



DRAFT
TOWN COUNCIL
Regular Meeting
Cape Charles Civic Center, 500 Tazewell Avenue
October 16, 2025
6:00 PM

At approximately 6:00 p.m., Vice Mayor Buchholz, having established a quorum, called to order the Regular Meeting of the Cape Charles Town Council. In addition to Vice Mayor Buchholz, in attendance were Councilmen Grossman and Newman, and Councilwomen Ashworth and Holloway. Mayor Charney and Councilman Butta were out of town and unable to attend. Staff in attendance included Town Manager Rick Keuroglian, Town Clerk Libby Hume, and Planning Director Katie Nunez. There were 9 members of the public in attendance.

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

PUBLIC COMMENTS:

Elise McMath, resident

Ms. McMath addressed Council regarding affordable housing. (Please see attached.)

Pastor Rickey Rouse, First Baptist Church

Pastor Rouse began by stating his agreement with Ms. McMath's comments, adding that the demographics of Cape Charles was not lost on him. There were no children playing in the streets, no school buses, no families. The season had passed so things were pretty quiet. He asked where all the residents and families were. At his last meeting, Council informed him that they did not control the real estate market, but Council had control of zoning laws and could make things intentionally more affordable. He and his wife had a good income, but they were still struggling to live in Cape Charles. He hoped with the upcoming availability of the railroad property, whether the Town purchased it or someone else, the Town had some measure of control over development. It was his hope that Council would consider those less fortunate, such as teachers, utility workers, professionals with decent jobs, etc. when approving development of those areas.

Town Clerk Libby Hume reported that there were no additional comments to be heard nor any other comments received in writing.

RECOGNITION OF VISITORS / PRESENTATIONS / RECOGNITIONS:

A. Coastal Seaplanes Operational Presentation – Sam Riggs

Mr. Sam Riggs, CEO and founder of Coastal Seaplanes, stated that he was very excited to be here to present an overview of his seaplane service operations in Cape Charles and throughout the Chesapeake Bay. (Please see attached.)

Discussion followed regarding navigation interactions with working watermen, safety procedures, and landings in open water, and noise levels. The deteriorating riprap near the seaplane dock was also discussed with Mr. Riggs stating his intention to pursue grant support to remediate the issue without financial impact to the Town. Council thanked Mr. Riggs for the presentation and expressed interest in continued coordination with harbor staff.

CONSENT AGENDA:

- A. Approval of Agenda Format
- B. Approval of Minutes
 - i. September 18, 2025 Regular Meeting
- C. Approval of August 2025 Financial Report

Motion made by Councilman Grossman, seconded by Councilwoman Holloway, to approve the Consent Agenda. The motion passed by unanimous vote.

Councilman Grossman noted for the record that the FY 2026 Project Tracking Report was distributed earlier this evening and would be included in the Financial Reports for future meetings.

Motion made by Councilwoman Ashworth, seconded by Councilman Grossman, to add the demolition-by-neglect presentation the agenda. The motion was approved by unanimous vote.

UNFINISHED BUSINESS:

A. Beachfront Master Plan

Town Manager Rick Keuroglan noted that, upon Council request, this information, from the September 4, 2025 Council Work Session, was included as an informational update only. Council reiterated the importance of continued community engagement as staff worked through long-term beachfront planning efforts. (Please see attached.)

NEW BUSINESS:

A. Short-Term Rental Statistics

Planning Director Katie Nunez presented updated Short-Term Rental (STR) licensing data showing approximately 308 licensed STR units. She reviewed trends by district, broken down by street and by block in the Historic District, and by village and by street in Bay Creek. She noted a slight decrease in Bay Creek STR activity and stable figures within the historic district. Katie Nunez went on to detail ongoing inspection preparation. She explained that the building official measured every bedroom, noting egress compliance for each. Maximum occupancy was based on building code requirements. Some STR owners might have to remove beds from a room based on occupancy per building code since we could not allow more beds in a room than legally permitted. She further explained the software development progress, including the STR registration module which would assist in calculating business license taxes, the inspection module which would permit staff to do electronic inspections and generate automatic reports, the zoning review module for issuance of zoning permits, and the compliance module which included a 24/7 hotline which was staffed by the vendor who would then notify our staff. Residents would be able to contact the STR owner or management company directly or call the hotline to file a complaint with the Town. The software could possibly launch in November, after testing was completed by some of our core customers. After the software was launched, we would no longer accept paper submittals. Katie Nunez noted that Council approved providing a 50% reduction in 2026 fees if STR owners submitted their registration application by June 30, 2025. Treasurer Marion Sofield stated that 15 property owners had submitted their applications and would receive a credit. Katie Nunez concluded by stating that Casey Quilter was the new inspector who was a fantastic addition to the staff bringing years of experience. He would be introduced to Council at the December meeting. (Please see attached.)

Discussion followed regarding transient occupancy tax (TOT) submittals from Airbnb and VRBO, and TOT submittals from bed & breakfasts (B&Bs) which were not considered STRs. Council expressed their appreciation of the statistics and emphasized the importance of consistent enforcement and clear communication to STR operators.

B. Appointment to Board of Zoning Appeals

Katie Nunez reported the resignation of Dolores Blackburn, the current chair of the Board of Zoning Appeals (BZA). When Council conducted interviews for the BZA in December 2024, there were several qualified candidates for this board, and Mr. Brian Murray was named as the first alternate to the BZA to be appointed when a vacancy occurred. Mr. Murray was contacted and was still interested in serving on the BZA. He had been attending meetings to stay informed.

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to appoint Mr. Brian Murray to the Board of Zoning appeals to complete Ms. Blackburn's term which would expire on October 31, 2026. The motion was approved by unanimous vote.

C. Permitting Accessory Dwelling Units for Short-Term Rentals

Katie Nunez that on July 17, 2025, Council heard a proposed Zoning Text Amendment request from the Cape Charles Historic District Civic League (CCHDCL) for the possibility of allowing the use of accessory dwelling units (ADUs) as STRs. Council referred this request to the Planning Commission for consideration. At their work session on September 22, 2025 and regular meeting on October 7, 2025, the Planning Commission reviewed the history of ADUs along with a spreadsheet listing all accessory structures in the Historic District that the Town was aware of. The spreadsheet might not be fully complete since there could be additional accessory structures that were not visible from the street. 18 ADUs were currently confirmed in the Historic District. The Planning Commission determined that it did not appear that renting ADUs for long-term housing had been widely adopted nor that they contributed a great number of rental units within the Town. Staff noted that the Town, through Town Council, had not necessarily implemented all of the tools that might promote this housing option to a wider range of property owners. Once such option could be a tax incentive or credit program afforded to any ADU that was being used as a long-term rental. The Commission indicated that flexibility should be provided to ADU owners to provide the same opportunity that had been extended throughout the Historic District relative to STRs. They indicated that only one building on a parcel should be licensed as a STR. The Commission identified that changes were needed in the Town's Comprehensive Plan as well as the Zoning Ordinance in Sections 4.1 (Accessory Dwelling Units) and 4.14 (Short-Term Rentals). The recommended changes were reviewed.

Discussion followed regarding the recommended change to the Comprehensive Plan (new item #3 to the Future Land Use-Mixed Use Designation). Councilman Grossman stated that this change had nothing to do with ADUs to which Councilwoman Ashworth agreed, adding that it was related but not what Council tasked the Planning Commission to do. Katie Nunez responded that removing the verbiage would leave a void in the Comprehensive Plan related to housing. Councilman Grossman and Councilwoman Ashworth suggested a joint work session with the Planning Commission to further discuss this item.

Motion made by Councilman Grossman, seconded by Councilwoman Ashworth, to adopt Resolution of Intent #20251016, with the removal of Comprehensive Plan item #3 – Future Land Use-Mixed Use which would be discussed by the Town Council and Planning Commission as a separate subject. The motion was approved by unanimous vote. Roll call vote: Ashworth, yes; Buchholz, yes; Grossman, yes; Holloway, yes; Newman, yes.

DEMOLITION BY NEGLECT PRESENTATION:

Katie Nunez provided the Demolition by Neglect presentation that was originally scheduled for the September meeting but was unable to provide due to an illness. (Please see attached.)

TOWN MANAGER COMMENTS:

Rick Keuroglan commented as follows:

i) He praised staff, adding that he had been away twice recently and left Bob Panek in charge. The first time was when he had to deal with family issues and the second was for his attendance at the Virginia Municipal League (VML) Conference. Staff did a great job while he was out.

ii) Personnel: Casey Quilter, the new Inspector and Compliance Officer was hired on September 23rd, and he would be dealing with short-term rentals; Karen Crumb, the new Library Assistant was hired on September 30th, and she would be focusing on programming and community outreach; Jessica Upshur, the new Finance Assistant, started on October 10th. Jessica previously worked for

Northampton County handling personal property taxes, accounting and customer service. Jerry Murphy, who was our accountant for almost 10 years, retired effective November 1st.

iii) Staff Training and Development: Sharon Silvey, Library Manager, attended the Virginia Library Association's conference in Richmond in early October; Sharon also completed a Virginia Risk Sharing Association (VRSA) webinar titled "Are Your Facilities Ready for VOSH" in October; Connie Drummond, Permit Technician, completed four classes through the Virginia Department of Housing Community Development as part of her continuing education requirements; Jodi Outland attended a virtual Human Resources Roundtable facilitated by VRSA; Jodi was pleased to announce that we were very close to having 100% of employees completing three Cyber Security trainings through VRSA's Online University; Rick Keuroglan attended the VML Conference in October; Libby Hume, Town Clerk, attended the Annual Municipal Clerk's Institute & Academy, through Virginia Commonwealth University, and facilitated the first half of a six-hour Athenian Leadership Dialogue, and a class titled "Essential for the Municipal Clerk" to first year attendees; Libby also facilitated the second half of the six-hour Athenian Leadership Dialogue via Zoom.

iii) The derelict condition of the U.S. Postal Service (USPS) collection boxes were brought to his attention. The paint was faded and the seals were peeled and the times were hard to read. He created an extensive list with photographs. The USPS had standards or requirements and if the boxes were not up to standard, we could request that they be repaired or replaced. He asked Pam Endlein to go to the post office about this and she was shut down. He went to the post office today and explained the issue to the post mistress adding that we had a beautiful community and needed the collection boxes to be within the standards. He was informed that nothing would be done. He would be bringing a resolution to Council to take this issue to the next level.

iv) The bi-monthly report was seven pages long, and staff was working hard.

v) A fraud alert was issued from the Planning & Zoning department. Multiple emails had gone out to several applicants and we wanted our community to be aware of these fraudulent emails.

Vice Mayor Buchholz added that this was also a session topic at the VML Conference.

vi) The Finance department was enforcing business licenses. The Town could have accessed a 10% penalty but we were not doing so at this time. We wanted to work with each business to bring them into compliance.

Councilwoman Holloway stated that she had some information regarding the some of the businesses on list to provide to Marion Sofield.

vii) He received a letter of intent for a lease agreement for a downtown bathroom proposal from 7 Strawberry Street. He was still waiting for information about 11 Peach Street. He had reached out twice but had not been able to get in touch with the owner. We would have a work session on a long-term solution and all options would be provided. The meeting would be scheduled once all information was received.

viii) He was working on an assessment of the Mason Avenue electrical upgrade documents and was trying to correct the invitation for bids that went out. The main purpose of the electrical upgrade was for the electrical poles and the tree lighting was secondary.

ix) He, Vice Mayor Buchholz, Councilman Grossman and Councilwoman Holloway attended the VML Conference. Vice Mayor Buchholz also attended the Mayor's Institute which was a great opportunity for the mayors to get together. The conference was at the Hotel Roanoke, which was a beautiful hotel. It was interesting. Several awards were distributed in various categories, and he noted that Cape Charles had many similar projects that needed to be submitted next year. It was also a great

opportunity to network with other similar localities meeting their Councils and town managers, listening to their best practices, etc. He felt honored that he was able to attend.

Councilwoman Holloway added that this was her sixth or seventh time attending the VML Conference. When she first started going, people did not know where Cape Charles or the Eastern Shore was. The last three years, and this year in particular, Cape Charles took over the whole conversation. It's been a notable change.

Councilman Grossman stated that town manager evaluations was an item in one of the sessions and we needed a work session to review our evaluation sheet. Vice Mayor Buchholz and Councilwoman Holloway agreed.

MAYOR & COUNCIL COMMENTS:

Councilwoman Holloway commented as follows: i) We have been having issues with Verizon which have significantly impacted businesses. As a business owner, she personally lost about three to four calls each day for about two weeks. A number of groups, including the Eastern Shore Chamber of Commerce, Cape Charles Main Street, Eastern Shore Tourism Commission, etc., contacted Verizon and had not received any communication back. It appears to be working now, but she wanted the residents to know what had been done behind the scenes to try to resolve the issue. Chief Jim Pruitt stated that a fiber was cut, and it was repaired yesterday; ii) Northampton County announced that their new county administrator would be Matt Spuck, the current town manager of Onancock. Councilwoman Holloway added that she had worked with him for over five years and he would be a good addition to the county.

Vice Mayor Buchholz stated that VML Conference was more than networking. Every town was able to join the discussion on how to work together regionally in areas such as housing, which was a big issue for everyone, not just Cape Charles. We needed to work together to get something going.

Councilwoman Ashworth asked whether the grant application for the Beachfront Master Plan had been submitted and asked about the timeline. Rick Keuroglan responded that the grant application had been submitted and we should hear about the award in mid-November.

There were no additional comments.

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

The meeting adjourned at 8:14 p.m.

Vice Mayor Buchholz

Town Clerk

**October 16, 2025 Town Council Regular Meeting
Comments & Information Provided in Writing**

Elise McMath, resident
Good evening.

I'm not here to oppose the ADU proposal — I support it.

But I need to speak to a deeper issue this conversation has exposed. I'm speaking as an individual, not for any organization.

At the Planning Commission's work session, a member said Cape Charles doesn't have a workforce housing problem because "our workers don't live in town; they live in the county."

That's wrong — factually and morally.

Many of us — the Drummonds, Galloways, Harmons, Wiggins, Hendersons, and myself — live and work right here in town. We're not high schoolers living with our parents or retirees, as was suggested. We just come from families who were able to hold on to their property. That luck doesn't erase the problem.

There's another group — the people who cook our meals, pour our coffee, and work in our town office — who have deep roots here but can't afford to live here.

Ask them where they live, and whether they'd move to Cape Charles if they could. Every one I asked said yes.

That's not coincidence — that's policy.

And it's not the county's or the state's — it's yours. Zoning and land use are local choices. When you say your hands are tied, they're not. The real estate market responds to your policies and not the other way around. The same local bodies that codified STRs as by-right in R-1 zone can make new policies to support the people who are displaced VIA subsidized housing and zoning laws.

When policy decides who gets to live near opportunity, it's not preserving "character," which continues to be a top concern among residents in your yearly survey. It's enforcing class segregation.

I also heard a commissioner say affordable housing isn't appropriate for the Harbor Railroad area because it's "prime real estate." How is that different from what we once heard about the Section 8 housing at Sea Breeze? The message is the same: working-class people don't belong here. They belong "over there".

County projects in Exmore and Onancock, and the town's RFP on Cassatt Parkway, fall short. They push affordability to the margins — literally and symbolically — while reserving the best land for those who already have plenty.

No one's against your right to multiple houses or passive income. But if we're being asked to respect others' right to earn more than enough, they should care about our right to have enough at all.

If we truly value Cape Charles' small-town character — knowing and caring for one another — then we have to prove it in what we build and who we include.

The real question shouldn't be how much our homes are worth, but how much our neighbors are worth to us.

Thank you.



FAMILY-BUILT, COMMUNITY-DRIVEN

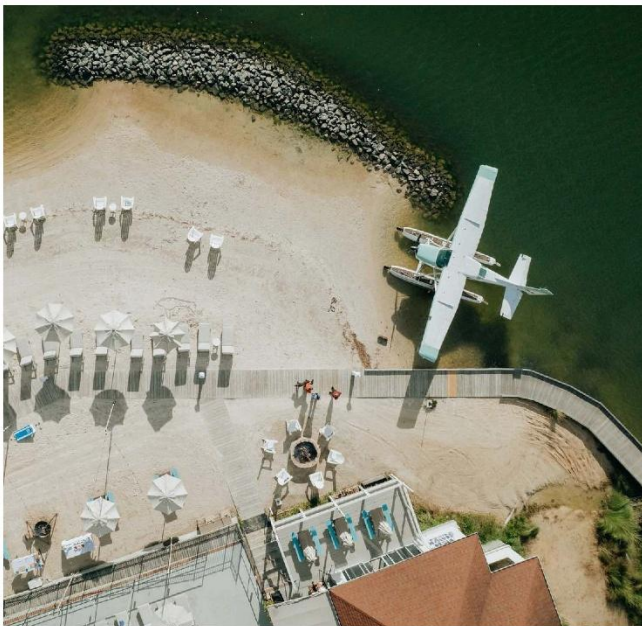
- 3.5 Years of work from vision to FAA Part 135 certification
- Locally Owned & Operated
- Family-built, Virginia-based, community-focused
- Hampton Roads Based
- Fully approved by federal agencies





BUILT ON TRUST, CERTIFIED FOR SAFETY

- FAA PART 135 AIR CARRIER CERTIFICATION
- FIRST EVER USACE FEDERAL CHANNEL LANDING APPROVALS
- NOISE & SAFETY PROCEDURES IN PLACE
- USCG COMPLIANT



WHAT WE OFFER

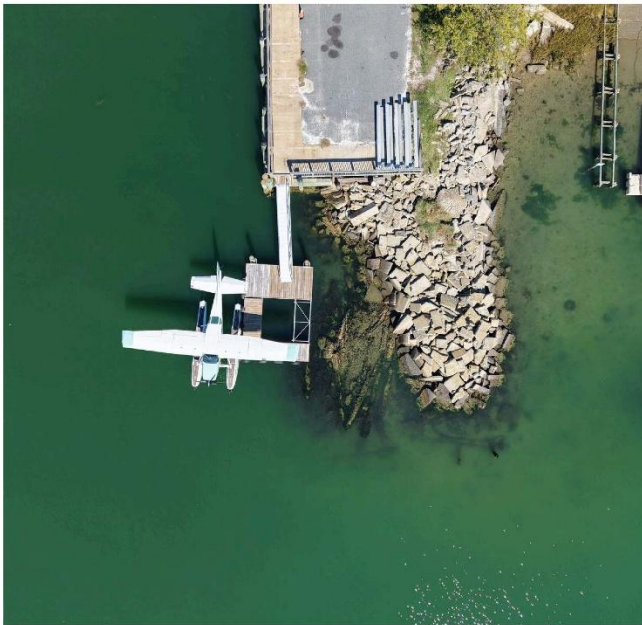
SERVICES FOR LOCALS, TRAVELERS,
AND BUSINESS

- CHARTER FLIGHTS
- WEEKEND GETAWAYS
- EXPERIENCES & ADVENTURES
- GOVERNMENT AND SURVEY SUPPORT
- REGIONAL CONNECTIVITY



CAPE CHARLES VISION

- Make Cape Charles a premier coastal air travel destination
- Attract tourism and boost local economic growth
- Build community experiences from the Town Harbor



COMMUNITY & STAKEHOLDER PARTNERSHIPS

- Cape Charles Town Harbor - Seaplane Dock & full operational support
- U.S. Navy & DoD - Coordinated awareness of flight paths and operations within shared airspace
- USACE & USCG - Open dialogue and proactive outreach to address shared waterway use and public safety concerns



WHERE & HOW WE OPERATE

DESIGNATED FEDERAL WATERWAY

CONTROLLED, BRIEF, & QUIET

MARINE & AIR TRAFFIC
COORDINATION

SAFE, UNOBTRUSIVE, & ORDERLY







FLIGHTS

75

PASSENGERS

187

TAX REVENUE

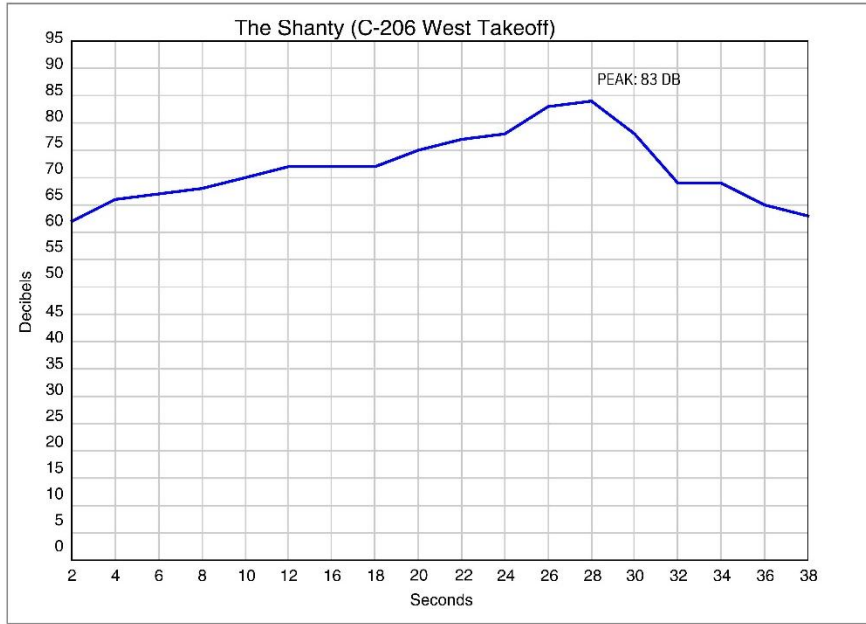
\$100k +



NOISE ABATEMENT

QUIET BY DESIGN.
RESPECTFUL BY CHOICE.

- Idle taxi from dock—power only applied after reaching open water beyond no wake bouy
- Minimal time in the air above residential areas—most of our operations are over water
- Peak sound emission is similar to a lawn mower or standard residential traffic.




August 2025 Treasurer’s Report

Page 1 – Cash Position

- Total cash reserves across all accounts are \$19,852,237, a decrease of \$1,177 over the prior month.

Page 3 – Capital Projects

- A separate report has been created to track both the restroom trailer project and the moving and outfitting expenses associated with the interim town hall. Unlike the other elements of the monthly financial report, which are reported only after the books have been closed on the preceding month, this report shows expenses as they are paid. This is intended to give council a more contemporaneous picture of these projects.


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

<u>Cash on Hand</u>	<u>7/31/2025</u>	<u>8/31/2025</u>	<u>Increase/ (Decrease)</u>
Atlantic Union Bank Checking Account	\$47,317	\$16,153	-\$31,165
Atlantic Union Bank Money Market Account	\$184,937	\$15,070	-\$169,867
LGIP Account 1 - 0565 - Unrestricted	\$120,794	\$121,246	\$453
LGIP Account 2 - 0195 - Unrestricted	\$383,942	\$385,380	\$1,439
Virginia Investment Pool Liquidity Unassigned - 5003	\$16,691,968	\$16,754,666	\$62,698
Virginia Investment Pool 1-3 Year Unassigned 0001	\$1,110,030	\$1,119,426	\$9,396
Taylor Bank Operating Cash Account	\$658,432	\$784,302	\$125,871
Taylor Bank Sweep Account	\$655,563	\$655,563	\$0
Total Cash On Hand	\$19,852,983	\$19,851,806	-\$1,177

<u>Restricted and Reserved Cash Balances</u>	<u>7/31/2025</u>	<u>8/31/2025</u>	<u>Increase/ (Decrease)</u>
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 Rsvrd (Utilities)	\$0	\$0	\$0
Total Cash Held in Reserve	\$30,551	\$30,551	\$0
Total Cash - All Accounts	\$19,883,534	\$19,882,357	-\$1,177

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

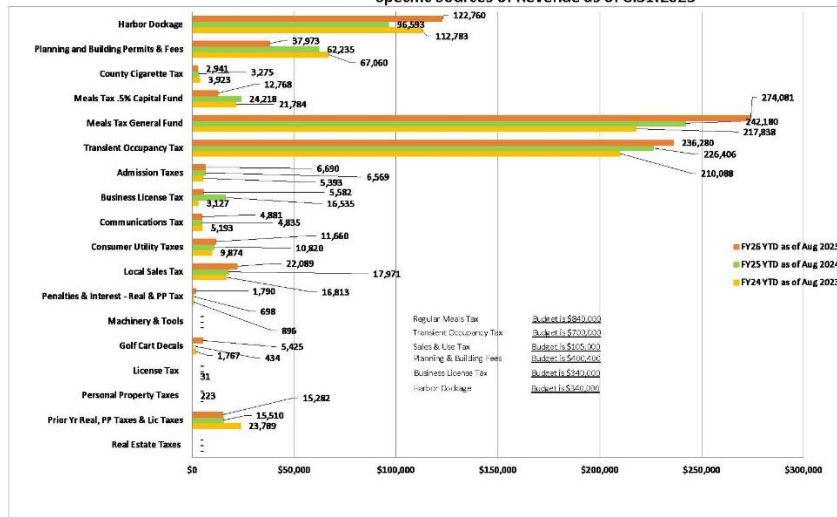
REVENUE VS. EXPENDITURES

FUND	CURRENT MONTH	CURRENT YEAR-TO-DATE	ANNUAL BUDGET	% REALIZED/EXPENDED FY25
GENERAL Fund				
REVENUE	\$549,956	\$1,013,561	\$5,855,108	17.31%
EXPENDITURES	\$910,710	\$1,997,812	\$5,855,108	34.12%
NET	(\$360,754)	(\$984,251)	\$0	
GENERAL Capital Fund				
REVENUE	\$0	\$1,512,768	\$6,767,456	22.35%
EXPENDITURES	\$873	\$2,191,358	\$6,767,456	32.38%
NET	(\$873)	(\$678,590)	\$0	
GENERAL Debt Service Fund				
REVENUE	\$0	\$1,595,121	\$1,655,121	96.37%
EXPENDITURES	\$0	\$1,500,000	\$1,655,121	90.63%
NET	\$0	\$95,121	\$0	
GENERAL Special Activities Fund				
REVENUE	\$0	\$0	\$0	0.00%
EXPENDITURES	\$0	\$0	\$0	0.00%
NET	\$0	\$0	\$0	
PUBLIC UTILITIES Fund				
REVENUE	\$596	\$81,117	\$80,000	101.40%
EXPENDITURES	\$0	\$80,000	\$80,000	100.00%
NET	\$596	\$1,117	\$0	
HARBOR Fund				
REVENUE	\$133,604	\$854,095	\$1,000,631	65.37%
EXPENDITURES	\$95,682	\$242,723	\$1,000,631	24.26%
NET	\$37,912	\$411,372	\$0	
SANITATION Fund				
REVENUE	\$2,879	\$3,223	\$361,177	0.89%
EXPENDITURES	\$29,934	\$69,936	\$361,177	19.36%
NET	(\$27,056)	(\$66,713)	\$0	

FY 26 Capital Improvement Project Tracking Report

As of:	% of Current	FY26	QTR 1	QTR 2	QTR 3	QTR 4	FY26 YTD	(Over)/Under
8/31/2025	Year Budget	Budgeted	Expended	Expended	Expended	Expended	Expended	Budget
General Capital Fund								
Municipal Space Replacement	0%	\$3,250,000.00	\$ 648	\$ -	\$ -	\$ -	648	\$ 3,249,352
ADA Parking	0%	\$60,000.00	\$ 100	\$ -	\$ -	\$ -	100	\$ 59,900
Library Repair & Renovation	0%	\$ 310,000	\$ 610	\$ -	\$ -	\$ -	610	\$ 309,390
Beachfront Revitalization	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	-	\$ 45,000
Beach Restroom/Bathhouse	0%	\$ 45,000	\$ -	\$ -	\$ -	\$ -	-	\$ 45,000
Sidewalk Infill	0%	\$ 100,000	\$ -	\$ -	\$ -	\$ -	-	\$ 100,000
Mason Ave. Electrical	0%	\$ 164,000	\$ -	\$ -	\$ -	\$ -	-	\$ 164,000
Keck Wells Water Line Return	0%	\$ 565,000	\$ -	\$ -	\$ -	\$ -	-	\$ 565,000
Subtotal		\$ 4,539,000.00	\$ 1,358	\$ -	\$ -	\$ -	1,358	\$ 3,972,642
Harbor Fund								
Fuel Tank Improvements	0%	\$ 42,000	\$ -	\$ -	\$ -	\$ -	-	\$ 42,000
Fixed Dock Rehab	0%	\$ 25,000	\$ -	\$ -	\$ -	\$ -	-	\$ 25,000
Replace Boardwalk With Synthetic Decking	0%	\$ 129,000	\$ 110	\$ -	\$ -	\$ -	110	\$ 128,890
Subtotal		\$ 196,000	\$ 110	\$ -	\$ -	\$ -	110	\$ 195,890
TOTAL		\$ 4,735,000	\$ 1,468	\$ -	\$ -	\$ -	1,468	\$ 4,168,532

Specific Sources of Revenue as of 8.31.2025

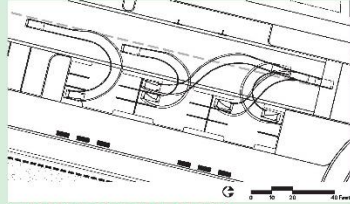


CAPE CHARLES Beachfront Master Plan GOLF CART PARKING

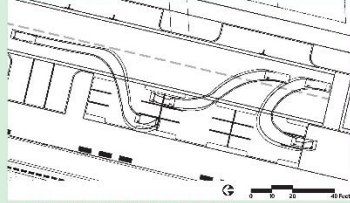
The original golf cart parking concept was tested with Vehicle Tracking technology to ensure its viability.



ORIGINAL CONCEPT



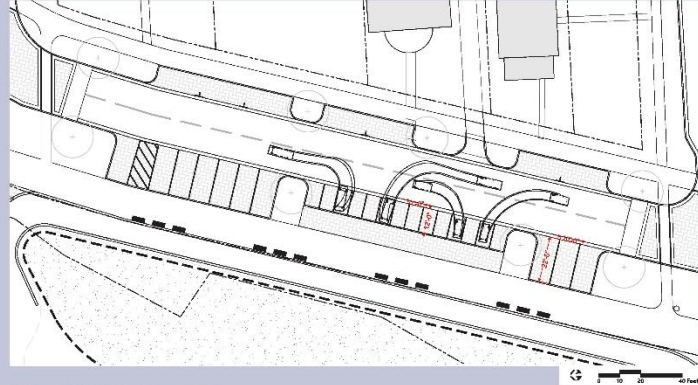
4-PERSON GOLF CART PARKING



6-PERSON GOLF CART PARKING

The original concept for golf cart parking was intended to increase the number of spaces and cordoned 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 17-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.

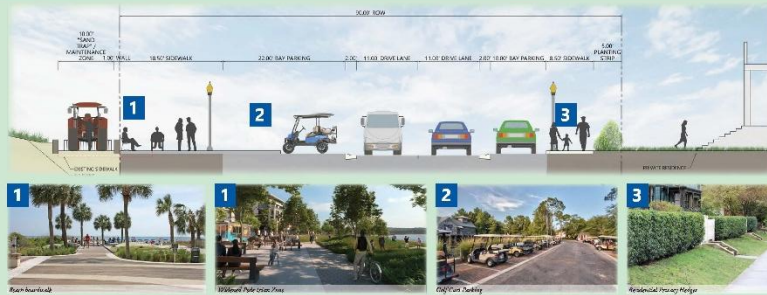


CAPE CHARLES Beachfront Master Plan BAY AVENUE

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 windows and. 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 MACTD)

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.

EXISTING:	160 Approx.	Car Parallel Spaces
PROPOSED:	94	1 Golf Cart Spaces
	110	2 Car Bay Spaces
204 PROPOSED SPACES		+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

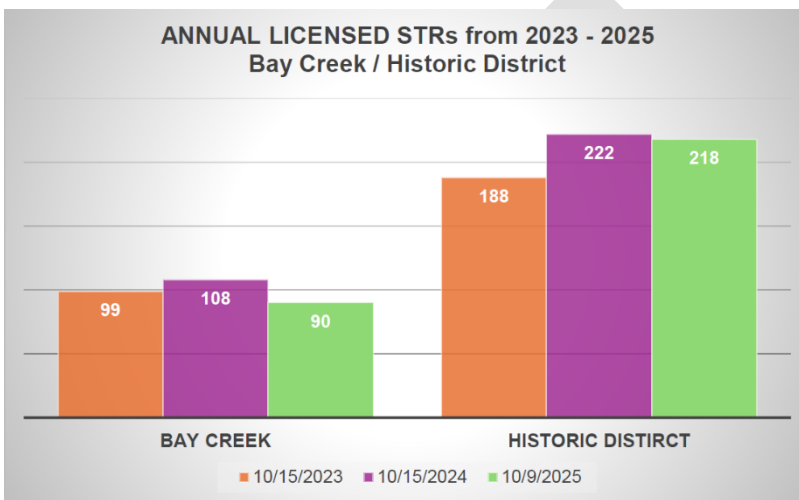
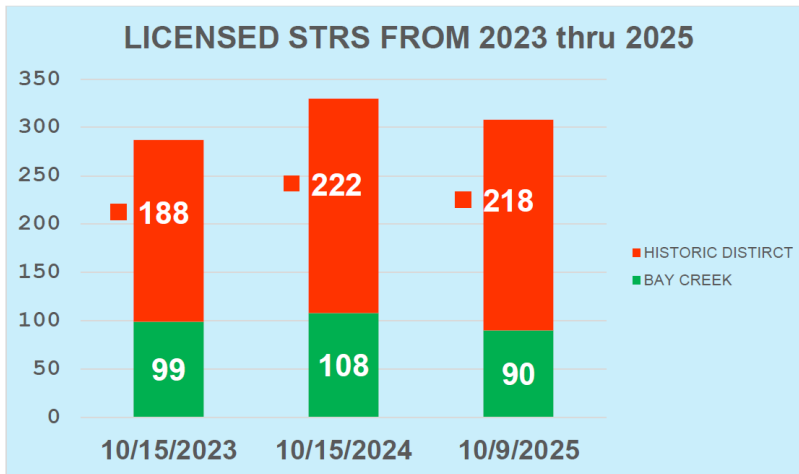


SOUTHERN BAY AVENUE PLAZA

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





DATA SUMMARY FOR STRs 2025 as of 10/9/2025

BY TOWN AREA	# Total	% of Total
Historic District	217	70%
Bay Creek	90	29%
Harbor	0	0%
RES-3	1	0%
GRAND TOTAL	308	100%

HISTORIC DISTRICT - BY STREET			BY BLOCK							
Name of Street	# Total	% of Total in HD	0-99	100-199	200-299	300-399	400-499	500-599	600-699	700-799
Bay Avenue	6	3%	2	1	2	0	1	0	0	0
Fig Street	1	0%	0	1	0	0	0	0	0	0
Fulcher Street	1	0%	0	0	0	1	0	0	0	0
Harbor Avenue	2	1%	0	0	2	0	0	0	0	0
Jefferson Avenue	26	12%	0	0	2	1	4	11	8	0
Madison Avenue	22	10%	2	1	6	1	2	6	4	0
Mason Avenue	19	9%	2	4	5	3	0	5	0	0
Monroe Avenue	32	15%	4	4	6	0	0	11	7	0
Nectarine Street	6	3%	2	0	0	0	1	2	1	0
Park Row	3	1%	3	0	0	0	0	0	0	0
Peach Street	10	5%	0	4	0	0	0	2	4	0
Pine Street	3	1%	0	1	0	0	0	0	2	0
Plum Street	7	3%	2	0	0	0	2	2	1	0
Randolph Avenue	37	17%	2	1	8	2	5	9	8	2
Strawberry Street	9	4%	0	1	3	3	0	1	1	0
Tazewell Avenue	26	12%	2	3	7	0	2	4	7	1
Washington Avenue	7	3%	0	0	2	0	0	1	4	0
TOTAL BY HISTORIC DISTRICT	217	100%	21	21	43	11	17	54	47	3
			9.68%	9.68%	19.82%	5.07%	7.83%	24.88%	21.66%	1.38%

BAY CREEK TOTALS	# of STRs	% within Bay Creek
BAY CREEK NORTH	38	42%
BAY CREEK SOUTH	52	58%
BAY CREEK TOTAL	90	100%

BAY CREEK NORTH - SUBDIVISIONS	# TOTAL	% of BC NORTH	% of TOTAL BAY CREEK
Bay Vista	0	0	0
The Colony	12	32%	13%
Kings Bay	18	47%	20%
Marina Resort	4	11%	4%
Marina Village East	4	11%	4%
TOTAL BY BAY CREEK NORTH	38	100%	42%

BAY CREEK SOUTH - SUBDIVISIONS	# TOTAL	% of BC SOUTH	% of TOTAL BAY CREEK
Bayside Village	19	37%	21%
Fairways	20	39%	22%
Heron Pointe	0	0%	0%
The Hollies	1	2%	1%
Muirfield Village	2	4%	2%
New Quarter	4	8%	4%
Plantation Point	1	2%	1%
Signature	4	8%	4%
TOTAL BY BAY CREEK SOUTH	51	100%	57%

BAY CREEK - BY STREET	# TOTAL	% of Units in Total in Bay Creek
American Court	0	0%
Arnie's Loop	2	2%
Bahama Road	2	2%
Bayside Avenue	5	6%
Brass Ring Circle	1	1%
Bridgeton Drive	1	1%
Captain Orris Browne	3	3%
Carissa Ct.	1	1%
Carousel Place	3	3%
Cassatt Knoll	1	1%
Charlestown Drive	1	1%
Churchill Downs	4	4%
Creeside Lane	1	1%
East Bay Drive	1	1%
Edinburgh Lane	1	1%
Foster Court	0	0%
Heron Pointe Drive	0	0%
Kings Bay Drive	9	10%
Kings Court	7	8%
Lakeview Court	2	2%
Marina Village Circle	4	4%
Minchew Court	1	1%
Moon Court	1	1%
Old Course Loop	12	13%
Prestwick Turn	7	8%
Saratoga Place	0	0%
Sunset Blvd.	11	12%
Troon Court	1	1%
Turnberry Arch	0	0%
Walbridge Bend	7	8%
William Scott Lane	1	1%
TOTAL BY BAY CREEK	90	100%

Demolition by Neglect Presentation

Section 3, Item B.

UPDATE ON DERELICT STRUCTURES IN CAPE CHARLES

September 1, 2025

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

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- 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.

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COMPLETED DEMOLITION BY NEGLECT CASE

FINISHED

Section 3, Item B.

426/428 RANDOLPH AVENUE



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.

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COMPLETED NOTICE OF VIOLATION CASE

Finalized

Section 3, Item B.

542 Jefferson Street

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

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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.

IN PROGRESS – DEMOLITION BY NEGLECT 619 Mason Avenue

Property Information:

- Property was purchased by Ware Neck Properties (Kerry Shackleford) 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.



Section 3, Item B.



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EARLY INTERVENTION CASES

Section 3, Item B.

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

Section 3, Item B.



MAY 2024

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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122 PINE STREET ONGOING CASE

Section 3, Item B.



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.

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



Section 3, Item B.

AUGUST 2025



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636 MADISON AVENUE ONGOING CASE

Section 3, Item B.

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 planner@capecharles.org

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POSSIBLE PROPERTIES FOR NEXT ROUND
as of 8/15/2025

Section 3, Item 8.

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

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DRAFT