



**DRAFT**  
**TOWN COUNCIL**  
**Work Session**  
**Cape Charles Civic Center, 500 Tazewell Avenue**  
**September 4, 2025**  
**6:00 PM**

At approximately 6:25 p.m. Mayor Adam Charney, having established a quorum, called to order the Work Session 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 members in attendance were Town Manager Rick Keuroglan, Project Manager Bob Panek, Treasurer Marion Sofield, Assistant to the Town Manager Pam Endlein, and Town Clerk Libby Hume. Also in attendance was Ricky Wiatt from Vanasse Hangen Brustlin, Inc. the Town's consulting firm for the Beachfront Master Plan. There were 17 members of the public in attendance.

**WORK SESSION ORDER OF BUSINESS – BEACHFRONT MASTER PLAN**

Ricky Wiatt stated that the initial schedule was a little too aggressive, adding that it took time to revise the renderings after each public session. The initial survey was done last spring, and the committee meetings began in June. In August 2024 the first version was reviewed by the committee. It was presented to Council and the public in November. Many changes were made after that meeting and the second round of community engagement was done earlier this spring. The plans had been updated from those sessions and would be presented this evening.

Mr. Wiatt went on to report that the Rural and Tribal Assistance (RTA) grant had been reinstated, explaining that in March, John Hozey had applied for the grant, but due to government-side technical issues the program was withdrawn. The program was revamped in August. He attended the webinar, and the application process was simplified and the funding amount was doubled to \$54M nationwide. About \$20M was set aside for tribal organizations and the remaining amount of \$34M was split between the states for rural, small communities. Each state would have \$6.8M to award. The grant funding would be awarded on a first come first served basis. The application portal would open up on Monday, September 8, at 2:00 p.m. There was a previous cap of \$750K per application but that had been increased to \$2.5M per application. The RTA grant would cover full engineering and permitting. The Town would apply for the full amount to cover the engineering and permitting costs with no match. The project could still be completed in phases, but all the design could be completed at once, including full architectural plans for both restrooms, the pavilion, etc. It would also cover more extensive public engagement as well as environmental permitting. The permits were typically good for five to seven years and could be renewed for another five to seven years if needed. It would be a slow process. Once the notice of award was received, we would need to have the 30% design documents completed, everything would need to be investigated and surveyed. In the meantime, we would be doing more design and public engagement. It would take about 18 months from the time of award to get the project ready to bid. We would know by November 28<sup>th</sup> if we were awarded anything.

Mr. Wiatt went on to review the concept development: i) The plazas at each entrance were removed and the south plaza was scaled back; ii) One of the big things was realigning the beach entrances with the end of the streets. Due to the wind and sand movement, the openings were angled and tightened up; iii) The Jefferson Avenue Plaza with the restrooms was reduced in size; iv) The planting areas and turf were removed, and the look would remain natural with sand; v) Golf cart parking was added on each block. During the last public comment sessions, we heard a lot about golf cart parking areas. He thought it was a good idea to look into. He took the comments and reached out to two large golf cart manufacturers and got the specs for their golf carts. Unfortunately, the golf cart parking area design had to be changed due to the golf carts' turning radius; vi) The speed tables were realigned so vehicles would not be hitting them askew; vii) On the south end, the widths of the walkways were reduced to 8' in some areas.

Mr. Wiatt distributed the Golf Cart Parking sheet which outlined the new parking configuration. (Please see attached.) He went on to explain the following: i) The golf cart parking spaces were 7' wide and 12' long. The length could be increased to 16' to allow for 8-seater golf carts which were about 13' long. In comparison, the spots for vehicles were 10' wide and 22' long. These lengths were to allow people adequate space to unload their items without having to stand in the travel lane. Benches or other items could be placed in the 6' areas along the walkway behind the golf cart parking spaces. Councilwoman Holloway suggested that bicycle racks could be placed in these areas along with benches. Councilwoman Ashworth stated her preference to add bicycle racks in these areas, especially since the Rails to Trails would be coming into town.

The Bay Avenue Improvements sheet was distributed. (Please see attached.) i) There was a total of 204 proposed spaces, a 28% increase from the approximate 160 existing spaces, but the number of vehicle and golf cart spots could be adjusted if desired; ii) Trees were shown on the renderings since they help with stormwater management, although we did not want to increase maintenance issues. If appropriate trees were planted, they would not have to be pruned regularly and an arborist could be hired for routine limbing, etc.

The Concept Plan sheet was distributed. (Please see attached.) i) The parking spaces on the east side of Bay Avenue were all parallel parking with the spaces broken up with no long runs so food trucks would not be able to park there; ii) Jefferson Avenue ADA access and restroom: Both sides were flanked with vehicle parking. The lines shown at the intersections represented ramps up and down and the area in between was all at one elevation. ADA parking would be on either side of the entrance. ADA specs were a 10' width, and if van-accessible, another 5'; iii) Madison, Monroe and Tazewell Avenues: Golf cart parking closest to the intersections with vehicle parking in the middle; iv) Randolph Avenue: Golf cart parking by the pavilion; v) South Plaza area: A ramp was added for food trucks to come up. The other curbs were mountable curbs which were sloped versus straight faced. The pavers were toned down to tan-colored and different patterns could be created with the pavers. The width by the LOVE sign was 24' and could accommodate five food trucks. It could be a Town policy that if the vendor had a trailer, their truck would have to be removed once the trailer was put in place.

Tree Plantings: i) Councilwoman Holloway asked about the benefit of the trees other than aesthetics. Ricky Wiatt stated that studies were done in Hampton, and a tree canopy would cool the pavement. Mature trees were a stormwater management benefit. There was also a benefit of improved air quality; Councilwoman Ashworth stated that trees also broke up the concrete jungle look and were lovely; iii) Ricky Wiatt stated there might be some concern with trees blocking the sunsets what people wanted to see. An appropriate street tree would grow up and the sunsets could be seen underneath the canopy; iv) Councilwoman Holloway stated that the Citizens for Central Park added lots of trees in Central Park last year and they significantly changed her view. She could no longer see the gazebo from her house. She was unsure if we needed so many trees along Bay Avenue; v) Vice Mayor Buchholz commented that he did not see where the people living at the beachfront would want trees there. Ricky Wiatt stated that "shade" was one of the main things from the survey and trees provided shade and were less costly than shade structures.

Masterplan sheet: The color of the pavers was changed. It was advisable to have changes in color as it added dimension and was more visible for motorists. We talked about gray, tan or clay. There was one planted bed in the area by the LOVE sign which was a deterrent for vehicles jumping the curb and going into the plaza. There were sections of mountable curbs for maintenance and emergency vehicles as well as for vendors.

Ricky Wiatt stated that this process had been a journey, and he hoped that after tonight, the concept would receive approval. The next step would be to submit the application for the RTA grant on Monday. All the renderings would be compiled into a packet. If we did not get the RTA grant, we would talk about other grant/funding opportunities. The BUILD (Better Utilizing Investments to Leverage Development) grant had a much more in-depth application process but had a similar limit

of \$2M for engineering and plans. It would require a cost-benefit analysis. There was also the TAP (Transportation Alternatives Program) grant with VDOT, but this one required a 20% match. Some of this project could qualify for the Safe Street for All grant which focused on mobility improvements. All grant opportunities would be listed in the final packet.

Councilman Newman asked if we could get recommendations for dealing with some immediate needs such as issues with sand and wind, and fence placement to minimize the amount of beach being lost annually. Ricky Wiatt stated that he did not bring the handout related to the dune maintenance plan, but it would be part of their final deliverable which would include the benefit of keeping the dunes clean, adding that if the wrong species of plants or animals were to invade the dunes, it would become problematic. These dunes were manmade so we were able to alter them, but if a habitat was formed, it would be a challenge.

Councilwoman Holloway commented that the general public was unable to see these plans and asked about the next step with citizen engagement. Ricky Wiatt responded that it was a Council decision, but he felt that with the comments and survey responses received, all comments had been addressed. VHB felt comfortable that we could begin wrapping up this phase. There was a lot involved in the design phase, so a decision had to be made at some point to finish this phase. Councilwoman Holloway added that at a minimum, the documents should have been provided in advance, so the public had a chance to review them. We owed it to the public to help them understand what was done tonight. Vice Mayor Buchholz stated that if we could get these files electronically, they could be posted, and we could obtain feedback about it, especially the trees which were new. Councilwoman Holloway stated that hard copies needed to be available as well. We also needed to let the public know about the grant application with award notification in November.

Councilman Grossman suggested the beachfront master plan be on the next meeting agenda with a staff report outlining the grant application and including a copy of the grant application so we could entertain comments.

Councilwoman Ashworth asked if we received a public outcry that the citizens did not want to move forward with the plan, could the Town turn down the grant. Ricky Wiatt stated that one of the questions on most grant applications was about the Town's success with grant funding, and the Town currently had a good track record. If the Town received this grant and did not accept it, we would have to disclose this on future grant applications, and it would not be viewed very favorably.

Rick Keuroglan stated that he was feeling some pressure about the grant application on Monday. He and Ricky Wiatt would talk prior to the grant submittal, and he would be on speakerphone during the process. He already had the questions and answers and would do his best.

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

The meeting was adjourned at 7:57 p.m.

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Mayor Charney

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Town Clerk

CAPE CHARLES

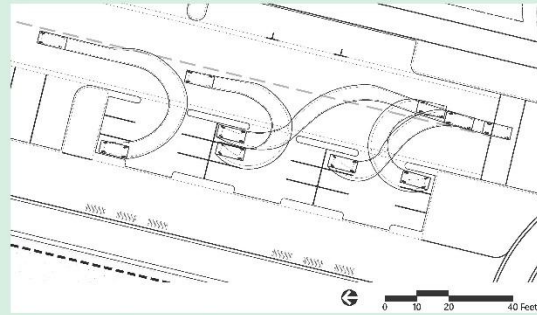
## Beachfront Master Plan

# GOLF CART PARKING

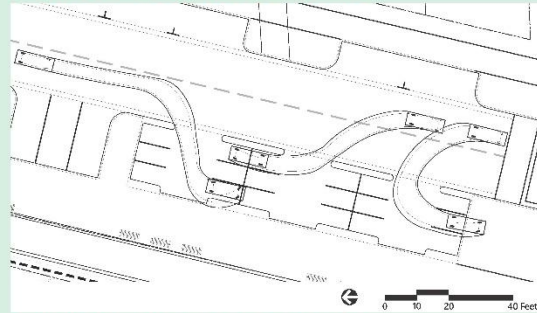
The original golf cart parking concept was tested with Vehicle Tracking technology to ensure its viability.



### ORIGINAL CONCEPT



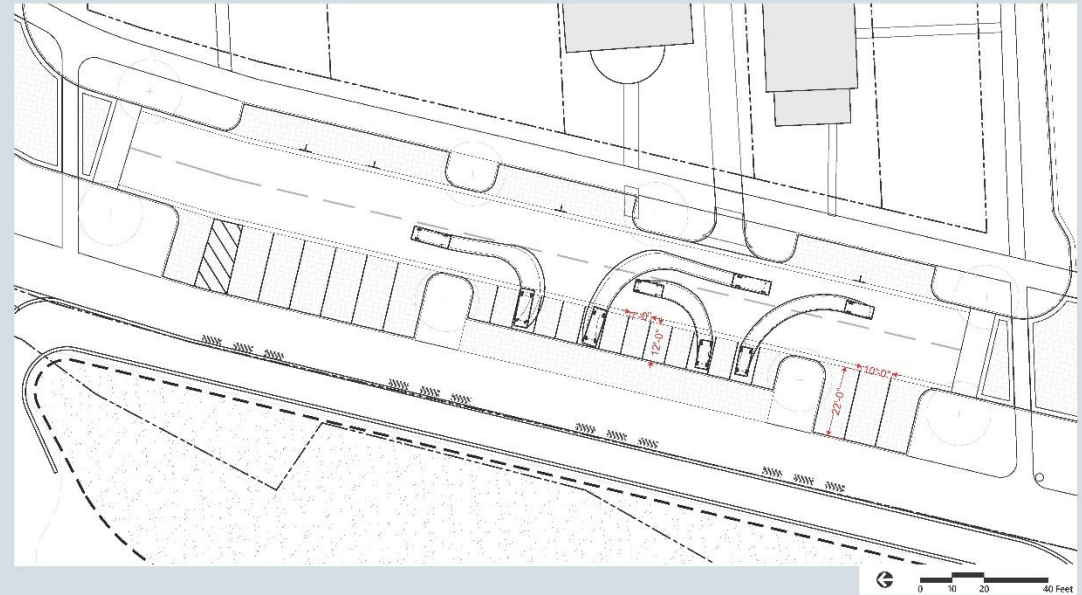
#### 4-PERSON GOLF CART PARKING



#### 6-PERSON GOLF CART PARKING

The original concept for golf cart parking was intended to increase the number of spaces and cordon them off from regular car parking. This model demonstrates that the configuration does work for the smaller, 4-person golf carts. However, Cape Charles houses many different sizes and types of golf carts, up to 8 person vehicles. This design unfortunately does not accommodate those turning radii without severely expanding and impacting car parking. So, using this data collected, a new parking configuration was developed.

### IMPROVED CONCEPT



#### NEW PARKING CONFIGURATION

The new golf cart parking configuration are designed to accommodate diverse vehicle types, including both 4-person and 6-person golf carts. This layout ensures compatibility with popular models like E-Z-GO, facilitating smooth and easy maneuvering into parking spaces. These spaces also include extra walking space to make unloading beach equipment easier and more convenient.



RXV 4 Touring STL ELITE  
- Overall Length: 114.7 in  
- Overall Width: 47.0 in



Express 6 Cruiser  
- Overall Length: 142.8 in  
- Overall Width: 50.6 in



Villager 8  
- Overall Length: 157.0 in  
- Overall Width: 47.3 in



# CAPE CHARLES

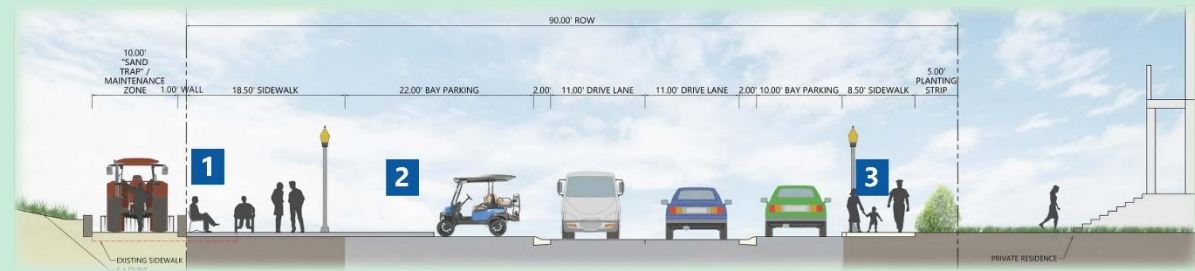
## Beachfront Master Plan

# BAY AVENUE

The new Bay Avenue parking configuration prioritizes safety, efficiency, and beauty for residents and visitors.



### BAY AVENUE IMPROVEMENTS



### PARKING SECTION

This section depicts the proposed parking concept for Bay Avenue, featuring widened sidewalks, golf cart parking, and improved accessibility.

Historically, 75% of all vehicle parking at Cape Charles beach has been golf carts. Due to the high volume of golf carts in the area, multiple golf-cart-only parking bays have been proposed on the west side of Bay Avenue. By providing dedicated golf cart spaces, golf carts will be less likely to take up car parking in the area; making parking on Bay Avenue much more efficient for all vehicle types.

Dedicated golf cart parking also minimizes the number of children needing to cross Bay Avenue to the beach; since they are parked on the west side, they will not have to cross the road, which increases pedestrian safety. The east side of Bay Avenue has been dedicated to parallel parking spaces to maximize pedestrian friendly spaces as well as maintaining the character of Bay Avenue as it exists today.

For the residents on Bay Avenue, this proposal includes a hedge wall along Bay Avenue to increase privacy, shield residents from headlights, and to provide more protection from windblown sand. The development occurs completely within the Right-Of-Way, so there is no encroachment along property lines along Bay Avenue. Driveways and sidewalks that connect to Bay Avenue are also honored, to make sure that access is guaranteed for all residents.



**RAISED INTERSECTION**  
Drawing sourced from NACTO

### PARKING EXHIBIT

- 1 Raised intersections are flush with the sidewalk and ensure that drivers traverse the crossing slowly.
- 2 Raised intersections with yield control are preferred to signals on low-speed (<20 mph) and low-volume (<3,000 ADT) streets. Raised intersections help reduce vehicle speeds and crash risk while simultaneously reducing unnecessary delay to motorists and bicyclists.
- 3 Bollards along corners keep motorists from crossing into the pedestrian space. Bollards protect pedestrians from errant vehicles.

<b>EXISTING:</b>	160 Approx.	Car Parallel Spaces
<b>PROPOSED:</b>	94	1 Golf Cart Spaces
	110	2 Car Bay Spaces
<b>204 PROPOSED SPACES</b>		+28% Increase in Total Spaces



CAPE CHARLES  
Beachfront Master Plan  
**CONCEPT PLAN**

The original concept has been improved after much discussion with Cape Charles Town Council and the residents of Cape Charles.



**BAY AVENUE IMPROVEMENTS**



**CAPE CHARLES MASTER PLAN**



# CAPE CHARLES

## Beachfront Master Plan

# MASTERPLAN



### EXHIBIT 1



### JEFFERSON AVE PLAZA

This proposed plaza offers amazing sunset views on the north end of the beach adjacent to Jefferson Avenue. A flex use building and eating spaces allows this plaza to be a great place for sunset gatherings.

- 1 » Restrooms
- 2 » Beach access ramp/Stairs

### EXHIBIT 2



### RANDOLPH AVE PLAZA

The historical gazebo on Bay Avenue is a beloved place of gathering for Cape Charles residents. This new plaza expands this gathering space, allowing the gazebo to be at the heart of it all.

- 1 » Flush Curb Intersection
- 2 » Beach access ramp / Stairs
- 3 » Preserved Gazebo
- 4 » Bollards

### EXHIBIT 3



### SOUTHERN BAY AVENUE PLAZA

This plan enlargement of the Masterplan concept shows the southern end of Bay Avenue. This space will be the nexus of community activities; food trucks, eating spaces, and expansive green space make this area the heart of Cape Charles beachfront.

- 1 » Covered Dining Pavilion and Outdoor Dining
- 2 » Vehicle Drop Off
- 3 » Flag Poles
- 4 » Restrooms

