

# Special Committee on Short-Term Rentals

April 29, 2024 @ 10:00 AM

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Seabrook Island Town Hall, Council Chambers  
2001 Seabrook Island Road  
Seabrook Island, SC 29455



**Virtual Participation:** Individuals who wish to participate in the meeting via Zoom may call (843) 768-9121 or email [kwatkins@townofseabrookisland.org](mailto:kwatkins@townofseabrookisland.org) for log-in information prior to the meeting.

## AGENDA

### 1. CALL TO ORDER, ROLL CALL & FOIA STATEMENT

### 2. APPROVAL OF PREVIOUS MEETING MINUTES

- A. **Special Committee on Short-Term Rentals Work Session:** February 7<sup>th</sup>, 2024
- B. **Special Committee on Short-Term Rentals Work Session:** March 13<sup>th</sup>, 2024
- C. **Special Committee on Short-Term Rentals Work Session:** March 20<sup>th</sup>, 2024
- D. **Special Committee on Short-Term Rentals Work Session:** April 3<sup>rd</sup>, 2024
- E. **Special Committee on Short-Term Rentals Work Session:** April 8<sup>th</sup>, 2024

### 3. DISCUSSION ITEMS

- a. Consideration of recommendations to Town Council as to health, safety, nuisance provisions, and enforcement of violations.

### 4. COMMITTEE COMMENTS

### 5. ADJOURNMENT

# Special Committee on Short-Term Rentals

February 7, 2024

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## MINUTES

### 1. CALL TO ORDER, ROLL CALL & FOIA STATEMENT

Present: Darryl May (Councilman, Chair), Ted Johnson (virtual), Deb Lehman, Tracey Kirchoff, Starr Murphy, Susan Murray, Oliver Sever

Absent: Nancy Buck, Johanna Young

Staff: Joe Cronin (Town Administrator), Katharine Watkins (Asst. Town Administrator)

Councilman May called the meeting to order at 10:01 AM. Asst. Town Administrator Watkins confirmed the requirements of the Freedom of Information Act (FOIA) were met and summarized the act for the committee.

### 2. COMMITTEE MEMBER INTRODUCTIONS

The committee members introduced themselves.

### 3. SCHEDULE OF UPCOMING PUBLIC FORUMS AND COMMITTEE MEETINGS

Councilman May noted the tentative schedule for the public forums and committee meetings:

- February 21<sup>st</sup> at 5:30 PM (TBD)
- February 22<sup>nd</sup> at 5:30 PM via Zoom
- February 26<sup>th</sup> at 1:00 PM at Town Hall in Council Chambers, with the capacity of 68

The committee discussed the length of public comments at the public forum. Ms. Lehman moved to have the length of public comments be seven minutes per speaker; Ms. Murray seconded. All voted in favor.

The length of public comments, to be seven minutes, was approved.

### 4. REVIEW OUTLINE OF POTENTIAL SHORT-TERM RENTAL ISSUES

Councilman May reviewed the proposed outline for the potential short-term rental issues.

Discussions were had with committee members.

## 5. COMMITTEE MEMBER ASSIGNMENTS

Councilman May discussed potential committee member assignments.

Ms. Lehman volunteered to work with the Seabrook Island Property Owners Association (SIPOA) to receive their information from the gate and their proposed short-term rental regulations.

## 6. COMMITTEE COMMENTS

Ms. Kirchoff inquired about the Town of Seabrook Island's Comprehensive Plan of 2019. Discussions were had with members of the committee.

## 7. ADJOURNMENT

Ms. Lehman moved to adjourn the meeting; Ms. Murray seconded. All voted in favor.

The meeting adjourned at 12:08PM.

Date: February 7, 2024

Prepared by: *Katharine E. Watkins*  
Assistant Town Administrator

*Note: These minutes are not verbatim minutes. To listen to the meeting, please use the following link:*  
<https://www.youtube.com/@townofseabrookisland5287/streams>

# Special Committee on Short-Term Rentals

March 13, 2024

[Watch Live on YouTube](#)



## MINUTES

### 1. CALL TO ORDER, ROLL CALL & FOIA STATEMENT

Present: Darryl May (Councilman, Chair), Nancy Buck, Ted Johnson, Deb Lehman, Tracey Kirchoff (Virtual), Starr Murphy, Susan Murray, Oliver Sever

Absent: None.

Staff: Joe Cronin (Town Administrator), Abby Grooms (Communications & Events Manager), Beth Rinehimer (Short-Term Rental Compliance Manager), Tyler Newman (Zoning Administrator), Katharine Watkins (Asst. Town Administrator)

Councilman May called the meeting to order at 10:00 AM.

### 2. STATEMENT OF PRELIMINARY VIEWS OF THE COMMITTEE MEMBERS

Each committee member stated their preliminary views of the Public Forums and the comments received.

### 3. COMMITTEE ASSIGNMENTS

- a. Data collection and analysis
- b. Liaison to Seabrook Island Property Owners Association (SIPOA) and the Seabrook Island Club (the Club)

Discussions were had on the committee member assignments related to data collection and analysis, and to be a liaison between SIPOA and the Club.

### 4. COMMITTEE COMMENTS

### 5. ADJOURNMENT

Ms. Buck moved to adjourn the meeting; Mr. Johnson seconded. All voted in favor.

The meeting adjourned at 1:25 PM.

Date: March 13, 2024

Prepared by: *Katharine E. Watkins*

Assistant Town Administrator

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# Special Committee on Short-Term Rentals

March 20, 2024

[Watch Live on YouTube](#)



## MINUTES

### 1. CALL TO ORDER, ROLL CALL & FOIA STATEMENT

Present: Darryl May (Councilman, Chair), Nancy Buck, Ted Johnson, Deb Lehman, Tracey Kirchoff (Virtual), Starr Murphy, Susan Murray (virtual), Oliver Sever

Absent: None.

Guests: Heather Paton (Executive Director of Seabrook Island Property Owners Association)

Staff: Joe Cronin (Town Administrator), Tyler Newman (Zoning Administrator & Chief Code Enforcement Officer), Beth Rinehimer (Short-Term Rental Compliance Manager), Mike Williams (Code Enforcement), Katharine Watkins (Asst. Town Administrator)

Councilman May called the meeting to order at 1:00 PM. Asst. Town Administrator Watkins confirmed the requirements of the Freedom of Information Act (FOIA) were met.

### 2. DISCUSSION ITEMS

- a. Discussion with Seabrook Island Property Owners Association (SIPOA) and Town Officials on Short-Term Rental Enforcement.

Discussions were had with members of the committee and Ms. Paton on SIPOA regulations.

Discussions were had with members of the committee and members of staff on town code enforcement.

- b. Brief review of status information-gathering by committee members

Committee members updated the other members on the status of their information-gathering.

### 3. COMMITTEE COMMENTS

Councilman May summarized the upcoming agenda for the March 27<sup>th</sup> meeting and noted some of the comments received.

### 4. ADJOURNMENT

Ms. Lehman moved to adjourn the meeting; Mr. Johnson seconded. All voted in favor.

The meeting adjourned at 1:08 PM.

Date: March 27, 2024

Prepared by: *Katharine E. Watkins*  
Assistant Town Administrator

*Note: These minutes are not verbatim minutes. To listen to the meeting, please use the following link:*  
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# Special Committee on Short-Term Rentals

March 27, 2024

[Watch Live on YouTube](#)



## MINUTES

### 1. CALL TO ORDER, ROLL CALL & FOIA STATEMENT

Present: Darryl May (Councilman, Chair), Nancy Buck, Ted Johnson, Deb Lehman, Tracey Kirchoff (Virtual), Susan Murray, Oliver Sever

Absent: Starr Murphy

Guests: None.

Staff: Joe Cronin (Town Administrator), Tyler Newman (Zoning Administrator & Chief Code Enforcement Officer), Beth Rinehimer (Short-Term Rental Compliance Manager), Katharine Watkins (Asst. Town Administrator)

Councilman May called the meeting to order at 10:00 AM. Asst. Town Administrator Watkins confirmed the requirements of the Freedom of Information Act (FOIA) were met.

### 2. DISCUSSION ITEMS

- a. Discussion on data gathered by committee members and staff
- b. Report and discussion on public comments received

Discussions were had with members of the committee and staff on the data related to Short-Term Rentals.

Discussions were had with the committee on the public comments received from the portal.

### 3. COMMITTEE COMMENTS

The committee discussed the next scheduled meetings in May.

### 4. ADJOURNMENT

Councilman May moved to adjourn the meeting; Ms. Lehman seconded. All voted in favor.

The meeting adjourned at 1:08 PM.

Date: March 27, 2024

Prepared by: *Katharine E. Watkins*  
Assistant Town Administrator



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# Special Committee on Short-Term Rentals

April 3, 2024

[Watch Live on YouTube](#)



## MINUTES

### 1. CALL TO ORDER, ROLL CALL & FOIA STATEMENT

Present: Darryl May (Councilman, Chair), Nancy Buck, Ted Johnson, Deb Lehman, Tracey Kirchoff (Virtual), Susan Murray (Virtual), Oliver Sever (Virtual)  
Absent: Starr Murphy  
Guests: None.  
Staff: Tyler Newman (Zoning Administrator & Chief Code Enforcement Officer), Beth Rinehimer (Short-Term Rental Compliance Manager), Katharine Watkins (Asst. Town Administrator)

Councilman May called the meeting to order at 1:00 PM. Asst. Town Administrator Watkins confirmed the requirements of the Freedom of Information Act (FOIA) were met.

### 2. DISCUSSION ITEMS

- a. Consideration of recommendations to Town Council as to health, safety, nuisance provisions, and enforcement of violations.

Discussions were had with members of the committee and staff on possible recommendations to the Town Council as to health, safety, nuisance provisions, and enforcement of violations.

### 3. COMMITTEE COMMENTS

None.

### 4. ADJOURNMENT

Ms. Buck moved to adjourn the meeting; Ms. Lehman seconded. All voted in favor.

**The meeting adjourned at 4:16 PM.**

Date: April 3, 2024

Prepared by: *Katharine E. Watkins*  
Assistant Town Administrator

*Note: These minutes are not verbatim minutes. To listen to the meeting, please use the following link:*  
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# Special Committee on Short-Term Rentals

April 10, 2024

[Watch Live on YouTube](#)



## MINUTES

### 1. CALL TO ORDER, ROLL CALL & FOIA STATEMENT

Present: Darryl May (Councilman, Chair), Nancy Buck, Ted Johnson, Deb Lehman, Tracey Kirchoff (Virtual), Susan Murray (Virtual), Oliver Sever (Virtual)  
Absent: Starr Murphy  
Guests: Chief Ryan Kunitzer (St. Johns Fire District, STJFD)  
Staff: Joe Cronin (Town Administrator, Virtual), Tyler Newman (Zoning Administrator & Chief Code Enforcement Officer), Beth Rinehimer (Short-Term Rental Compliance Manager), Katharine Watkins (Asst. Town Administrator)

Councilman May called the meeting to order at 10:00 AM. Asst. Town Administrator Watkins confirmed the requirements of the Freedom of Information Act (FOIA) were met.

### 2. DISCUSSION ITEMS

- a. Consideration of recommendations to Town Council as to health, safety, nuisance provisions, and enforcement of violations.

Discussions were had with members of the committee, staff, and Chief Kunitzer on potential recommendations to Town Council as to health, safety, nuisance provisions, and enforcement of violations.

### 3. COMMITTEE COMMENTS

None.

### 4. ADJOURNMENT

Ms. Lehman moved to adjourn the meeting; Ms. Buck seconded. All voted in favor.

The meeting adjourned at 12:44 PM.

Date: April 10, 2024

Prepared by: *Katharine E. Watkins*  
Assistant Town Administrator

*Note: These minutes are not verbatim minutes. To listen to the meeting, please use the following link:*  
<https://www.youtube.com/@townofseabrookisland5287/streams>

# TOWN OF SEABROOK ISLAND SPECIAL COMMITTEE ON SHORT-TERM RENTALS

## COMMITTEE RECOMMENDATION AS OF APRIL 8, 2024 ON NUISANCE AND OTHER USE AND CONDUCT RELATED REGULATIONS<sup>1</sup>

### A. OCCUPANCY RESTRICTIONS

1. Maximum 2 per bedroom + 2 (reduced for houses over 2,500 sq. ft. from 2 per bedroom + 4)
2. Effective day licensing year 2025
3. This applies only to STRs<sup>2</sup>

### B. RESIDENTIAL PARKING

1. Limits for single-family home STRs
  - a. The lesser of (1) 1 vehicle per bedroom, or (2) the maximum number of parking spaces on designated parking areas. “Designated parking areas” includes the driveway, garage and guest parking space(s) as specified by SIPOA Policies and Procedures for Residential Development Sec. II(c)(1)(d). (Driveways and guest parking spaces may be either permeable or impermeable.) The maximum number will be self-certified by the owner or owner’s agent, with penalties for incorrect reporting.<sup>3</sup>
  - b. LSVs are to be included in the definition of vehicle.
  - c. THE FOLLOWING POSSIBLE RESTRICTION WAS NOT DECIDED AT THE MEETING BUT I WILL RAISE FOR FUTURE CONSIDERATION: Should the total number be limited to 4, regardless of the number of bedrooms?
  - d. If the limit specified on the STR permit is \_\_ vehicles or greater, owner must provide access to the garage and renters instructed to use the garage.

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<sup>1</sup> This summary has been prepared by the Chair, Darryl May. It will be circulated to all members of the Committee, who will have the opportunity at the April 29 working session to propose and discuss any corrections to ensure that the summary accurately records the decisions of the Committee. All decisions to date have been adopted unanimously.

<sup>2</sup> Some regulations will apply to all residential units (albeit with potentially different remedies for violations between homes with and without STR permits), while others will apply only to STRs. Each proposed provision will specify whether it applies to all or is limited to STRs.

<sup>3</sup> The existing ordinance addresses this concept already. See STR, sec. 4(iii): “It shall be a violation of this section to . . . iii. Falsify or misrepresent material facts on a SHORT-TERM RENTAL permit application.”

**NOTE:** WE DISCUSSED THIS ON 4/8 BUT I DON'T THINK WE REACHED DECISION.

2. Limits for multi-family residential units — Maintain as is from the existing ordinance (“A dwelling which is permitted to operate as a SHORT-TERM RENTAL UNIT shall have a minimum of one (1) off-street parking space. The required off-street parking may be provided on the same property as the rental unit or, if the unit is located within a multi-family development with a common parking area, within that development’s common parking area.”).
3. Restrictions for all residential units, regardless of STR status.
  - a. Parking — Apply the existing ordinance language currently applicable only to STRs, see sec. 1(j)(ii), “General requirements for off-street parking,” to all residential units.
  - b. Oversize vehicles — Apply the existing ordinance language currently applicable only to STRs, see sec. 1(j)(iii), “Commercial vehicles, oversized vehicles, and equipment.”

**C. LSV RENTALS** — We discussed whether STR permit holders are renting their LSVs, which creates issues including renters parking in owner-only spaces? Is this being done as not a separate rental but as an inducement to rent from this owner? If the former, it seems clear that a separate business permit would be required. And, following our 4/8 meeting, a member of the public who viewed our discussion submitted numerous examples of explicit advertising of LSV rentals. See

- <https://www.sweetgrassvacationrentals.com/vacation-rentals/bw3131-3131-baywood-drive>. “Golf Cart: 6-Seater LSV Cart available for rent! Inquire about adding this to your reservation! (Cost: \$100/day, or \$575/week).”
- <https://www.sweetgrassvacationrentals.com/vacation-rentals/fc1729-1729-fiddlers-cove> “Golf Cart: Yes, 6 seater, \$75 per day or \$450 per week”
- <https://www.sweetgrassvacationrentals.com/vacation-rentals/dp2931-2931-deer-point>. “Golf Cart: 6-Seater LSV Cart available for rent! Inquire about adding this to your reservation! (Cost: \$100/day, or \$600/week)”
- <https://www.sweetgrassvacationrentals.com/vacation-rentals/mg3083-3083-marshgate>. “Golf Cart: Yes, 6 Seater Golf Cart (Ask about Renting for \$100/day or \$600/week)”
- <https://www.poiriervacation.rentals/> “Our NEW six seater golf cart is available to any renter over the age of 21. What a great way to explore the island. We recommend driving the Seabrook Island Road loop at dusk and check out all of the wildlife Seabrook Island has to offer. Pricing (plus tax): \$125 per day. \$700 per week.”

Note that, apart from the business license issue, there is an advertising question as well for the Sweetgrass properties. Whereas the Poirer description makes clear this is an LSV subject to SC vehicle laws, the Sweetgrass does not, instead calling it a “golf cart.”

What if an owner raises the price and includes the LSV as part of the rental price? Should we address this?

#### **D. NOISE**

1. Night-time restrictions
  - a. Hours: 10 PM to 7 AM
  - b. Qualitative, not decibel-based: (1) No amplified sound audible outside of the residence, including, in adjoining multi-family residences, and (2) No unnecessary or unusually loud sound, or any sound which disrupts the peace and quiet of any neighborhood or adjoining units in a multi-family environment, and which annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of ordinary sensibilities. (Language adopted from 2023 Ad Hoc Committee proposed ordinance.)
  - c. Applicable to all residential units, regardless of STR status.
2. No daytime noise regulations, except, dogs heard barking outside the residence (including in adjoining multi-family residences) for longer than 30 minutes. Applicable to all residential units, regardless of STR status.

**E. DRONES** — Should the Committee address? SIPOA’s Rules and Regulations, sec. VI(B), states: “Playing audio equipment or operating mechanical vehicles or recreational equipment or unmanned aircraft in a manner that disturbs the privacy or quiet enjoyment of occupants of neighboring residences is prohibited.” I would propose to ban their recreational use on the beach, where they are most likely to be used by vacationers, whether they are renters or guests of owners. This would apply to everyone.

#### **F. BIKES AND BEACH GEAR VISIBILITY**

1. Bicycles and beach gear shall not be placed on landscaped or pine straw areas.



2. Do not hang towels or clothing outside where visible from the street or other properties.<sup>4</sup>
3. These would apply 24 hours, and to all residential units regardless of STR status.
4. At the 4/29 meeting we discussed whether to require storage of bikes and beach equipment. Nancy made the point about kids leaving bikes in the driveway during the day and we decided not to go further than above. But in thinking about it further I think we should revisit whether to impose overnight restrictions on bike and beach equipment storage, at least in single-family zoning districts. Kiawah does this: “Bicycles and beach gear shall not be visible from the street side or adjoining properties from dusk to dawn for all single-family dwellings and multi-family dwellings. These articles shall be placed in the appropriate storage location from dusk to dawn and shall not be left in a driveway, yard, or parking lot from dusk to dawn.” I’m not sure about the multi-family aspect of that, but at least for single-family homes, this seems appropriate to me.

## G. GARBAGE

1. **NOTE:** WE HAVE NOT DISCUSSED THIS TOPIC NOR WAS IT INCLUDED IN THE INITIAL ISSUES OUTLINE. BUT I THINK WE SHOULD AT LEAST CONSIDER ADDRESSING THIS, PARTICULARLY IN LIGHT OF TRACEY’S REPORTS ABOUT HER REGIME. THE FOLLOWING IS MY PROPOSAL.
2. Single-family — Essentially the same as SIPOA (“curbside no earlier than noon on the day prior to the scheduled pick-up day and no later than 7:00 a.m. on the scheduled pickup day.”). This allows TOSI to enforce.
3. Multi-family — **NOTE:** THE FOLLOWING IS ADAPTED AND MODIFIED FROM THE TOKI ORDINANCE: Regimes shall use provided dumpsters for trash disposal. Dumpster pick-up service shall be sufficiently frequent to avoid trash overflow. Dumpsters shall be stored on an approved screened pad. Any trash overflow shall be immediately remedied by regime management.
4. These provisions would apply to all property owners, not just STRs.

## H. LOCAL CONTACT (in addition to existing requirements)

1. The local contact must sign an acknowledgement, to be submitted with permit application or renewal, documenting that he/she has voluntarily agreed to be the local contact and assumes responsibility for the following duties:

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<sup>4</sup> This is taken directly (quoted) from SIPOA’s summary of rules for renters. The wording of SIPOA’s actual Rules and Regulations is slightly different: “Beach towels, bathing suits and other clothing are not to be hung on or draped over exterior railings of homes or villas.” Perhaps combining the two, we could propose: (1) Single-family residences: Do not hang towels or clothing outside where visible from the street or other properties; (2) Villas: Towels and other clothing are not to be hung on or draped over exterior railings.

- a. Being physically present on the property within 2 hours if physical presence is required.
  - b. Regardless of whether physical presence is required, being able to respond and resolve problems within two hours of notification, unless the type of problem is not reasonably resolvable within two hours, in which case the contact must have started taking steps to resolve the problem within two hours.<sup>5</sup>
  - c. In the event of a water leak, the contact should be able to shut off the water.
  - d. The responsibility is 24/7. It is the responsibility of the local contact to have coverage arrangements while on vacation or is otherwise unable to respond to calls, and further, to ensure that calls to the 24/7 contact get routed to the coverage person.
2. The local contact's cell phone number and email address must be supplied on the permit application.
  3. Local contact requirements apply only to STRs.

## I. EDUCATION OF RENTERS

1. TOSI shall develop a short brochure, placard, sign or other type of notice that concisely conveys rules and other important information applicable to renters' stays. The graphic design should optimize renters' desire to read and absorb the material. See, for example, the Town of Kiawah Island's Good Neighbor Brochure, [https://cms2.revize.com/revize/kiawahisland/Communications/Updated\\_GOOD\\_NEIGHBOR\\_BROCHURE.pdf](https://cms2.revize.com/revize/kiawahisland/Communications/Updated_GOOD_NEIGHBOR_BROCHURE.pdf). A link to the TOSI ordinance should be provided for those who wish to read the full version of the rules.
2. TOSI shall endeavor to cooperate with SIPOA to prepare one notice for both entities to avoid duplicative materials that may confuse renters.
3. One copy shall be emailed to the renter before the stay commences and one copy shall be placed prominently inside the rental unit. If SIPOA agrees to do so, an additional copy shall be handed out when the renter obtains a gate pass.

## J. ADVERTISING

1. In addition to the current requirement that any advertisement must include the business license number and maximum occupancy (sec. 1(k)), the advertisement must include the maximum number of vehicles permitted.
2. **NOTE:** THE FOLLOWING PROPOSAL WAS DISCUSSED BUT NOT RESOLVED — DEB WAS ASKED TO SEEK MORE INFORMATION FROM CLUB: In addition

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<sup>5</sup> The current language reads: "The local contact must reside within fifty (50) miles of the rental property and, within two (2) hours of receiving notification, be accessible and available to respond to any emergency situation, alleged violation, inquiry or inspection request from the town or any other entity having jurisdiction over the rental property." I think this language is a bit ambiguous in that it could be read to allow for the response to start at 1 hour 59 minutes. I propose tightening the language.

to the foregoing requirements, any advertising for a STR unit that does not have amenity card privileges must so state. DEB RECEIVED THE FOLLOWING INFORMATION FROM THE CLUB, PER LYNDSEY ARNOLD: “We do still have guests who arrive and think they have access to all of the facilities, even though there is no Club membership attached. It is a tough situation for my staff, as we are not the ones giving out the incorrect information, but we are the ones who have to enforce the rule.”

3. The current violation definition for falsely stating the occupancy limit in advertising (sec. 4(iv)) should be replaced by language to the effect of: “It shall be a violation of this section to . . . (iv) misstate any facts in advertising the property for STR.”