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Short-term Rental Taskforce Meeting
Port Royal Town Hall, 700 Paris Avenue

September 12, 2024

Short-term Rental Taskforce Members: Wendy Zara, Barbara Berry, Megan LaFountain, and David Fletcher

Absent: Debbie Ball

In attendance: Assistant Manager Brooke Plank-Buccola

The meeting was called to order at 4:00 PM.

The taskforce reviewed the most recent draft of the ordinance:

Section a – They replaced “specific to T3E, T3S-UN, T3N and all boats regardless of zoning district” with “short-term rentals are permitted in all transect zones except (T1NP).” A cap still needs to be voted on, but they did agree to refer to them as “residential lots” as opposed to lots. They removed “boats used for short-term rentals are limited to 8% of the slips in the marina.”

Section b – Minimum stay was replaced with term. No less than 2 nights or more than 29 consecutive nights.

Section c – Rental of a boat in approved marina was removed. ADU was added after “Rental of accessory dwelling unit.”

Section d – leave as is.

Section e – Replaced carriage house with ADU (accessory dwelling unit). The following were amended: For primary house rentals, the number of adult guests is limited to 2 per bedroom “plus 2.” For accessory dwelling unit rentals, the total number of adult guests is limited to 4 “plus 2.” They

Short-term Rental Taskforce Meeting Minutes
September 12, 2024

Section f – They clarified “The property management plan shall identify a local property manager if the owner does not occupy the premises or the owner lives 2 hours “or more” away from the short-term rental.

Section g – leave as is.

Section h – Amended as follows: Rental rules, including garbage and recycling schedules, and noise ordinance information shall be available in the unit in a conspicuous location.

Section i – They agreed on replacing applicant with board of HOA.

Section j – They removed “if a short-term rental is located on a boat, must provide documentation of a completed Coast Guard Auxiliary Safety Vessel Check which can be arranged at <http://www.cgaux.org/vsc>. Added “as part of the annual licensing renewal process the owner will certify that the property complies with the short-term rental ordinance. The Town reserves the right to conduct additional inspections at its discretion of not less than five years with proper justification.”

Section k- Asst. Manager Plank-Buccola agreed to review.

They added “upon approval of the Town a unique number will be assigned to each rental unit. This number must be used in any marketing platform (online or otherwise)” to the rental agreement.

Transfer of permit, caps and inactive licenses will be discussed further at next week’s meeting.

The public questioned the taskforce regarding the ordinance.

The meeting was adjourned at 5:15 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Lisa Graham', with a long, sweeping horizontal line extending to the right.

Lisa Graham
Town Clerk

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