

DRAFT

Short Term Rental (STR)

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 STRs

A. Definition:

- a) 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.
- b) 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.

B. Applicability:

- a) STR are permitted in all transect zones except (T1NP).
- b) STR is allowed on all boats
- c) One dwelling unit (structure) per lot can be used for an STR.
- d) 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.
 - i) Exceptions to 8% Limit:
 - (1) In commercial Zones (T5 AND T4URBAN CENTER)
 - (2) Property with 4% assessment ratio (Primary Residence)
- e) 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.

C. Application Requirements:

- a) An application must be submitted to the town administrator. The STR application shall contain the following information:
 - i) The address of the rental unit
 - ii) The total number of individual rental units
 - iii) The number of bedrooms in each rental unit unit
 - iv) The number of parking spaces provided on-site for each rental unit
 - v) The maximum overnight occupancy of each rental unit, which shall not exceed two people per bedroom, plus two additional people per rental unit unit
 - vi) 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
 - vii) A non-refundable application rental fee of \$100.00 shall be paid at the time of application.
 - viii) Certify annually that the application on file is accurate.

D. Additional Requirements for STR:

- A. 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 administrator. On the street or off premises parking can be used as overflow parking
- B. A unique number will be assigned to each rental unit. This number must be used in any marketing platform (online or otherwise)

E. Rental Rules

- a) 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.
 - i) The minimum stay

- ii) The maximum number of guests
 - iii) Use of the sanitation and recycling roll-carts,
 - iv) emergency contact information including the police non-emergency number.
 - v) A diagram showing all exit routes to the unit must also be displayed in all bedrooms.
 - vi) That the Port Royal noise ordinance applies between 10:00 PM and 7:00 AM
 - vii) Prohibit large gatherings such as weddings and reunions unless specifically approved by the Administrator
 - viii) 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.
- b) Property Management Plan:** A property management plan shall be developed and approved by the town administrator. 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.
- c) Signs:** No on-site advertising signs shall be permitted
- d) 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.
- e) 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 property owners association requirements.
- f) 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.
- g)** Failure to comply with a violation of this ordinance within 60 days shall result in the revocation of the STR permit for two years.
- h) 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.

Additional points for consideration.

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