



DRAFT
TOWN COUNCIL
Emergency Special Meeting
Cape Charles Civic Center, 500 Tazewell Avenue
May 7, 2026
7:15 p.m.

CALL TO ORDER

Mayor Adam Charney called the Emergency Special Meeting to order at 7:15 p.m.

ROLL CALL / ESTABLISH QUORUM

Council members in attendance: Mayor Charney, Vice Mayor Buchholz, Councilmen Butta, Grossman and Newman, and Councilwomen Ashworth and Holloway. A quorum was established.

Staff in attendance: Town Manager Rick Keuroglan, Treasurer Marion Sofield, Assistant Treasurer Adrian Oei, Project Manager Bob Panek, Business License Specialist Katie Lewis, Town Clerk Libby Hume.

There were five (5) members of the public in attendance.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Council and observed a moment of silence followed by the Pledge of Allegiance.

ORDER OF BUSINESS

A. *Extension of Short-Term Rental Certificate Process*

Mayor Charney announced that the purpose of the Emergency Special Meeting was to discuss an extension of the Short-Term Rental ("STR") certificate process.

Treasurer Marion Sofield presented the request to Council, explaining that Town Council had previously established an April 15, 2026 deadline for timely STR application submissions. She reported that approximately 305 STR owners had submitted applications through the RentalScape portal, with the vast majority submitting prior to the April 15 deadline. She advised that, despite staff's efforts, only 75 STR certificates had been issued due to ongoing extenuating circumstances associated with the Town's new online portal system. She commended the work of the Town's inspectors, compliance officers, and finance staff in managing the transition to the new system and stated that staff did not want applicants who submitted on time to be considered out of compliance with the Town's STR regulations while their applications were still being processed. She requested that Council extend the deadline for applicants who had submitted applications through RentalScape on or before April 15, 2026 and recommended extending the certification deadline through June 30, 2026.

Councilwoman Holloway asked whether June 30 would provide sufficient time for staff to complete the remaining applications, and Ms. Sofield responded that she believed it would.

Motion made by Councilwoman Holloway, seconded by Councilwoman Ashworth, to extend the STR certification deadline to June 30, 2026.

During discussion, Councilman Butta emphasized that property owners who failed to apply by the original April 15 deadline should still be subject to late penalties and should not receive special consideration. Marion Sofield confirmed that late applicants would remain subject to

penalties and that timely applicants were being processed in the order received through the timestamped RentalScape system.

Councilman Butta also asked how the Town was monitoring properties potentially operating without STR certificates. Marion Sofield explained that the software identified potential noncompliant properties and that the Town's compliance officer followed up on those situations.

Councilman Newman asked whether STR operators were still expected to pay Transient Occupancy Taxes (TOT) during the extension period. Marion Sofield confirmed that all operators were still required to remit TOT quarterly by the 20th day of the following month and stated that compliance with tax remittance had generally been proceeding well.

Councilman Newman also asked how the Town intended to notify applicants about the extension. Marion Sofield stated that staff planned to publicize the extension through Facebook and the Cape Charles Gazette. Councilwoman Holloway recommended that staff also notify applicants directly by email using contact information maintained within the software system, to which Marion Sofield agreed.

The motion was approved by unanimous vote.

ADJOURNMENT

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

The meeting adjourned at 7:19 p.m.

Adam Charney, Mayor

Libby Hume, Town Clerk