



## **Town Council Emergency Special Meeting**

**May 07, 2026 at 7:15 PM**

**Cape Charles Civic Center - 500 Tazewell Avenue**

### **Agenda**

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**1. Call to Order**

**A. Roll Call**


**B. Establish Quorum**

**2. Moment of Silence and Pledge of Allegiance**

**3. Order of Business:**

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

**4. Adjournment**

	<b>Agenda Title: New Business</b>	<b>Agenda Date:</b>
		May 7, 2026
	<b>Subject/Proposal/Request:</b>	
	Extension of STR Certificate Process	
<b>Town of Cape Charles</b>	<b>Attachments:</b>	<b>For Council:</b>
	None	Action: X Information:
	<b>Staff Contact(s):</b>	<b>Reviewed by:</b>
	Marion Sofield, Treasurer	Rick Keuroglan, Town Manager

**Background**

The Town of Cape Charles established a deadline of April 15, 2026 for timely submissions of Short-Term Rental applications for the fiscal year 2026. This deadline was met by many STR owners and property managers.

**Item Specifics**

Due to extenuating circumstances, with the new STR software, and other challenges, Town staff has been unable to fluidly process the number of applications that have passed into the submission process. Approximately one third of those who applied online on or before April 15<sup>th</sup> have not proceeded through the entire certificate process through no fault of their own.

It is recommended that, for those STR applicants who submitted their applications through the Rentalscape online portal on or before April 15, 2026, an extension be granted through June 30, 2026. Those applicants shall not be in breach of the Town’s Code of Ordinance Chapter 32, Article IV, Section 32-104.

**Recommendations**

It is recommended that Town Council consider this extension through June 30, 2026, and take action to put it in place for the benefit of those STR owners who have complied with the Town’s STR regulations.