



December 18, 2025 Town Council Regular Meeting

December 18, 2025 at 6:00 PM

Cape Charles Civic Center - 500 Tazewell Avenue

Agenda

- 1. Call to Order**
 - A. Roll Call
 - B. Establish Quorum
- 2. Moment of Silence and Pledge of Allegiance**
- 3. Public Hearing: (3 minutes per speaker)**
 - A. None
- 4. Close Public Hearing**
 - A. N/A
- 5. Recognition of Visitors / Presentations / Recognitions**
 - A. Short Term Rental Software Presentation
- 6. Public Comments (3 minutes per speaker for topics not subject to this evening's public hearing)**
- 7. Consent Agenda**
 - A. Approval of Agenda Format
 - B. Approval of Minutes
 - C. Approval of October 2025 Financial Report
- 8. Unfinished Business:**
 - A. Downtown Restrooms - POSTPONED until documentation received
 - B. Permitting Accessory Dwelling Units for Short-Term Rentals
- 9. New Business:**
 - A. Town Code Changes re Transient Occupancy Tax (§§ 18-196 & 18-198)
 - B. Reappointment of Historic District Review Board Member
- 10. Town Manager Comments**
- 11. Mayor & Council Comments (5 minutes per speaker)**
- 12. Announcements**
 - A. December 19, 2025 - Town offices closing at noon for Employee Christmas Party
 - B. December 24-26, 2025 - Town offices closed for Christmas Holiday
 - C. January 1-2, 2026 - Town offices closed for New Year's Holiday

D. January 8, 2026 - Town Council Work Session - tentative

E. January 15, 2026 - Town Council Regular Meeting

13. Adjournment