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

July 11, 2024

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

In attendance: Town Manager Van Willis, Assistant Town Manager Brooke Plank-Buccola, and Town Clerk Lisa Graham

The meeting was called to order at 4:05 PM.

Barbara Berry was elected as Chairman of the taskforce. It was decided to convene weekly meetings, each lasting one hour, throughout the duration of the Short-term Rental Moratorium.

The task force conducted a thorough review of the current ordinance to acquaint themselves with the Town code. They identified the business license application process for short-term rentals, unique number assignment, and issues related to nuisance behavior as requiring further scrutiny. The Business License Administrator will attend the next meeting to provide a detailed overview of the licensing process.

Additionally, the task force agreed to undertake a comprehensive review of the proposed 2019 amended ordinance.

The meeting adjourned at 5:18 PM.

Respectfully submitted,

Short-term Rental Taskforce Meeting Minutes
July 11, 2024

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

Lisa Graham
Town Clerk

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