

	<b>Agenda Title:</b>	<b>Agenda Date:</b>
	Cape Charles Boards – Annual Reports	March 19, 2026
	<b>Subject/Proposal/Request:</b>	
	Presentation of the 2025 Annual Reports for the Planning Commission, Board of Zoning Appeals, Wetlands and Coastal Sand Dune Board, Historic District Review Board and Harbor Area Review Board	
<b>Town of Cape Charles</b>	<b>Attachments:</b>	<b>For Council:</b>
	<ol style="list-style-type: none"> <li>1) Planning Commission 2025 Annual Report</li> <li>2) Board of Zoning Appeals 2025 Annual Report</li> <li>3) Wetlands and Coastal Sand Dune Board 2025 Annual Report</li> <li>4) Historic District Review Board 2025 Annual Report</li> <li>5) Harbor Area Review Board 2025 Annual Report</li> </ol>	Action: Information: X
	<b>Staff Contact(s):</b>	<b>Reviewed by:</b>
	Katie Nunez, Director of Planning & Zoning Administrator	Rick Keuroglan, Town Manager

**Background:**

As required by the Code of Virginia Section 15.2 – 2221, the Planning Commission is required to provide an annual report to the local governing body concerning the operation of the commission and the status of planning in its jurisdiction.

As required by the Code of Virginia Section 15.2-2309-8 (C), the Board of Zoning Appeals 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.

As required by the Code of Virginia Section 28.2-1304, the Wetlands and Coastal Sand Dune Board shall keep a full public record of its proceedings and shall submit 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.

While the other two boards (Historic District Review Board and the Harbor Area Review Board) do not have a specific mandate in the Code relative to an Annual Report to its governing body, we find this is a useful and valuable tool to ensure the Town Council is apprised of the annual activities of each Board that they appoint and are carrying out the policies and goals and objectives of the Town and Town Council.

**Item Specifics:**

Each Board chairman was extended an invite to present their Annual Report to the Town Council. I will be attendance and will present the Annual Report for each Board if the chairman is not present and am prepared to answer any questions

The leadership for the Boards are as follows:

Planning Commission – Bill Stramm, Chairman

Board of Zoning Appeals – Bill Stramm, Chairman

Wetlands and Coastal Sand Dune Board – John Schoeneck, Chairman

Historic District Review Board – Kathy Glaser, Chairman

Harbor Area Review Board – Stuart Smith, Chairman