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

August 23, 2024

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

In attendance: Town Clerk Lisa Graham

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

The minutes from the August 15, 2024 had one correction and were approved.

The majority of the meeting was dedicated to discussing and reviewing the 2019 Short-term Rental Taskforce Ordinance.

They revisited the occupancy rules, discussing the regulation allowing two persons per bedroom plus an additional person, and confirmed its validity with relevant town policies.

The task force debated the requirement for rental agreement submission. Given the changing landscape of short-term rental practices, including usage of third-party platforms like Airbnb and variances in rental agreements, the members deliberated whether such submissions should be consistently required.

They analyzed detailed parking requirements for rental properties. Emphasis was placed on on-site parking delineated by clear markers and compliance with multiple safety measures.

The discussion also touched on minimum stay requirements and the need to declare emergency contact information during the application process.

They extensively debated the cap on the number of short-term rental properties per district. Committee members examined how these caps would maintain the town's residential to rental ratio and discussed potential drafts that could keep balance across distinct areas.

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Members illustrated the necessity for complete adherence to town ordinances regarding issues such as noise regulations and maximum vehicle limits.

Further, the conversation veered towards ensuring alignment with state accommodation tax laws, specifying knowledge updates to meet the state's 90-day policy and discussing Chapter 18, article 3 pertaining to local tax laws for rentals.

Members unanimously agreed on transferring rental licenses while ensuring the imposed caps covered ADUs.

The task force determined the necessity of cross-referencing the latest draft of policies against earlier notes to ensure consistency.

The public participants highlighted the importance of inclusion in the rental agreement policies and for ensuring transparency.

They acknowledged the public's input that residential properties directly influence both community welfare and property values. Some members sought further expert opinion on the potential economic impacts of ordinance changes.

The meeting was adjourned at 5:12 PM.

Respectfully submitted,

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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