was approved by unanimous vote.

The meeting adjourned at 7:44 p.m.

Adam Charney, Mayor

Libby Hume, Town Clerk



Meeting Objectives

Section 6, Item B.



Introductions



What is the *Railyard and Harbor Master Plan*?

What is the Process?

How is the Community Involved?



Review Comparable Communities for Economic Profile



Railyard and Harbor Master Plan Visioning Exercise

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Meet the Team

Section 6, Item B.

**BERKLEY
GROUP**



Catherine Redfeam
Project Manager



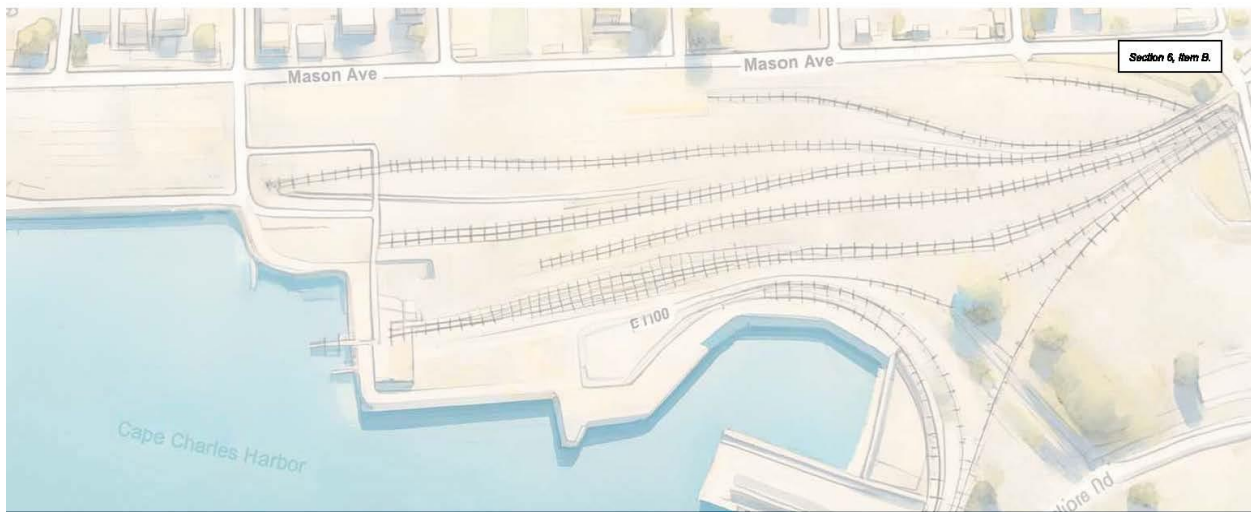
Brooke Frink, CZA
Project Support



Stephanie Mathena, AICP
Project Support



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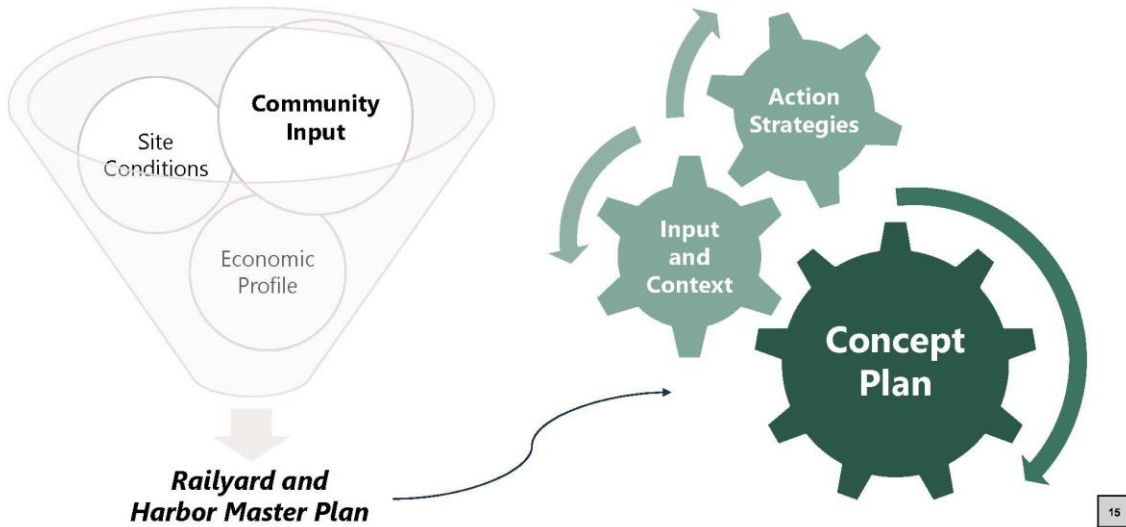


What is the Railyard and Harbor Master Plan?

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Railyard and Harbor Master Plan

Section 6, Item B.



Concept Plan

Section 6, Item B.

What a Concept Plan Is...

- ✓ A community-driven and informed idea.
- ✓ A way to test ideas, illustrate possibilities, and begin community conversation.
- ✓ A big-picture vision for how a site could develop.
- ✓ A tool to identify land use patterns, site layout, and relationships between spaces.
- ✓ A strategic assessment for identifying opportunities, challenges, and desired outcomes.

What a Concept Plan Is Not...

- ⊗ A final design, construction, or engineering plan.
- ⊗ A commitment to a specific development or project.
- ⊗ A market-tested scenario.

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Concept Plan *Example*

Section 6, Item B.




Annaburg Park Master Plan

Implementation and Next Steps (Continued)

3. Prioritize Funded Projects
 Focus on projects that are already funded or need minimal funding, or that are a top priority for the park to function. These may include existing the donated artwork, implementing gardens that will be installed and maintained by local groups, working with an architect to procure and shape the art/vision bridge, reconstructing the parking lot to add in stormwater function (including the beautification garden and ADA parking spaces), and installing the fountain if current funding is in place.

4. Coordinate Construction & Site Work
 Select projects for design and implementation based on need, available funds, and logistics. Once the house is stabilized, the parking lot is reconstructed, and existing vegetation has been cared for, the flow of project implementation will vary. Ideally, if funding allows, the most site-intensive projects will be designed, engineered, and built first. These include the paved walking paths (including the historic driveway alignment), the picnic shelter and restrooms, the reconstructed east-west parking and picnic shelters, new surface on the plaza and central promenade, the event pavilion, the playground and play equipment, and the stone wall in the historic tower location.

5. Complete Park Amenities
 Once construction of the larger park features is complete in each section of the park, the focus can shift to the arboretum, additional gardens, site amenities such as benches, bike racks, and planters, signage and historic interpretive markers. Funding for these amenities could be solicited through the City's Parks for Parks program or a standalone Annaburg donation campaign.



The image shows a wooden structure with a gabled roof and a balcony, possibly a pavilion or a bridge, set against a blue sky.

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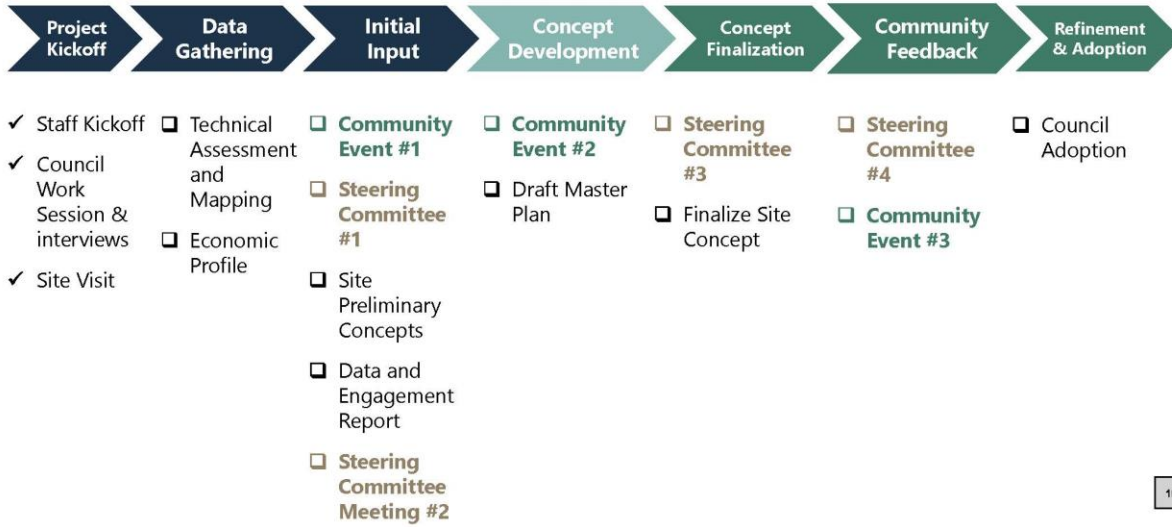
Section 6, Item B.

Project Schedule

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Project Schedule

Section 6, Item B.



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Section 6, Item B.

How is the Community Involved?

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Community Engagement Plan

Section 6, Item B.



Set the Vision

Community Event #1 (2-day)

Steering Committee #1 (Kickoff & Vision)

Steering Committee #2 (Site Analysis & Engagement Results)

React & Refine

Community Event #2 (2-day)

Steering Committee #3 (Draft Concept Review)

Finalize Concept & Plan

Steering Committee #4 (Final Concept Review)

Community Event #3

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Steering Committee

Section 6, Item B.



Town Staff

- Administration
- Planning,
- Harbor Master
- Code Official

Town Council

Planning Commission



Harbor Area Review Board



Railroad Property Owners



Commercial Representatives

- Cherrystone Investments
- VA Marine Equipment
- Royal Farms



Community Representatives

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Questions?

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Rural Resilience Advisors

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Economic Profile – Comparable Community Analysis

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Visioning Exercise

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Interactive Polling



Thank You!