



# Short-Term Rental Task Force Recommendations

NOVEMBER 25, 2019

## Task Force Recommendations

### ▶ Purpose

- ▶ To Keep the feel and diversity of Port Royal as it currently exists and establishes a system to track Short Term Rentals in the Town. To protect the health and safety of occupants of Short Term Rentals.

# Task Force Recommendations

## ► Definitions

- A Short-Term Rental (STR) is the rental of a Single-Family Home or accessory dwelling unit (ADU) for lodging purposes in which the dwelling meets all applicable building and safety codes, and occupants reside for no less than 2 or more than 29 consecutive nights.
- A single-family home is defined as a single-family detached home, duplex, condominium, or townhouses either owner or non-owner occupied. An accessory dwelling unit is defined as an auxiliary dwelling unit located on the same lot as the principal building that may be attached by a back building or contained in a stand-alone outbuilding.

# Task Force Recommendations

## ▶ **Applicability**

- ▶ STRs are permitted in all transect zones except (T1NP).
- ▶ STRs are allowed on all boats
- ▶ One dwelling unit (structure) per lot can be used for an STR.
- ▶ Where the owner does not live on the property STRs are limited to a total of 8% of the lots in each district of the Port Royal Short-Term Rental Map.
  - ▶ Exceptions to 8% Limit:
    - ▶ In commercial Zones (T5 AND T4URBAN CENTER)
    - ▶ Property with 4% assessment ratio (Primary Residence)
- ▶ If a district reaches the 8% limit, a task force from within the district should be formed to evaluate the limit and make an action or no action recommendation to the town council.

## Task Force Recommendations

### ▶ **Application Requirements**

- ▶ An application must be submitted to the town manager or his designee. The STR application shall contain the following information:
  - ▶ The address of the rental unit
  - ▶ The total number of individual rental units
  - ▶ The number of bedrooms in each rental unit
  - ▶ The number of parking spaces provided on-site for each rental unit

# Task Force Recommendations

## ▶ Application Requirements

- ▶ The maximum overnight occupancy of each rental unit shall not exceed two people per bedroom, plus two additional people per rental unit
- ▶ The names, mailing addresses, business phone numbers, personal phone numbers, and business addresses of the owner and local agent, if handled through an outside agency must be included.
- ▶ A non-refundable application rental fee of \$100.00 shall be paid at the time of application.
- ▶ Certify annually that the application on file is accurate.

## Task Force Recommendations

### ▶ **Additional Requirements for STR**

- ▶ Parking shall be provided on-site if possible, with the preferred location to the side or rear of the rental unit. On-site parking shall be delineated with an improved surface such as pavement, gravel, or another method approved by the Town Manager. On the street or off premises parking can be used as overflow parking.
- ▶ A unique number will be assigned to each rental unit. This number must be used in any marketing platform (online or otherwise).

# Task Force Recommendations

## ▶ Rental Rules

- ▶ Rental rules and information shall be available in the unit in a conspicuous location. These rules at a minimum should consist of the following items.
  - ▶ The minimum stay
  - ▶ The maximum number of guests
  - ▶ Use of the sanitation and recycling roll-carts
  - ▶ Emergency contact information including the police non-emergency number.

# Task Force Recommendations

## ▶ Rental Rules

- ▶ A diagram showing all exit routes to the unit must also be displayed in all bedrooms.
- ▶ The Port Royal noise ordinance applies between 10:00 PM and 7:00 AM
- ▶ Large gatherings are prohibited, such as weddings and reunions unless specifically approved by the Town Manager or his designee.
- ▶ Pets, if permitted, are not to be left outside unattended. Pets and owners must comply with the Town of Port Royal and Beaufort County animal control ordinances.

# Task Force Recommendations

## ▶ **Property Management Plan**

- ▶ A property management plan shall be developed and approved by the town manager. The property management plan shall identify a local property manager if the owner does not occupy the premises or the owner lives more than 2 hours away from the STR.

# Task Force Recommendations

## ▶ Signs

- ▶ No on-site advertising signs shall be permitted

## ▶ Monitored Fire Alarm

- ▶ A monitored fire alarm is required for all units except boats. Boats are required to provide documentation that a Coast Guard Auxiliary Safety Vessel Check has been performed. The Vessel Safety Check can be arranged through this link: <http://www.cgaux.org/vsc>. Existing facilities not meeting this requirement shall be brought into conformance within six months of the date of adoption of this code.

# Task Force Recommendations

## ▶ **Outside Approvals Required**

- ▶ For properties located in a neighborhood or multifamily structures with a property owners' association, the applicant shall certify STRs are permitted. For boats in an approved marina, written permission from the marina manager is required. STR operators are responsible for complying with the property owner's association requirements.

# Task Force Recommendations

## ▶ **Safety Inspection and Licensing**

- ▶ A Safety Inspection shall be conducted before the Business License for the STR unit is issued. The facility shall comply with all business license, revenue collection, and health laws of the Town of Port Royal, Beaufort County and the state of South Carolina.
- ▶ **Failure to comply with a violation of this ordinance within 60 days shall result in the revocation of the STR permit for two years.**

# Task Force Recommendations

## ▶ **Unlicensed Units**

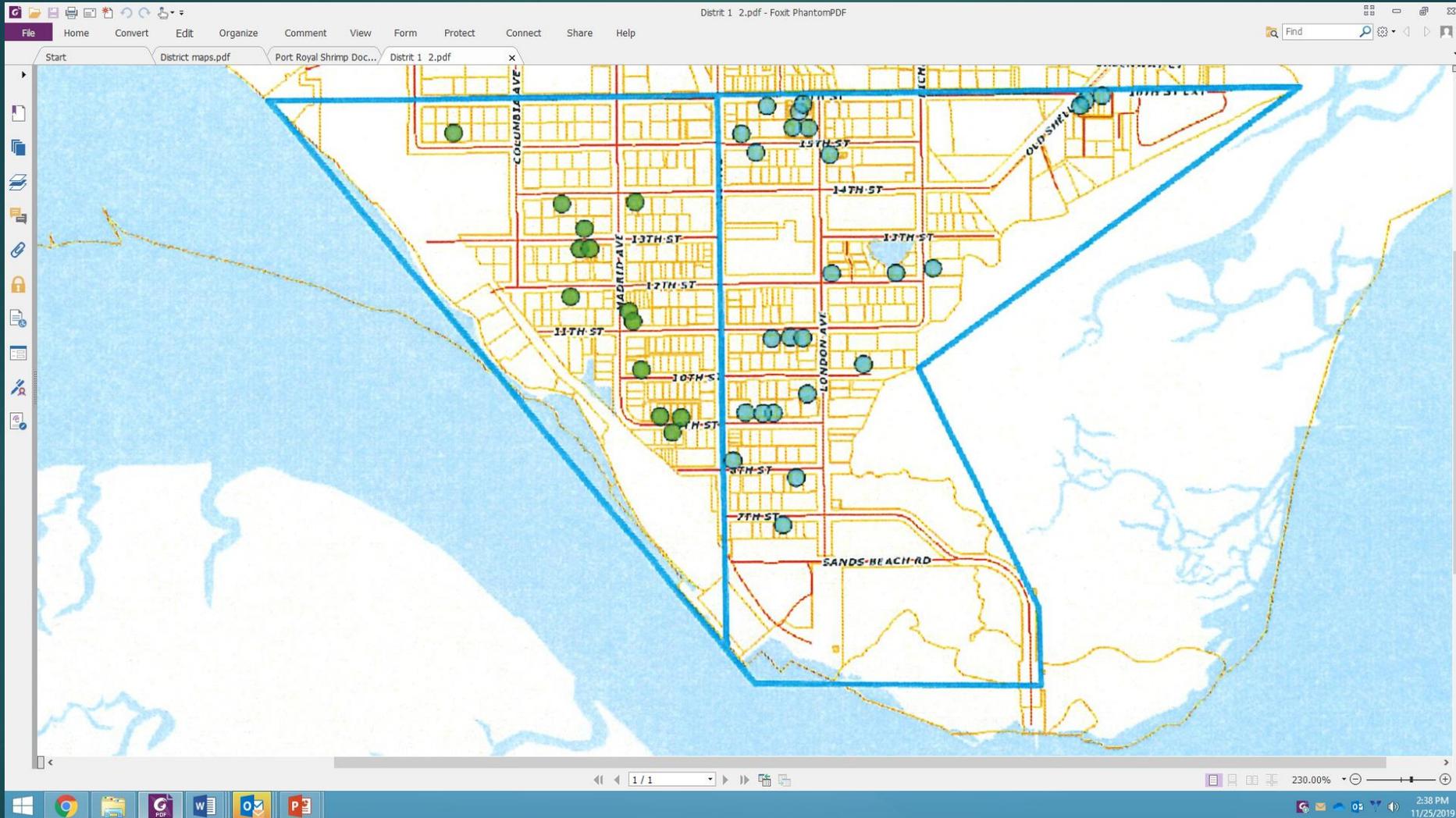
- ▶ For units that are found to be operating without the approval of the Town, the Short-Term Rental application fee shall be \$1,000. If the property owner chooses not to submit a Short-Term Rental application within 60 days of being notified by the Town of violating the ordinance, a short-term rental application shall not be approved for two years.

## Task Force Recommendations

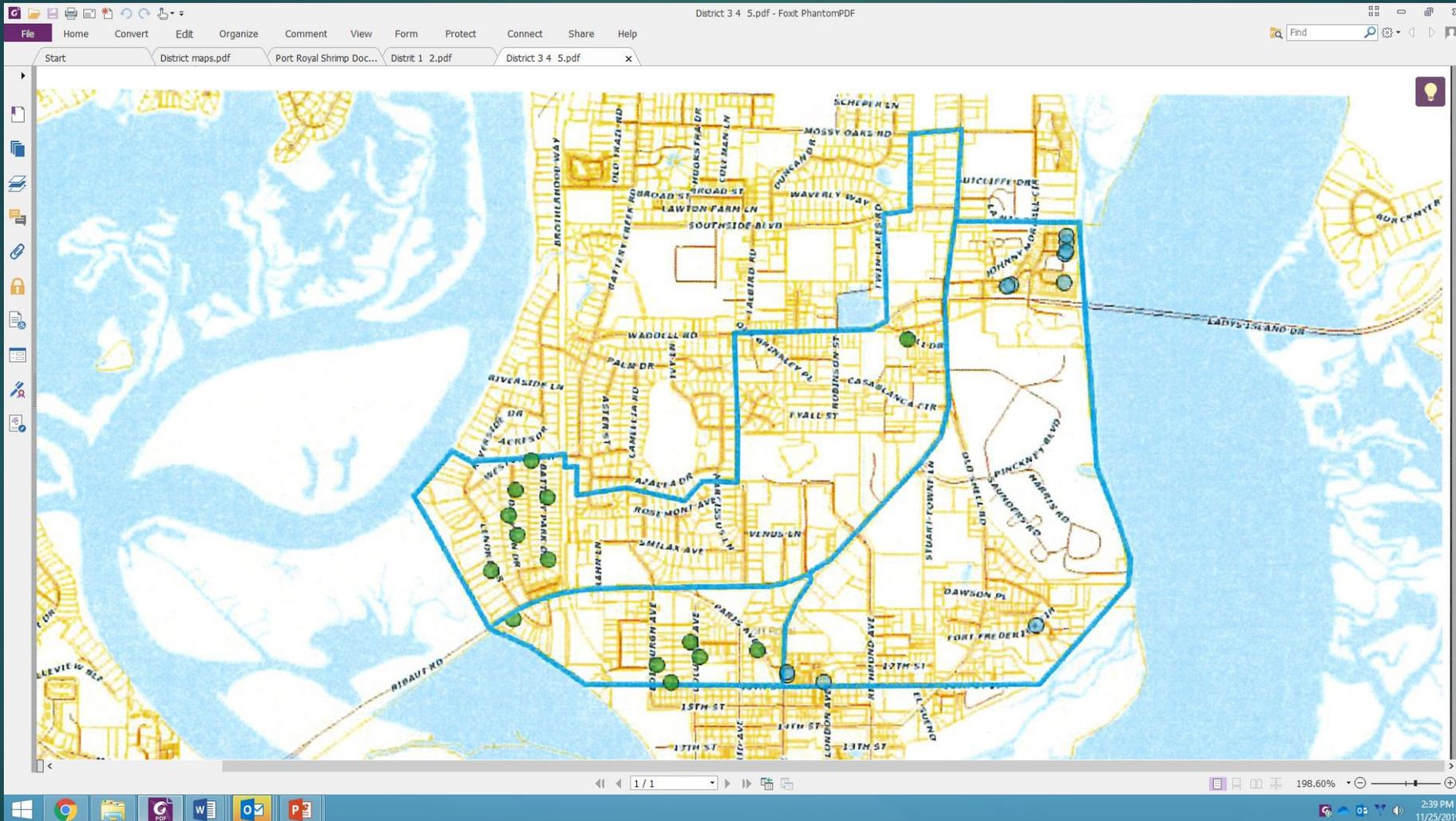
### ▶ **Additional points for consideration**

- ▶ A permit can be transferred to another property owned by the permit holder in the same district if transferred within 60 days from the date of the sale of the existing unit.
- ▶ When this regulation is put in place, units operating under the current rules should be grandfathered if the 8% cap has been reached.

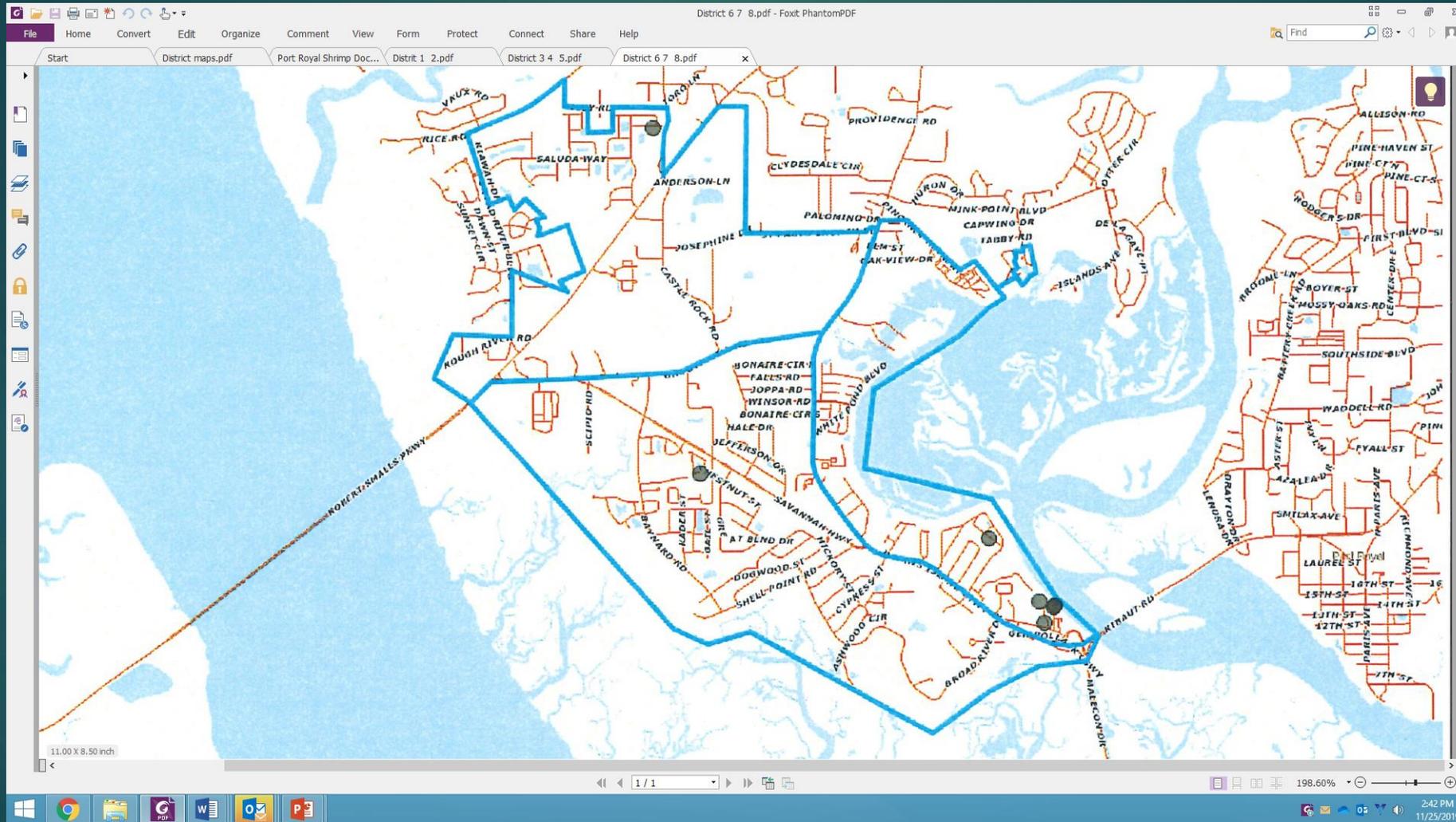
# Districts 1 and 2



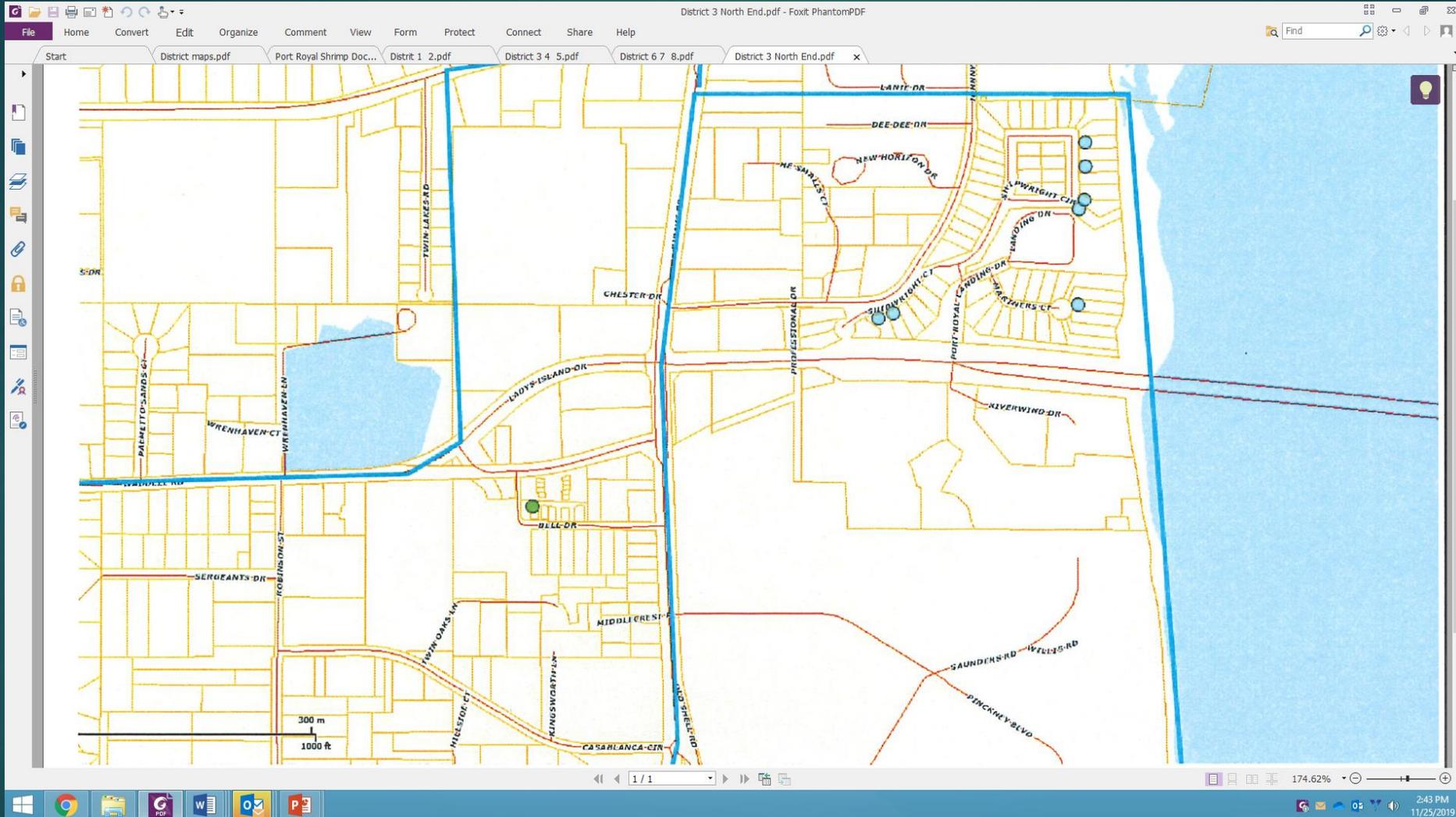
# Districts 3, 4, and 5



# Districts 6, 7, and 8



# District 3 North



# Total STR Units/Per District

- ▶ Currently 70 registered STRs
  - ▶ Two separate software providers have indicated that there are/were approximately 90-100 units within our corporate boundaries.
  - ▶ Per District
    - ▶ District 1            25
    - ▶ District 2            13
    - ▶ District 3            11
    - ▶ District 4            7
    - ▶ District 5            8
    - ▶ District 6            1
    - ▶ District 7            4
    - ▶ District 8            1
    - ▶ **Total**                **70**

# Percentage of STRs per District

▶ District 1	9.27%
▶ District 2	4.45%
▶ District 3	3.23%
▶ District 4	5.10%
▶ District 5	3.05%
▶ District 6	0.02%
▶ District 7	0.06%
▶ District 8	0.007%