

**Council**

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**Minutes**

**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

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September 5, 2024

on the property short-term rentals are limited to a total of 8% of the lots in each district of the Port Royal Short-term Rental Map.

Assistant Manager Plank-Buccola reminded the taskforce that Manager Willis instructed them to concentrate on operations and regulations, and that the final draft will be reviewed by legal counsel. They agreed that an application is required within the definitions.

They corrected the following: carriage house was replaced with accessory dwelling unit (ADU). They agreed to two per bedroom plus two additional people per rental unit and to prohibit large gatherings of 25 or more unless approved by Town Manager.

Staff will reference the current HOA compliance form to identify the individual responsible for certifying short-term rentals in neighborhoods governed by homeowners' associations.

They concurred that the short-term rentals may be subject to reinspection. The Town reserves the right to conduct additional safety inspections at their discretion.

They removed unlicensed units from the ordinance.

Upon approval of the application the Town will issue a unique number that the operator must include on any advertisement platforms electronic or otherwise.

The following correction was made to the minutes from August 29<sup>th</sup> "within zoning district T4NC 90% of those that are licensed are in the condominiums at Marina Village"

The transfer of permits will be discussed at the next meeting.

The public raised concerns regarding the caps and transfer of permits.

The meeting was adjourned at 5:04 PM.

Respectfully submitted,

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

Lisa Graham  
Town Clerk

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