

Council

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Minutes

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

September 5, 2024

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

Absent: Megan LaFountain

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

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

The minutes from the August 29, 2024 were approved.

The taskforce reviewed both the revised 2019 ordinance and the same ordinance formatted in accordance with the City of Beaufort's short-term rental regulations.

The purpose was amended to state It is the purpose of this section to protect the health and safety of occupants of short-term rentals, and general welfare of individuals and the community as large; to ensure that neighborhoods are not adversely affected or disrupted by short-term rentals.

They raised concerns regarding the 8% cap and the zoning districts specified.

Boats were removed as a potential short-term rental.

They recommended that the original definition be added to the newest draft. Minimum stay and permitted rental types were removed because they were redundant. In there place the short-term rental definitions from the 2019 draft ordinance were added.

They agreed to include short-term rentals are permitted in all transect zones except (T1NP), one dwelling unit (structure) per lot can be used for a short-term rental and where the owner does not live

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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

**The Town of Port Royal does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services, or activities. Qualified individuals who need accessible communication aids and services or other accommodations to participate in programs and activities are invited to make your needs and preferences known to the Civil Rights Coordinator. If at all possible, please give us at least a three to five day advance notice so we can adequately meet your needs. Civil Rights Coordinator at 843-986-2211.**