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

August 29, 2024

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

Absent: Barbara Berry

In attendance: Business License Administrator Amber Hewitt, Town Clerk Lisa Graham

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

The minutes from the August 23, 2024 were approved.

The taskforce has reviewed the City of Beaufort's short-term rental ordinance and application packet. The discussion covered various aspects including zoning districts, rental caps, minimum stay requirements, permitted rentals, parking regulations, rental agreements, property management plans, signage, rental rules, monitored fire alarms, required outside approvals, safety inspections, licensing, and unlicensed units.

The taskforce has agreed on the purpose of the ordinance, which is to protect public health, safety, and the general welfare of individuals and the community. The goal is to ensure that neighborhoods are not adversely affected or disrupted by short-term rentals.

The drafted ordinance will be formatted similarly to the City of Beaufort's ordinance, with measures in place to ensure comprehensive coverage.

Business License Administrator Hewitt reported that there are currently 102 confirmed licensed short-term rentals in Port Royal, with 90% located in condominiums. A request was made for an updated map of these rentals.

Short-term Rental Taskforce Meeting Minutes
August 29, 2024

Concerns were raised regarding whether short-term rental licenses should be maintained if the property is not rented out in the foreseeable future. With proposed caps, there was discussion about whether a time limit or license revocation should be considered. Mrs. Hewitt clarified that a short-term rental business license would be revoked if the owner sells the property, converts it to a long-term rental, or fails to renew the license. Additionally, homeowners operating without a valid business license face a fine of \$1,086.50. She also noted that she has been working with homeowners to address back taxes and expired business licenses.

The public has raised several questions, including the potential for holding short-term rental business licenses without the intention of renting out the property, the extension of the moratorium, and the possibility of a homeowner simultaneously holding both short-term and long-term rental business licenses.

The meeting was adjourned at 5:06 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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