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**Minutes**

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

**September 5, 2024**

**Short-term Rental Taskforce Members:** Wendy Zara, Debbie Ball, Barbara Berry, and David Fletcher

**Absent:** Megan LaFountain

**In attendance:** Assistant Town Manager Brooke Plank-Buccola, Town Clerk Lisa Graham

The meeting was called to order at 4:01 PM.

The minutes from the August 29, 2024 were approved.

The taskforce reviewed both the revised 2019 ordinance and the same ordinance formatted in accordance with the City of Beaufort's short-term rental regulations.

The purpose was amended to state It is the purpose of this section to protect the health and safety of occupants of short-term rentals, and general welfare of individuals and the community as large; to ensure that neighborhoods are not adversely affected or disrupted by short-term rentals.

They raised concerns regarding the 8% cap and the zoning districts specified.

Boats were removed as a potential short-term rental.

They recommended that the original definition be added to the newest draft. Minimum stay and permitted rental types were removed because they were redundant. In there place the short-term rental definitions from the 2019 draft ordinance were added.

They agreed to include short-term rentals are permitted in all transect zones except (T1NP), one dwelling unit (structure) per lot can be used for a short-term rental and where the owner does not live

Short-term Rental Taskforce Meeting Minutes  
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**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,



Lisa Graham

Town Clerk

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