

Short-Term Rental Review Board Hearing Comments Matrix – August 22 & 29, 2019 Worksessions

#	Code Section	Comment	Multiple Comments	Notes
1	Rules of Procedure	Allow residents agents of record to represent and speak for STR property owners at application hearings and other meetings	X5	
2	Rules of Procedure	Require the STR owner to be at the hearing for their application		
3	190-63.3	Require STR owners to provide an annual report to the Board each time they apply for a license renewal (see letter #10 from 8-29 mtg.)		
4	190-63.2.B	Allow new applications to be submitted any time during the year to avoid delay of licensing approvals for all types of licenses	X6	
5	190-63.3.B	Allow renewal applications to be submitted any time during the year, or at the very least, four months before the expiration date	X3	
6	190-63.2.F	Notices shall be provided to all property owners who share a privately-owned driveway/road	X2	

#	Code Section	Comment	Multiple Comments	Notes
7	190-63.2.F	Require the first notification sent by certified mail as soon as the application is filed		
8	190-63.2.F	Require the first notification sent by first class mail with delivery confirmation		
9	190-63.2.I	Require the second notification sent, after all application requirements and inspections have been completed, no later than 15 days before the scheduled hearing date by priority mail with delivery confirmation	X2	
10	190-63.2	Provide only one mailing		
11	190-63.2	Cost of certified mailings is prohibitive		
12	190-63.2.I	Require certified mailing receipts to be sent to the P&Z Office no later than 5 days before the hearing or the hearing will be cancelled		

#	Code Section	Comment	Multiple Comments	Notes
13	190-63.2.F	Revision to Section 190-63.2.F.1.C: "Owners of all other properties with a property line within 1,000 feet, including in line of sight within 1,000 feet across waterways of the short-term rental dwelling"		
14	Rules of Procedure	The Board should only meet once or twice a year, at most, to discuss and consider any changes to rules and regulations/An applicant should only be required to adhere to the requirements what were in place at the time when they started the application process	X5	
15	190-63.2.I	Provide STR specific information on sign postings for upcoming hearings		
16	190-63.3	Offer a more efficient process for licensing of those STRs whom have not had any complaints registered against them		
17	190-63.3.C	Renewal applications that have any violations recorded and on file must go before the STR Review Board following the same procedures as a new application		
18	190-63	Require all applications to be considered by the Board/Allow the Board to determine which renewal applications come before them	X2	

#	Code Section	Comment	Multiple Comments	Notes
19	190-63.2	Prohibit applications from going in front of the Board, or cancel the hearing, if any of the requirements are not met, e.g. applications are not complete, notifications requirements are not met/do not approve applications with conditions	X2	
20	190-63.3	Allow renewals to sign an affidavit that there have been no changes (lease agreement, house rules, site and floor plans, deed, etc.) from the first year (#29)		
21	190-63	Ensure that Section 190-63.3 remains distinct from the obligations of Section 190-63.3		
22	N/A	Modernize and streamline the process for submitting occupancy taxes by allowing for online payment		
23	N/A	Eliminate unnecessary and arbitrary considerations (requiring that shared driveways have a road maintenance agreement) and comments from Board members (Ex. Why are you renting your home?, Would you consider restricting rental terms to longer rental periods?)	X3	
24	190-63.2.1.6	<p>The second sentence within Section 190-63.2(l)(6) be removed and replaced with the following language: "Any such conditions, restrictions and limitations shall be limited to those that can be satisfied within the reasonable control of the applicant and may address the following circumstances:"</p> <p>Also suggest that as a result of removing the language, "without limitation," a seventh enumerated provision, l.6.f. is added which states, "or such other circumstance that reasonably falls within the</p>		

#	Code Section	Comment	Multiple Comments	Notes
		intent of the specifically enumerated circumstances set forth in a. through f.” (see Eastern Shore Vacation Rental letter dated 8-20-19)		
25	190-63.2.C	Require that applicants state on their application whether they are on a shared driveway		
26	N/A	Require a Board training on STRs, the STR booking process, role of resident agent, etc.		
27	190-33.20	Prohibit STRs on shared driveways or unless all owners approve	X4	
28	190-33.20	The Code does not expressly detail the responsibilities and duties of the Resident Agent in monitoring tenants, enforcing lease provisions/Code of Conduct (see letter #6 from 8-29 mtg.)		
29	Rules of Procedure	Hold STR Board meetings in the evening	X2	

#	Code Section	Comment	Multiple Comments	Notes
30	190-63.2.G	Allow a 3-4 year license for new applications		
31	N/A	Re-examine whether adequate resources have been committed to P&Z for administration of the STR program (See letter #6 from 8-29 mtg.)		
32	Chapter 88 & 190-33.20	Minimum Livability Code requirement for lead paint testing and abatement should apply to STRs and should be part of the safety inspection		
33	190-33.20.A	All STRs must comply with regulations or face stringent enforcement with severe and increasing penalties	X3	
34	190-33.20.C.9	The same IRBC safety requirements should apply to STRs as they do for hotels, motels and B&B's		
35	190-63.2.C.6	The standard lease agreement should include the landlord's/manager's right to access the property 24/7 for inspection of the property		

#	Code Section	Comment	Multiple Comments	Notes
36	190-33.20.C	Grandfathering of older properties from the IRBC adopted by Talbot County, as amended	X2	
37	N/A	Adopt the most current IRC		
38	190-63.2.D	Allow safety inspections to be completed prior to the submittal of an application	x2	
39	190-63.3.F	Eliminate the option of a safety waiver	X2	
40	190.33.20	Require an easily identifiable official safety seal of inspections to be displayed in all literature, promotions and marketing		
41	N/A	Require code compliance information to notification letters		

#	Code Section	Comment	Multiple Comments	Notes
42	190-33.20	Post "Rules of the Road" in the STR and on lease agreements		
43	N/A	Establish one 24/7 toll-free phone number for reporting STR complaints, display it prominently in the notification letter, on the STR website and elsewhere		
44	190-63.2.C.3	Eliminate confusing language in the notification letter that implies that complainants must first contact the resident agent or owner before reporting a complaint to the Code Compliance Officer		
45	N/A	Make clear on the STR website that neighbors have the option to make a STR complaint in confidence, and may simply do so by phone		
46	N/A	County should keep a log of all STR complaints, include the log in the STR permit renewal application, and make it accessible to the public		

#	Code Section	Comment	Multiple Comments	Notes
47	190-63.3.C	The County should refer a permit renewal application of any STR property that has been the subject of a complaint to the STR Review Board for a hearing		
48	N/A	Include a complaint log in an online registry of licensed STRs		
49	190-33.20	Encourage appropriate renter activity by establishing clear standards of conduct for renters, owners and agents (all STR licenses shall be required to expressly include a Code of Conduct as an attachment)		
50	190-63.4	Make clear that the formal complaint process in Section 190-63.4 is an option, but not the only way, for a citizen to register a complaint		
51	190-33.20	Require a significant security deposit and include in the lease term and house rules that the deposit is at risk if there are complaints either to the County or the Resident Agent about renters		
52	190-33.20.B	Restrict STRs to the principal residence of the owner/and or require them to stay on-site (also see letter #13 from 8-29 mtg.)	X5	

#	Code Section	Comment	Multiple Comments	Notes
53	190-33.20.B	Prohibit any one person/entity from receiving more than one STR license		
54	190-33.20.C	Restrict the number of days an owner can rent/provide preferential treatment to principal residence STR owners (See letter #8 from 8-22 mtg. for suggested language)	X3	
55	N/A	Post applications, decisions, complaints processes, contact information, map of STRs etc. online (See letter #4 from 8-29 meeting)	X4	
56	190-63.5	Maintain the current provisions of non-transferability of STR permits with the sale of a property		
57	190-63.5	Allow the transferability of STR permits with the sale of the property	X2	
58	190-33.20.C	Prohibit multiple occupancies of the same property at the same time/only one lease permitted at any one time	X2	
59	190-33.20	Require the property owner to maintain property and liability insurance		

#	Code Section	Comment	Multiple Comments	Notes
60	190-63.2	Require that all rental leases, house rules, and advertisements make clear the occupancy limits		
61	N/A	Moratorium/Prohibition of STRs	X4	
62	190-63.2	Require that the owner include in the application that they have not rented the house in the past two years without a license		
63	N/A	Cap the number of STRs licensed in the County or within a neighborhood	x4	
64	190-33.20.B	Require a minimum 500-foot distance between STRs		
65	190-33.20.B	Don't allow STRs on residentially-zoned properties	X3	
66	190-63.3.A.4	Correct a typo in Section 63.3(A)(4) (Renewal) having to do with notice (should reference 190-63.2.F)		