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

July 25, 2024

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

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

The meeting was called to order at 4:02 PM.

The minutes from the July 18, 2024 meeting were approved.

The review of the Deckard/Rentalscape software has been postponed as Business License Administrator Amber Hewitt is currently meeting with the company to gather additional information. The software is not yet up to date.

The Taskforce Members reviewed the 2019 draft ordinance, focusing on the application process and associated fees. The need for additional rental fees beyond the current \$30 safety inspection fee and other business license fees was considered.

It was agreed that on-site parking should be provided, when possible, with allowances made for areas where on-site parking is not feasible. The delineation of parking areas was discussed to prevent parking on lawns.

The group reviewed and confirmed the maximum occupancy rates specified in the ordinance—two individuals per bedroom plus two additional guests—to ensure safety, although they acknowledged challenges in monitoring these rates.

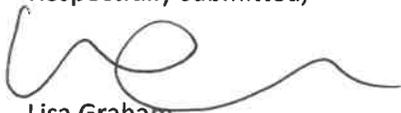
Short-term Rental Taskforce Meeting Minutes
July 25, 2024

The discussion also included the posting of certain rental rules and policies within rental units, such as maximum occupancy, emergency contact information, parking instructions, and garbage and recycling schedules. It was suggested that redundant or overly complex requirements be simplified to reduce the burden on rental property owners.

Finally, the necessity of a unique identifier for each rental unit was considered. While the benefits of such a system were discussed, the decision was made to wait until the functionality and reliability of the rental management software are confirmed.

The meeting adjourned at 5:06 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Lisa Graham', written over a thin horizontal line.

Lisa Graham
Town Clerk

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