



Town of Hilton Head Island

Town Council Special Meeting

Monday, October 13, 2025, 3:00 PM

**1 Town Center Court, Hilton Head Island, SC
Benjamin M. Racusin Council Chambers**

The meeting can be viewed on the [Town's YouTube Channel](#), the [Beaufort County Channel](#), and Spectrum Channel 1304.

- 1. Call to Order**
- 2. Pledge to the Flag**
- 3. Adoption of the Agenda**
- 4. New Business**
 - a. Consideration of an Ordinance to Repeal and Replace Title 10, Chapter 2 of the Municipal Code of the Town of Hilton Head Island Entitled Short-Term Rentals; and Providing for Severability and an Effective Date - First Reading - Shawn Leininger, Deputy Town Manager
- 5. Public Comment - Non Agenda Items**
- 6. Adjournment**

FOIA Compliance: Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Hilton Head Island will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Hilton Head Island ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

Municipal Association of South Carolina (MASC) Civility Pledge:

"I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city or town."



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council
FROM: Shawn Leininger, AICP, Deputy Town Manager
CC: Marc Orlando, ICMA-CM, Town Manager
DATE: October 9, 2025
SUBJECT: Consideration of an Ordinance to Repeal and Replace Title 10, Chapter 2 of the Municipal Code of the Town of Hilton Head Island Entitled Short-Term Rentals; and Providing for Severability and an Effective Date

RECOMMENDATION:

Consideration of First Reading of an Ordinance to repeal and replace Title 10, Chapter 2 of the Municipal Code of the Town of Hilton Head Island Entitled Short-Term Rentals; and providing for severability and an effective date (Attachments 1-3).

On October 7, 2025, the Community Development & Public Services Committee recommended Town Council approve the proposed Ordinance with the following amendments:

1. Remove the requirement for proof of insurance as part of the application and permit requirements.
2. Permit fees shall be \$500 for 0-4 bedrooms and \$1,000 for 5 or more bedrooms.
3. The fire alarm system shall only be required for short-term rentals having 3,600 or more square feet.
4. Parking shall be based on the site plan and there shall be a maximum of 6 parking spaces.
5. Maximum occupancy shall be 2 people per bedroom plus 2 people for the short-term rental. Studios shall have a maximum occupancy of 4 people.
6. Remove the requirement for any floor plan as part of the application and as a posting at the short-term rental property.
7. The effective date shall be determined by Town Staff.

Regarding amendment #2, after additional discussion the Committee did not take action on an amendment to Ordinance 2025-27 amending the FY26 Consolidated Budget fee schedule and short-term rental permit fees. This was to allow the Town Manager the opportunity to evaluate the operational impacts and costs to implement, administer, enforce, communicate, and maintain the resulting short-term rental program, should a revised Short-Term Rental Ordinance be adopted by Town Council. Changes to short-

term rental permit fees will be brought forward for Town Council consideration as part of a future budget ordinance or amendment.

BACKGROUND:

On May 17, 2022, Town Council adopted a Short-Term Rental Ordinance to address the impacts of short-term rentals on neighborhoods by establishing expectations for their management and operation, specifically regarding safety, trash, noise, and parking. Implementation of the Ordinance began by establishing an operational program for administration of the Ordinance. This included securing necessary software and equipment; recruiting, hiring, and training new employees; creating and testing application and complaint portals; and creating and executing an education and communications plan.

The effective date of the Short-Term Rental Ordinance began January 1, 2023, and is managed by the Town's Finance Department Revenue Services Division and Public Safety Department who work proactively to educate owners, agents, and renters of the requirements and enforce compliance.

Past and current Town Council strategic action plans identified the assessment of the short-term rental program to evaluate program effectiveness on addressing the negative impacts to neighborhoods including:

1. Environmental impacts;
2. Demands on Fire Rescue services;
3. Impacts to public utilities and infrastructure, and
4. Impacts of land use intensity, to determine if further regulation is necessary.

In that regard, on September 16 and 24, 2024, Town Council held workshops to review numerous priority amendments to the Land Management Ordinance (LMO) and Municipal Code that seek to address important and urgent issues in advance of a full LMO Overhaul. This review included an assessment and proposed amendment to the Short-Term Rental Ordinance to address parking, occupancy, fire and life safety, enforcement and fee regulations.

Town staff held meetings and discussions with Town Council, members of the public, and representatives of the short-term rental industry. This assessment of the short-term rental program resulted in the following key findings:

1. Need the ability to manage property owners who violate short-term rental regulations through escalating fines instead of criminal charges;
2. Need the ability to manage property owners who operate a short-term rental property without a valid permit with fines that are greater than the cost of a permit;
3. Short-term rental properties and over occupancy can inconvenience permanent residents who have expressed concerns about parking, noise pollution, trash collection, and other consequences;

4. High occupancy homes do not have adequate fire and emergency safety mechanisms; and
5. Structures are being built for the purpose of short-term rental resulting in properties that are out of scale and context with existing neighborhoods.

The primary goal in considering Short-Term Rental Ordinance amendments is to protect and enhance the quality of life for residents and visitors. As such, the following items were identified to be addressed through proposed amendments:

1. *Parking and Enforcement*

- a. Parking is a critical issue.
- b. Address parking regulations specifically within the Short-Term Rental Ordinance.
- c. There needs to be limits on the number of vehicles associated with a short-term rental.
- d. It needs to be clear where vehicles can and cannot park.

2. *Occupancy*

- a. Over-occupancy of short-term rental units is a concern.
- b. Define occupancy clearly for consistent regulation and enforcement.
- c. Consider if the size of the home should be factored into occupancy regulations.
- d. Occupancy enforcement presents challenges.

3. *Fire and Life Safety*

- a. Ensure adequate fire and life safety measures are required in short-term rentals.

4. *Short-Term Rental Permits and Regulations*

- a. Require short-term rental owners and agents communicate key regulations during the rental process and at time of occupancy.
- b. Align the short-term rental permit fee with community impacts and associated Town operational and infrastructure expenditures.

5. *Compliance, Fines, and Penalties*

- a. Provide for administrative citations as a tool to penalize and remedy violations.
- b. Establish a clear directive for escalating fines based on the number of offenses.
- c. Maintain ability to suspend or revoke permits for repeat offenders.
- d. Continue to enhance the Town relationship with gated communities to support enforcement of short-term rental regulations.

6. *Implementation*

- a. Provide additional time for existing short-term rentals to comply with new regulations, while ensuring new short-term rentals are compliant at the time of permit issuance.

7. *Balance Business and Community Needs*

- a. Strive for a balance between maintaining the island's character and supporting business practices related to short-term rentals.

On February 18, 2025, Town Council reviewed first reading of an Ordinance amending Chapter 10-2 Short-Term Rentals of the Municipal Code to add additional requirements for occupancy, fire and safety alarms and equipment, parking of vehicles, enforcement, fines, definitions and other text amendments, and providing for severability and an effective date. Generally, the proposed amendments included:

1. Grammatical and clarity of language clean-ups to help support understanding and readability;
2. Key definition additions and refinements that support the existing and proposed regulatory framework;
3. Requirement that owners must be compliant and current on all licenses, permits, fees, taxes, fines, and other materials;
4. For short-term rental properties 3,600 square feet and more, a monitored automatic smoke detection system and manual fire alarm must be installed;
5. Any exterior gas grill must be equipped with an automatic shut off timer;
6. The short-term rental permit number must be included in any advertisement for the property;
7. Establish a maximum occupancy based on the number of bedrooms to which the short-term rental property can be rented;
8. Require that the location of parking be identified and not allow more than six (6) vehicles to be parked on the property;
9. Prohibit vehicles from being parked off-site, on-street and access easements, in a required buffer, or any unimproved surface; and
10. Establish a procedure to issue administrative citations and appeal process.

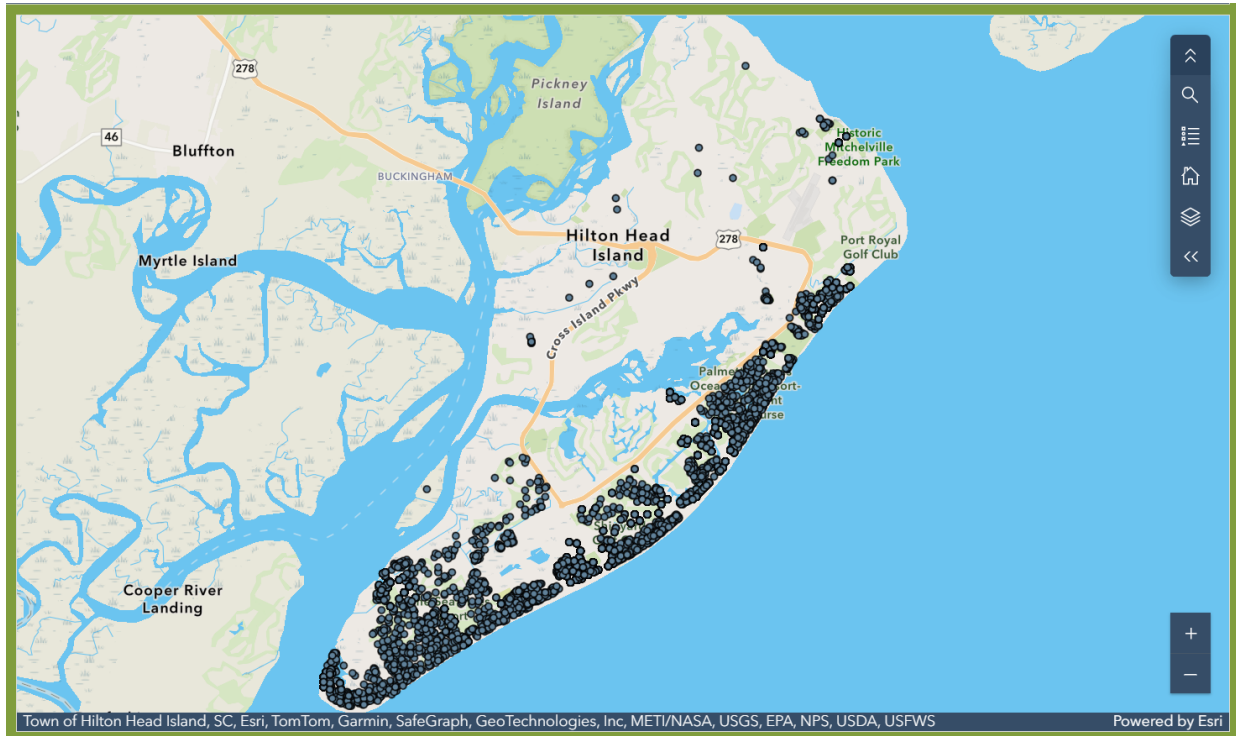
Following review, a motion by Town Council to approve first reading and advance the amendments to seconding reading failed (3-4). Town Council requested the discussion related to this topic continue at a later date.

On September 15, 2025, the Community Services and Public Safety Committee held a discussion to review previously proposed amendments to the Short-Term Rental Ordinance and provided direction on additional amendments to address parking, occupancy, fire and life safety, enforcement, and fees. The remaining sections of this report provide for the recommended amendments to the Short-Term Rental Ordinance.

On October 7, 2025, the Community Development & Public Services Committee recommended Town Council approve the proposed Ordinance with the amendments noted in the Recommendation section of this report (page 1).

SUMMARY:

As of September 1, 2025, the Town has 7,042 short-term rental permits. These permits are located generally in proximity to the island's beaches and are depicted on the following map.



The properties subject to these permits range in size from studio units to ten (10) bedroom homes and are more specifically described in the table below:

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Summary of Key 2025 Short-Term Rental Permit Data

Number of Bedrooms	Number of Permits	% of Total Permits	Average Square Feet	Maximum Occupancy	Average Occupancy	Number 3,600 Square Feet or Greater
Studio	6	0.09%	432	4	3	0
1	1,012	14.37%	639	7	4	0
2	2,985	42.39%	1,125	12	6	1
3	1,423	20.21%	1,742	14	8	1
4	735	10.44%	2,365	18	10	54
5	406	5.77%	3,522	30	14	164
6	310	4.40%	4,253	28	18	208
7	127	1.80%	4,996	30	19	116
8	26	0.37%	5,337	32	23	23
9	7	0.10%	6,088	28	22	7
10	5	0.07%	5,662	34	24	4
Total	7,042	100.00%	-	-	-	578

Short-Term Rentals by Property Type

Property Type	Number	% of Total
Single Family Residence	1,989	28.24%
Villas/ Condos	5,053	71.76%
Total	7,042	100.00%

Short-Term Rentals by Neighborhood

Neighborhood	Number	% of Total
Forest Beach	1,811	25.72%
Sea Pines	1,708	24.25%
Palmetto Dunes	1,409	20.01%
Folly Field	991	14.07%
Shipyards	464	6.59%
All Other Neighborhoods	659	9.36%
Total	7,042	100.00%

Short-Term Rentals by Zoning District

Zoning District	Number	% of Total
PD-1	3,733	53.01%
RD	2,338	33.20%
RSF-5	394	5.60%
RM-8	389	5.52%
All Other Districts	188	2.67%
Total	7,042	100.00%

The Public Safety Department conducts proactive patrols and responds to complaints regarding short-term rentals, building and land management sites, general code enforcement, parking enforcement, and beach patrol. In 2024, the department completed over 36,500 site checks, responses to complaints, and compliance actions. Below is a summary of this activity:

Community Code Enforcement Summary of 2024 Actions

Short-Term Rentals	
Complaints	349
Violations	218
Building Sites	
Site Checks	1,017
Violations	116
Stop Work Orders	60
Land Management Sites	
Site Checks	200
Violations	163
Stop Work Orders	17
Citations	31
Code Enforcement	
Business License Checks	554
Sign Violations	433
Sea Turtle Light Violations	170
Other Code Violations	146
Citations	37
Town Park Checks	11,016
Parking Enforcement	
Violations	504
Vehicles Towed	12
Beach Patrol	
Alcohol Violations	11,766
Dogs Violations	992
Glass on Beach Violations	1,464
Metal Shovels / Holes Violations	1,484
People / Bikes in Dunes Violations	4,761
Fishing License Checks	850
Fishing License Violations	181
Other Violations	207
Citations	7
Total	36,755

As it pertains to short-term rentals, complaints are related to the trash, noise, parking, and permit status. Through September 1, the Public Safety Department responded to 349 complaints received through the short-term rental permit call center, MyHHI app, and

email. This does not include complaints provided to property owner association security (Sea Pines, Palmetto Dunes, Shipyard, etc.) or other private security utilized by other owner associations. More than 50% of all short-term rental units are supported by property owner association or other private security. Additional details can be found below:

Community Code Enforcement 2025 Short-Term Rental Property Actions

Issue	Verbal	Written	Admin Citation	Municipal Citation	Total
Trash	7	0	0	0	7
Noise	78	1	1	0	80
Parking	56	5	4	0	65
Permit	1	3	0	0	4
Total	142	9	5	0	156

The Fire Resue Department began mandatory reporting of short-term rental emergency response calls in September 2024. In the 12-month period from September 1, 2024 - August 31, 2025, the Fire Rescue Department completed the following calls for short-term rentals:

Fire Rescue Call Types to Short-Term Rental Properties

Call Type	Number
EMS	348
Fire Alarm Activations	361
Fire	9
Other (i.e., public service, canceled, no incident)	82
Total	800

Fire Rescue Calls to Short-Term Rental Properties - Location

Location	Number
Sea Pines	177
Palmetto Dunes	121
Shipyard	58
Port Royal	31
Other	413
Total	800

During this same reporting period, Fire Rescue responded to 10,146 incidents. Short-term rental incidents accounted for nearly 8% of all incidents.

PROPOSED AMENDED SHORT-TERM RENTAL ORDINANCE:

Based upon feedback and direction from Town Council members, and as recommended by the Community Development & Public Services Committee these proposed

amendments aim to balance the growing popularity of short-term rentals with the needs and quality of life of residents and visitors, providing a framework for responsibility, protection of quality of life, enforcement, and compliance while supporting a vital industry in our community.

Establishing enhanced and additional regulations related to parking, occupancy, fire and life safety, and enforcement, allow for reduced impacts on existing neighborhoods and help ensure the safety of visitors. Existing building and fire codes do not control occupancy in residential structures and require the kind of safety equipment that is necessary where there is high occupancy, and the occupants are unfamiliar with the structure and the exit routes in the case of an emergency.

Below is a section-by-section summary of the proposed ordinance and what it intends to accomplish and regulate. This proposal builds from the February 18, 2025, version reviewed by Town Council, addresses the recent comments and direction, and includes the recommendations of the Community Development & Public Services Committee. The amended Town Code overview is as follows:

1. *Section 10-2-10. Purpose and Intent.*

- a. To regulate privately owned residential properties rented to transient occupants for less than 30 consecutive days.
- b. Focus on promoting the health, safety, and welfare of residents and visitors.
- c. Minimize potential adverse effects on surrounding neighborhoods.
- d. Clarify that this ordinance does not apply to hotels, motels, or other similar uses.

2. *Section 10-2-20. Compliance Dates.* (new section establishing effective date of regulations)

- a. Adoption Date. The date which the Town Council officially approves the Ordinance.
- b. Compliance Date. Any application for a short-term rental permit issued on or after May 1, 2026, shall be issued in compliance with the terms, regulations and requirements established in this Ordinance.
- c. Compliance Exception. Any short-term rental permit issued prior to, and valid on, the Adoption Date shall comply with the requirements established in Section 10-2-60(b)(3) – fire safety alarm – no later than May 1, 2027.

3. *Section 10-2-30. Definitions.* (key definitions as paraphrased)

- a. Agent: An individual authorized to act on behalf of an owner for a short-term rental property.
- b. Bedroom: A designated sleeping area meeting safety code requirements.

- c. Maximum Occupancy: The maximum number of occupants which can occupy short-term rental property overnight, between the hours of 10:01 p.m. and 6:59 a.m.
- d. Natural Person: Individual human being, as distinguished from a legal or business entity.
- e. Owner: Any individual or entity owning one or more short-term rental properties.
- f. Short-Term Rental: Rentals of residential property for periods of less than thirty (30) consecutive days.
- g. Short-Term Rental Permit: An annual permit required for short-term rental operation.
- h. Short-Term Rental Tenant: Individuals occupying a short-term rental property.
- i. Official: The Town Manager's designated officer for short-term rental administration and enforcement.
- j. Written Notice: Legal notices provided in writing or electronically per short-term rental regulations.

4. *Section 10-2-40. Short-Term Rental Permit. (Attachments 4-6)*

- a. Must obtain a permit prior to advertising, offering, using or operating a short-term rental, and each property must obtain its own permit.
- b. Permits are valid for a 12-month period beginning May 1 – April 30. Currently this period is January 1 – December 31. This change will align with business licenses allowing for consistency and coordination of the two programs. To facilitate the change, short-term rental permits issued for the 2025 calendar year will be extended until April 30, 2026. This will allow time for applications and processes to be updated prior to the permit renewals being accepted on March 1, 2026 rather than November 1, 2025.
- c. Permits are not valid without a Certificate of Occupancy issued.
- d. Permits are non-transferrable and non-refundable.
- e. Owner must update the Town with any changes associated with the property; ownership, contact information, agent information, etc.
- f. Application fee is set each year in the annual budget ordinance.
- g. False or inaccurate information provided on the application shall be grounds for suspension or revocation.
- h. Permits can only be issued to a Natural Person. If the property is held by a business or trust, a Natural Person must be identified.

5. *Section 10-2-50. Licenses, Permits, Payment of Fees and Taxes Required.*

- a. Owners cannot advertise, offer, use or operate a short-term rental without:
 - i. A valid and current permit and Town business license.
 - ii. Payment made for all fees associated to the permit and business license and be current on all taxes associated, all ad valorem taxes and government fees, and all fines/late fees/similar charges.

6. *Section 10-2-60. Regulations for Short-Term Rentals and Short-Term Rental Properties.*

- a. Response to complaints:
 - i. The Owner or Agent shall be available during the occupancy of any Short-Term Rental to respond to a complaint or any other matter related to the behavior of any Short-Term Rental Tenant or the operation of the Short-Term Rental.
 - ii. The Owner or Agent shall be available by telephone at all times during the occupancy of any Short-Term Rental and capable of being physically present at the Short-Term Rental Property, or taking other responsive action as required within one (1) hour of notification by the Town of a complaint or any other matter related to the Short-Term Rental Property.
- b. Fire and Life Safety:
 - i. Maintain the proper equipment (smoke, carbon monoxide, combustible gas detectors; fire extinguishers) in the short-term rental property.
 - ii. For any Short-Term Rental having more than 3,600 or more square feet, install monitored fire alarm systems including automatic smoke detection system and manual fire alarm system.
 - iii. Equip outdoor gas-fired grills with automatic shut-off timers.
 - iv. Ensure unobstructed escape routes.
- c. Occupancy Regulations: establishes maximum occupancy per number of bedrooms using a formula of 4 people for a studio and 2 people per bedroom plus 2 people for the unit.

Table 10-2-60(d)	
Number of Bedrooms	Maximum Occupancy
Studio	4
1	4
2	6
3	8
4	10
5	12
6	14
7	16
8	18
9	20
10	22

- d. Noise Regulations: Shall adhere to Title 17, Chapter 4 of the Town Code (noise regulations, nighttime hours between 10:01 p.m. and 6:59 a.m.)
- e. Trash Regulations: Establishes regulations for proper trash disposal, trash container area.
- f. Parking Regulations:
 - i. Owner must identify the location of off-street parking within the short-term rental permit application;
 - ii. No more than 6 parking spaces may be provided;
 - iii. Parking regulations of how and where to park;
 - iv. Must have minimum spaces required by Section 16-1-101; and
 - v. No expansion of a driveway or construction of new parking areas shall be permitted for the primary purpose of increasing the parking capacity of a short-term rental property.
- g. Inspection and Compliance Regulations: Properties are subject to inspection with a 48-hour notice from the Town to ensure all applicable materials are displayed as required and ensure continuous compliance.

7. *Section 10-2-70. Advertisement and Display Requirements.* (new section organizing related requirements into a single location – Attachment 7)

- a. Advertisements must show short-term rental permit number and include the same information as provided for in the short-term rental permit application (e.g. number of bedrooms, occupancy maximum, parking spaces, etc.)
- b. Establishes required information to be displayed in the short-term rental including:
 - i. Owner and Agent contact information
 - ii. Maximum occupancy
 - iii. Noise restrictions and reference to Town Code section
 - iv. Floor plan with a fire escape plan
 - v. Instructions for managing trash disposal and location of trash container locations
 - vi. Notice of a swimming pool or hot tub with safety equipment (if applicable)
 - vii. Any Town-provided outreach and awareness materials

8. *Section 10-2-80. Suspension or Revocation of STR Permit.*

- a. Establishes grounds for suspension and limits suspensions to one (1) year.
- b. Establishes grounds for revocation and explains the revocation process and proceedings.

NEXT STEPS:

Implementation of the proposed amendments will require modifications to the Town intake and permitting system and processes that will take 90-120 days to fully implement. As such, and as directed in recent discussions on this topic at Committee and Town Council

meetings held on September 15, 2025, and September 16, 2025, respectively, the following review schedule is being implemented:

1. (Complete) October 7, 2025. Community Development and Public Services Committee
2. October 13, 2025. Town Council First Reading.
3. October 21, 2025. Town Council Second Reading.

If adopted by Town Council, the following implementation schedule would be in effect:

1. October 21, 2025. Adoption date of Short-Term Rental Ordinance.
2. March 1, 2026. Short-term rental permit renewal period opens.
3. April 30, 2026. Permits issued for January 1, 2025 – April 30, 2026, permit period expire.
4. May 1, 2026.
 - a. Effective date of adopted Short-Term Rental Ordinance. All short-term rentals must comply with new Short-Term Rental Ordinance with the following exception:
 - i. Any short-term rental permit issued prior to, and valid on, the Adoption Date shall comply with the requirements established in Section 10-2-60(b)(3) – fire safety alarm – no later than May 1, 2027.
 - b. May 1, 2026 – April 30, 2027, short-term rental permit period begins.
5. May 1, 2027.
 - a. Any short-term rental permit issued prior to, and valid on, the Adoption Date shall comply with the requirements established in Section 10-2-60(b)(3) – fire safety alarm.
 - b. May 1, 2027 – April 30, 2028, short-term rental permit period begins.

ATTACHMENTS:

1. Ordinance - Short-Term Rentals
2. Exhibit A of Ordinance: Text – Short-Term Rentals
3. Track Changes – Short-Term Rentals
4. Short-Term Rental Application Checklist
5. Fire Rescue Safety Checklist
6. Fire Rescue Community Risk Reduction Information
7. Town Required Information for Display in Short-Term Rentals

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

ORDINANCE NO. _____

AN ORDINANCE TO REPEAL AND REPLACE CHAPTER 2 TITLE 10 OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA (1983) TO ADDRESS HEALTH, SAFETY AND WELFARE ISSUES ARISING FROM SHORT-TERM RENTALS

WHEREAS, on May 17, 2022, the Town Council for the Town of Hilton Head Island, South Carolina (“*Town Council*”), adopted Town of Hilton Head Island Code Chapter 2 Title 10 of the Municipal Code of the Town of Hilton Head Island, South Carolina, establishing regulations for Short-Term rentals in the municipal limits of the Town of Hilton Head Island, South Carolina (“*Town*”) to be effective January 1, 2023; and,

WHEREAS, the Town Council finds that from and after the effective date of Chapter 2 Title 10 there have been ongoing health, safety and welfare issues arising at properties that are used for Short-Term Rentals. Specifically, Short-Term Rental properties that are rented to numbers of occupants that are higher than can be readily accommodated by the structure, by the property and by the public infrastructure serving the neighborhoods where Short-Term Rental properties are located, leading to:

- (i) Safety issues arising from high occupancy where the occupants are unfamiliar with the structure and the escape routes in the event of an emergency;
- (ii) Safety issues arising from the lack of an interconnected, monitored smoke detection and manual fire alarm system capable of notifying all occupants in a structure;
- (iii) Safety issues arising from the lack of shut-off timers for gas-fired grills;
- (iv) Negative impacts on neighborhoods where Short-Term Rental properties are located due to lack of compliance with the Town’s Noise Ordinance [17-4-1111, *et seq.*, *Municipal Code of the Town of Hilton Head Island, South Carolina (1983)*]; and
- (v) Negative impacts on neighborhoods where Short-Term Rental properties are located due to the parking of vehicles by Short Term Rental occupants at locations off of the Short-Term Rental property, including public streets, rights of way or access easements.

WHEREAS, the Town Council finds that the issues stated above are important health, safety and welfare issues that affect the citizens, residents, and visitors of and to the Town; and,

WHEREAS, the Town Council finds that the text of 10-20-10, *et seq.*, *Municipal Code of the Town of Hilton Head Island, South Carolina (1983)*, will be improved by repealing and replacing the text to provide revisions to the definitions and other text amendments, and create clarity to the text; and,

WHEREAS, the Town Council finds that by repealing and replacing the text of 10-2-10, *et seq.*, *Municipal Code of the Town of Hilton Head Island, South Carolina (1983)*, to address the health, safety and welfare issues described above to add additional requirements for Occupancy Limits, Smoke and Safety Alarms And Equipment, Parking Of Vehicles Enforcement, Fines, Definitions and Other Text Amendments related to Short-Term Rentals and Short-Term Rental Properties are in the best interests of, and will promote the health, safety and welfare of the Town and the citizens, residents and visitors of and to the Town; and,

NOW, THEREFORE, IT IS ORDERED AND ORDAINED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AND IT IS HEREBY ORDERED AND ORDAINED BY AND UNDER AUTHORITY OF SAID TOWN COUNCIL, AS FOLLOWS:

Section 1. Amendment. That 10-2-10, *et seq.*, *Municipal Code of the Town of Hilton Head Island, South Carolina (1983)* is repealed in its entirety and replaced as shown on Exhibit “A” attached hereto and incorporated herein by reference.

Section 2. Severability. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. Effective Date. This Ordinance shall have an effective date of May 1, 2026.

Section 4. Permit Extension. The permit period set forth in the currently adopted and effective Section 10-2-30(a)(1) shall be extended from December 31, 2025 through April 30, 2026.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ON HIS _____ DAY OF _____, 2025.

(SIGNATURES ON FOLLOWING PAGE)

THE TOWN OF HILTON HEAD ISLAND,
SOUTH CAROLINA

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

First Reading: _____

Second Reading: _____

APPROVED AS TO FORM:

Curtis L. Coltrane, *Town Attorney*

EXHIBIT A**TITLE 10 – BUSINESS AND PROFESSIONAL LICENSING; FRANCHISING AND REGULATION
CHAPTER 2 SHORT-TERM RENTALS****Sec. 10-2-10. Purpose and intent.**

It is the purpose and intent of this Chapter to establish regulations for privately owned residential property that is rented to transient occupants for periods of less than thirty (30) consecutive days in the municipal limits of the Town of Hilton Head Island, South Carolina (“Town”), to promote the health, safety and welfare of residents of and visitors to the Town and to minimize the potential adverse effects of short-term rental uses on surrounding residential properties and neighborhoods, and to preserve the character, integrity, and stability of residential neighborhoods in which short-term rental properties are located. This Chapter is not intended to regulate hotels, motels, hospitals or interval occupancy uses [as defined in section 16-10-103(D)(2), *Municipal Code of the Town of Hilton Head Island, South Carolina* (1983)].

Sec. 10-2-20. Compliance Dates.

- (a) *Adoption Date.* The date which the Town Council officially approves the Ordinance establishing this Chapter (“Adoption Date”).
- (b) *Compliance Date.* Unless otherwise established in this Section, any application for a STR Permit issued on or after May 1, 2026, shall be issued in compliance with the terms, regulations and requirements established in this Chapter.
 - (1) *Compliance Exception.* The requirements established in Section 10-2-60(b)(3) shall be effective and compliance shall be enforced as stated in this Section.
 - a. Prior to Adoption Date. Any application for a renewal of a STR Permit issued prior to, and valid on, the Adoption Date shall comply with the requirements established in Section 10-2-60(b)(3) no later than May 1, 2027.
 - b. After Adoption Date. Any application for a STR Permit, where said application is not regulated by Section 10-2-20(b)(1)(a), received after the Adoption Date shall only be approved if the STR Property is in compliance with Section 10-2-60(b)(3) as of May 1, 2026.

Sec. 10-2-30. Definitions.

The following terms are defined terms and when capitalized in the text of this Chapter, mean:

- (1) *Agent* means an individual designated by an Owner to act on the Owner's behalf in connection with a STR Property or STR, to respond on behalf of the Owner to complaints, and receive Written Notices.
- (2) *Bedroom* means a room within a STR Property that is designated, designed and used as a sleeping area rather than a living, dining, or common space. The room must meet building and safety codes and be primarily used for sleeping and typically contains at least one window, a door, a closet, and a bed or other sleeping furniture. As used in this Chapter, “Bedroom” has the same meaning as “Sleeping Area” in the National Fire Alarm and Signaling Code (NFPA 72).
- (3) *Maximum Occupancy* means the maximum number of persons permitted to be in a STR Property overnight between the hours of 10:01 p.m. and 6:59 a.m. as listed on the STR Permit and as set forth in Section 10-2-60(c) below.
- (4) *Natural Person* means an individual human being, as distinguished from a legal or business entity such as a corporation, limited liability company, partnership, trust, or other juridical person.
- (5) *Official* means the officer, employee or agent designated by the Town Manager to administer and implement the requirements and regulations of this Chapter.

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- (6) *Owner* means the owner of record and includes any individual, firm, partnership, limited liability partnership, limited liability company, cooperative non-profit membership, corporation, joint venture, association, estate, trust, business trust, receiver, syndicate, holding company, or other group or combination acting as a unit, in the singular or plural, who or which owns one or more STR Properties.
 - (7) *Short-Term Rental* (“STR”) means the advertising, offering, leasing, use and/or operation of any STR Property or permitting the occupancy of any STR Property or any other property by a lease or any other form of agreement for periods less than thirty (30) consecutive days.
 - (8) *Short-Term Rental Permit* (“STR Permit”) means an annual permit that an Owner must obtain from the Town for each of an Owner’s STR Properties.
 - (9) *Short-Term Rental Property* (“STR Property”) means any residential property in the municipal limits of the Town, that, in whole or in part, is advertised, offered, leased, used, operated, and/or occupied under a lease or any other form of agreement for a STR.
 - (10) *Short-Term Rental Tenant* (“STR Tenant”) means any individual, or group of individuals, occupying all or any part of a STR Property, however described, in any agreement for a STR. For purposes of this Chapter, STR Tenant includes the terms lessee, renter, or any other term used in any agreement for a STR between the Owner and any person or group of individuals.
 - (11) *Written Notice* means any notice required or authorized by this Chapter. A Written Notice may be delivered by personal service to the Owner, or by certified mail, return receipt requested, addressed to the Owner at the address for the Owner shown on the current STR Permit application or the most recent address provided in writing to the Official by the Owner. The Written Notice will be deemed to have been delivered on the date of personal service as documented on an affidavit of service, or on the date that the certified mail return receipt is signed for by, or on behalf of, the Owner.

An Owner may authorize the delivery of any Written Notice authorized or required by the Chapter in the form of electronic mail in the STR Permit application. By authorizing delivery of Written Notice by electronic mail, the Owner acknowledges that any Written Notice delivered by way of electronic mail to the electronic mail address shown in the STR Permit application, or the most recent electronic mail address provided to the Town by the Owner in writing complies with the requirements of this Chapter and any other law regarding delivery of legal notices. The Written Notice by way of electronic mail shall be deemed to have been delivered on the date the electronic return receipt is received by the Official.

An Owner may designate an Agent to act on the Owner’s behalf and authorize Written Notices to be delivered to the Agent by providing the necessary information on the STR Permit.

The defined terms include the plural of any term set out in this Section 10-2-30.

Sec. 10-2-40. Short-Term Rental Permit.

- (a) *STR Permit Generally.* A STR Permit shall be obtained prior to a property being advertised, offered, used, and/or operated as a STR.
 - (1) STR Permits issued for calendar year 2025 to expire December 31, 2025, shall be extended and deemed valid until April 30, 2026. In all years following 2025, STR Permits shall be valid for the twelve month period of May 1 to April 30 and shall only be valid for the period which the STR Permit is issued, irrespective of the date on which the STR Permit is issued.
 - (2) A separate STR Permit must be obtained for each STR Property. If multiple units, regardless of building type, are located on one parcel of land, then a STR Permit is required to be obtained for each individual unit.
 - (3) A STR Permit shall not be valid if a Certificate of Occupancy has not been issued by the Town for the STR Property.

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- (4) STR Permits are non-transferrable and non-refundable and are only valid for the Owner, Agent, and the STR Property described in the STR Permit.
 - (5) The Owner shall notify the Town, of any changes to the contact information provided on the STR Permit application.
 - (6) The application fee and late fees for a STR Permit shall be set each year by the Town Council in the annual budget ordinance.
 - (7) The STR Permit application shall be made on a form published by the Town, must be delivered to the Town with the application fee, and must include the following:
 - a. A STR Permit application for a single-family detached residence or any residence that does not have community trash facilities or shared parking must include a site plan showing compliance with the requirements of Section 10-2-60(f) and 10-2-60(e); and,
 - b. A copy of at minimum one (1) advertisement for the STR; and,
 - c. If applicable, a letter from the homeowners or property owners' association approving the use of the STR Property as a STR; and,
 - d. An affidavit signed by the Owner affirming compliance with the requirements of this Chapter; and,
 - e. Provide parking information as required in Section 10-2-60(f).
 - (8) Review of a STR Permit application shall be conducted by the Official, and the STR Permit shall be granted unless the Owner fails to demonstrate compliance with this Chapter and applicable Town Code requirements and regulations.
 - (9) Any false, inaccurate, or untrue statements or information provided with the STR Permit application shall be grounds for revocation or suspension of the STR Permit and imposition of penalties, including denial of future STR Permit applications.
- (b) *Application by Agent.* A STR Permit application submitted by an Agent must be signed by the Owner.
- (c) *Natural Person Required.* If the Owner of the STR Property is held in the name of a trust, entity, legal partnership or business, the STR Permit application must designate a Natural Person who has legal authority to act on behalf of said Owner.

Sec. 10-2-50. Licenses, permits, payment of fees and taxes fees required.

Prior to a property being advertised, offered, used, and/or operated as a STR, the Owner shall first and on a continuing basis thereafter:

- (1) Obtain and maintain a valid and current STR Permit for the property and Town business license; and,
- (2) Pay all applicable fees associated with any STR Permit application and Town business license; and,
- (3) Pay all sales, use or any other similar taxes in connection with any STR and/or STR Property, and,
- (4) Pay all *ad valorem* taxes and government fees for any STR Property; and,
- (5) Ensure there are no outstanding fines, late fees or any other similar charges arising from any STR or the operation, occupancy and use of any STR Property.

Upon identification of delinquent fees, fines or any other monies required by this Section to be current and are due to the Town, the Official has the authority to establish payment plans, revenue procedures, and reduce or waive penalties. The authority provided in this Section shall not conflict with any other Town Code section, and if a conflict occurs then this Section shall be superseded by the conflicting Town Code section.

Sec. 10-2-60. Regulations for Short-Term Rentals and Short-Term Rental Properties.

- (a) *Response to Complaints.* Following the Town's receipt of a complaint against a STR or a STR Property, the Town shall contact the Owner or Agent as soon as practical following receipt of a substantiated complaint. The Owner or Agent shall be available in accordance with the requirements established in this Section.
- (1) The Owner or Agent of any STR shall be available during the occupancy of any STR to respond to a complaint or any other matter related to the behavior of any STR Tenant or the operation of the STR.
 - (2) The Owner or Agent of any STR shall be available by telephone at all times during the occupancy of any STR and capable of being physically present at the STR Property, or taking other responsive action as required within one (1) hour of notification by the Town of a complaint or any other matter related to the STR Property.
- (b) *Fire and Life Safety.* During any STR and while in possession of a current and valid STR Permit, the STR must remain in compliance at all times with the requirements established in this Section, regardless of whether a STR Tenant or any other individual is occupying the STR Property.
- (1) Maintain fully operable smoke, carbon monoxide, and, if propane is used inside the STR Property, combustible gas detectors in the STR Property in such number and in such locations as required by this Chapter and any other applicable building, fire or safety code; or any other code, regulation or law.
 - (2) Maintain at minimum one (1) fully operable and charged fire extinguisher in the STR Property. Additional fire extinguishers must be in the STR Property and located in the STR Property as required by any applicable building, fire or safety code; or any other code, regulation or law.
 - (3) Any STR Property measuring 3,600 square feet or more that does not have a fire suppression system shall have a fire alarm system installed. For purposes of this section the STR Property square footage shall be determined by the Beaufort County tax record; and if a tax record does not exist for the STR Property, then the Town's building records will be used to determine the square footage of the STR Property. The fire alarm system shall be monitored by an approved supervising station (i.e., monitoring company) in accordance with the National Fire Alarm and Signaling Code (NFPA 72) consisting of the following:
 - a. A functioning automatic smoke detection system that activates an occupant notification system. Single- or multiple-station smoke alarms shall be installed in all the following locations:
 - i. In Bedrooms and sleeping areas; and,
 - ii. In every room in the path of the means of egress from the Bedroom or sleeping area to the door leading from the Bedroom or sleeping unit; and
 - iii. In each story within the STR Property, including basements. For STR Properties with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
 - b. A manual fire alarm system that activates the occupant notification system with such activation device being located in the primary egress path near the primary entrance.
 - (4) Equip any exterior gas-fired grill at any STR Property with an automatic shut-off timer allowing no more than sixty (60) minutes of gas flow.
 - (5) Maintain unobstructed escape routes in the STR Property in the event of fire.
- (c) *Occupancy Regulations.* During the occupancy of a STR Property, the Maximum Occupancy limits established in Table 10-2-60(c) shall not be exceeded.

Table 10-2-60(c)	
Number of Bedrooms	Maximum Occupancy
Studio	4
1	4
2	6
3	8
4	10
5	12
6	14
7	16
8	18
9	20
10	22

- (d) *Noise regulations.* A STR shall remain in compliance with all applicable Town ordinances including, but not limited to, Title 17 Chapter 14. Any activity which unreasonably disturbs the peace and quiet of those in their homes and public places is strictly prohibited. During any STR the occupants, whether a STR Tenant or other occupant, shall adhere to the regulations placed on nighttime hours (between 10:01 p.m. and 6:59 a.m.), though Town noise regulations are enforced twenty-four (24) hours each day.

- (e) *Trash regulations.* Each STR Property shall have a designated trash storage area that is fenced or screened so that trash containers are not seen from public streets and neighboring property, except during designated pick-up times. Outdoor trash containers must remain secured with a lid at all times to avoid spills and prevent pests from disturbing the trash contained within the containers.

Trash containers shall not be placed curbside for more than twenty-four (24) hours prior to scheduled pick-up times and will be removed no more than twenty-four (24) hours after pick-up.

- (f) *Parking regulations.* During any STR and while in possession of a current and valid STR Permit, the parking regulations and requirements established in this subsection shall be followed.

- (1) The only parking permitted at a STR Property shall be those areas:

- a. Identified in the STR Permit application as the location of off-street parking spaces; and,
- b. Shown on an approved site plan that are located off-street parking spaces within a driveway, be arranged in a row and aligned parallel to one another, and not block any sidewalk, pathway, or other pedestrian access crossing the driveway; and,
- c. Approved by the Town to provide the minimum number of parking spaces as required by Section 16-1-101, et seq., Municipal Code of the Town of Hilton Head Island, South Carolina (1983); and,
- d. In compliance with the regulations established in this Section and shall not exceed six (6) parking spaces on any one STR Property.

- (2) The areas identified for the parking of vehicles must be improved with either a pervious or impervious surface. Parking areas must include a space at least nine (9) feet by eighteen (18) feet for each vehicle allowed to be parked at the STR Property. Areas for parking must comply with all other applicable requirements of Section 16-1-101, et seq., Municipal Code of the Town of Hilton Head Island, South Carolina (1983).

- (3) No expansion of a driveway or construction of new parking areas shall be permitted for the primary purpose of increasing the parking capacity of a STR Property without prior written approval by the Town.

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- (4) No vehicles associated with the STR Property shall be parked in a place not designated for parking, off-site, on-street (including adjacent rights-of-way or access easements), in a required buffer (excluding in driveways crossing a required buffer), or on any unimproved surface on the STR Property. No vehicle shall park anywhere in conflict with the parking plan approved by the Town in the STR Permit application.
 - (g) *Inspections and Compliance Regulations.*
 - (1) Any STR Property is subject to inspection by the Town to verify compliance with the provisions of this Chapter. Prior to entering the STR Property, the Town shall provide a forty-eight (48) hour written notice using the contact information provided in the STR Permit application.
 - (2) The Owner is responsible for inspecting the STR Property to ensure continued compliance with this Chapter and all other applicable zoning, building, health and life-safety code requirements.
 - (3) In addition to the requirements of this Chapter, any STR Property must also comply with all other statutes, ordinances, regulations or private covenants applicable to the STR Property. Nothing in this Chapter is intended to authorize waiver of or limitations on compliance with any other applicable statutes, ordinances, regulations or requirements.

Sec. 10-2-70. Advertisement and Display Requirements.

- (a) *Advertisement Requirements.* Any advertisement for a STR shall list the STR Permit number and contain the same information provided to the Town on the STR Permit application including, but not limited to, the number of bedrooms, maximum occupancy, and maximum number of vehicles permitted at the STR Property.
- (b) *STR Property Displays.* Upon receipt of necessary approvals and receipt of a STR Permit, and prior to any occupancy, the STR Property shall display in a prominent location the following:
 - (1) Contact information for the Owner or Agent responsible for responding to complaints and any other matters in accordance with Section 10-2-60(a); and
 - (2) The Maximum Occupancy of the STR Property in accordance with Table 10-2-60(c); and,
 - (3) Noise restrictions, whereby the following statement shall be on display “It is unlawful to unreasonably disturb the peace and quiet of those in their homes and public places. Nighttime hours are between 10:01 p.m. and 6:59 a.m., though Town noise regulations are enforced twenty-four (24) hours each day as established in Title 17, Chapter 4 of the Town Code”; and,
 - (4) Instructions for managing trash disposal at the STR Property. In accordance with Section 10-2-60(e), the instructions shall include the location of the trash containers, location for trash containers to be picked up, and the designated pick-up times for the trash containers.
 - (5) If applicable, notice of the existence of any swimming pool or hot tub at the STR Property and the location of safety equipment related to the swimming pool or hot tub; and,
 - (6) Town-provided outreach and awareness materials related to applicable Town requirements.

Sec. 10-2-80. Violations and Penalties.

- (a) *Violations.* It shall be a violation of this Chapter to enter into any agreement, lease, offer, advertise, operate, occupy, or use any property for a STR without first complying with the requirements of this Chapter. A violation has occurred for any failure to comply with the requirements established in this Chapter.
- (b) *Administrative Citations and Fines.* Violations of any provision of Chapter are subject to an Administrative Citation as established in Hilton Head Island Code, Section 1-5-11.
 - (1) Penalties and Fines. Administrative Fines for violations of this Chapter are as follows:
 - i. Two Hundred Fifty (\$250) Dollars for first infraction;

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- ii. Five Hundred (\$500) Dollars for a second infraction within one (1) year of the first infraction; and,
 - iii. One Thousand (\$1000) Dollars for a third or any subsequent infraction within one (1) year of the second or any subsequent infraction.
- (2) Failure to pay an Administrative Fine with thirty (30) days of being issued shall result in a twenty-five (\$25.00) Dollar late fee.
- (c) *Other Penalties and Remedies.* Violations of this Chapter are also subject to the penalties and remedies authorized under Title 12 Chapter 3, Parking; Section 1-5-11, Administrative Citation; Section 1-5-10, General penalty; continuing violation, Section 10-1-150, Business and professional licenses; suspension or revocation of license, Section 9-1-111, et seq. These remedies are in addition to any other remedies available in this Code or at law or in equity for a violation.
- (d) *Parking Violation and Towing.* The Public Safety Director Code Enforcement Officer, Official, or the Beaufort County Sheriff's Office may immobilize, tow, or impound any vehicle parked in violation of this Chapter if, in their sole discretion, deem it necessary for public safety purposes. Any and all charges or fees associated with towing or immobilization shall be the expense of the owner of the vehicle.

Sec. 10-2-90. Suspension or Revocation of STR Permit.

- (a) *Suspension.* A STR Permit may be suspended when the Public Safety Director or Official determines:
- (1) A STR Permit has been mistakenly or improperly issued or issued contrary to law;
 - (2) Any condition upon which the STR Permit was issued has been breached;
 - (3) The STR Permit was obtained through fraud, misrepresentation, a false or misleading statement, or evasion or suppression of a material fact in the STR Permit application;
 - (4) An Owner is delinquent in the payment to a fee, fine, or tax as established in Section 10-2-50;
 - (5) The operation of a STR Property has been declared a nuisance;
 - (6) More than two (2) convictions for violations of this Code arising from any activities at or connected with a STR Property occur within any twelve-month period; or,
 - (7) More than three (3) Administrative Citations arising from any activities at or connected with a STR Property occurring within any twelve-month period.
- The Public Safety Director or Official is authorized to issue a Written Notice to the Owner that the STR Permit is suspended for a period of one-year and may be revoked, pending a single hearing before Town Council for the purpose of determining whether the suspension should be upheld or whether the STR Permit should be revoked.
- (b) *Revocation.* The Written Notice of suspension and proposed revocation shall state the time and place at which the hearing before Town Council is to be held and shall contain a brief statement of the reasons for the suspension or proposed revocation of a STR Permit.
- (1) The hearing before Town Council on the suspension and proposed revocation of a STR Permit shall be held by Town Council within thirty (30) days after delivery of the Written Notice described in this section 10-2-90. The hearing shall be held upon Written Notice at a regular or special meeting of Town Council. The hearing may be continued to another date by agreement of all parties. At the hearing, all parties shall have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The proceedings shall be recorded and transcribed at the expense of the party so requesting. The South Carolina rules of evidence and procedure prescribed by Town Council shall govern the hearing. Following the hearing, Town Council by majority vote of its members present, shall render a written decision setting out its findings of fact and conclusions. The written final decision shall constitute the final decision of Town Council. The written final decision shall be delivered to the Owner in the same manner as any other Written Notice under this Chapter unless a different person and method of delivery is requested by the Owner at the hearing.

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- (2) The written decision of Town Council may be appealed to the circuit court in the same manner as appeals are made from the decisions of other administrative bodies of the Town. An appeal, in and of itself, does not stay the effect of Town Council's decision.

EXHIBIT A**TITLE 10 – BUSINESS AND PROFESSIONAL LICENSING; FRANCHISING AND REGULATION
CHAPTER 2 SHORT-TERM RENTALS****Sec. 10-2-10. Purpose and intent.**

It is the purpose and intent of this ~~chapter~~Chapter to establish regulations for privately owned residential property ~~used as vacation homes and that is~~ rented to transient occupants for periods of less than thirty (30) ~~consecutive~~ days in the municipal limits of the Town of Hilton Head Island, South Carolina, ~~so as (“Town”), to promote the health, safety and welfare of residents of and visitors to the Town and~~ to minimize the ~~potential~~ adverse effects of short-term rental uses on surrounding residential properties and neighborhoods, and to preserve the character, integrity, and stability of residential neighborhoods in which short-term rental properties are located. This ~~chapter~~Chapter is not intended to regulate hotels, motels, hospitals or interval occupancy uses [as defined in section 16-10-103(D)(2), *Municipal Code of the Town of Hilton Head Island, South Carolina* (1983)].

Sec. 10-2-20. Compliance Dates.

- (a) Adoption Date. The date which the Town Council officially approves the Ordinance establishing this Chapter (“Adoption Date”).
- (b) Compliance Date. Unless otherwise established in this Section, any application for a STR Permit issued on or after May 1, 2026, shall be issued in compliance with the terms, regulations and requirements established in this Chapter.
- (1) Compliance Exception. The requirements established in Section 10-2-60(b)(3) shall be effective and compliance shall be enforced as stated in this Section.
- a. Prior to Adoption Date. Any application for a renewal of a STR Permit issued prior to, and valid on, the Adoption Date shall comply with the requirements established in Section 10-2-60(b)(3) no later than May 1, 2027.
- b. After Adoption Date. Any application for a STR Permit, where said application is not regulated by Section 10-2-20(b)(1)(a), received after the Adoption Date shall only be approved if the STR Property is in compliance with Section 10-2-60(b)(3) as of May 1, 2026.

(Ord. No. 2022-08, § 1, 5-17-22)

Sec. 10-~~22-3~~20. Definitions.

~~In this chapter, t~~The following terms are defined terms and when capitalized in the text of this ~~chapter~~Chapter, mean:

- (1) Agent means an individual designated by an Owner to act on the Owner's behalf in connection with a STR Property or -STR, to respond on behalf of the Owner to complaints, and receive Written Notices.
- (2) Bedroom means a room within a STR Property that is designated, designed and used as a sleeping area rather than a living, dining, or common space. The room must meet building and safety codes and be primarily used for sleeping and typically contains at least one window, a door, a closet, and a bed or other sleeping furniture. As used in this Chapter, “Bedroom” has the same meaning as “Sleeping Area” in the National Fire Alarm and Signaling Code (NFPA 72).
- (3) Maximum Occupancy means the maximum number of persons permitted to be in a STR Property overnight between the hours of 10:01 p.m. and 6:59 a.m. as listed on the STR Permit and as set forth in Section 10-2-60(c) below.
- (4) Natural Person means an individual human being, as distinguished from a legal or business entity such as a corporation, limited liability company, partnership, trust, or other juridical person.

(5) Official means the officer, employee or agent designated by the Town Manager to administer and implement the requirements and regulations of this Chapter.

(6) Owner means the owner of record and includes any individual, firm, partnership, limited liability partnership, limited liability company, cooperative non-profit membership, corporation, joint venture, association, estate, trust, business trust, receiver, syndicate, holding company, or other group or combination acting as a unit, in the singular or plural, who or which owns one or more short-term rental properties STR Properties.

(2) Short term lessee means any person occupying all or any part of a short term rental property or any other property under any lease or other form of agreement for a period of less than thirty (30) days.

(3) Short term rental means the leasing of any short term rental property (76) Short-Term Rental ("STR") means the advertising, offering, leasing, use and/or operation of any STR Property or permitting the occupancy of any short-term rental STR Property or any other property by a lease or any other form of agreement for periods less than thirty (30) consecutive days.

(4) Short term rental agent means a person authorized by an owner to act on the owner's behalf in connection with any short term rental property or short term rental.

(5) Short term rental permit (78) Short-Term Rental Permit ("STR Permit") means an annual permit that an owner Owner must obtain from the Town of Hilton Head Island, South Carolina for each of an owner's short term rental properties, described in section 10-2-20 below. It is a violation of this chapter to offer any short term rental property or any other Owner's STR Properties.

(89) Short-Term Rental Property ("STR Property") means any residential property in the municipal limits of the Town of Hilton Head Island, South Carolina, for short term rental without first obtaining a short term rental permit from the Town of Hilton Head Island, South Carolina for any such property.

(6) Short term rental property means any residential property in the municipal limits of the Town of Hilton Head Island, South Carolina, that, in whole or in part, is advertised, offered for lease or occupancy, leased, used, operated, and/or occupied under a lease or any other form of agreement, for a STR.

(910) Short-Term Rental Tenant ("STR Tenant") means any individual, or group of individuals, occupying all or any part of a STR Property, however described, in any agreement for a STR. For purposes of this Chapter, STR Tenant includes the terms lessee, renter, or any other term used in any agreement for a STR between the Owner and any person or group of individuals.

(11) Written Notice means any notice required or authorized by this Chapter. A Written Notice may be delivered by personal service to the Owner, or by certified mail, return receipt requested, addressed to the Owner at the address for the Owner shown on the current STR Permit application or the most recent address provided in writing to the Official by the Owner. The Written Notice will be deemed to have been delivered on the date of personal service as documented on an affidavit of service, or on the date that the certified mail return receipt is signed for by, or on behalf of, the Owner.

An Owner may authorize the delivery of any Written Notice authorized or required by the Chapter in the form of electronic mail in the STR Permit application. By authorizing delivery of Written Notice by electronic mail, the Owner acknowledges that any Written Notice delivered by way of electronic mail to the electronic mail address shown in the STR Permit application, or the most recent electronic mail address provided to the Town by the Owner in writing complies with the requirements of this Chapter and any other law regarding delivery of legal notices. The Written Notice by way of electronic mail shall be deemed to have been delivered on the date the electronic return receipt is received by the Official.

An Owner may designate an Agent to act on the Owner's behalf and authorize Written Notices to be delivered to the Agent by providing the necessary information on the STR Permit.

The defined terms include the plural of any term set out in this Section 10-2-230.

Sec. 10-2-~~430~~. Short-term rental permit Term Rental Permit.

- (a) ~~STR Permit Generally. A STR Permit shall be obtained prior to a property being~~ Any owner who advertised, offered, used, and/or operated any short term rental property for as a short term rental STR must first obtain a short term rental permit from the Town of Hilton Head Island, South Carolina.
- (1) ~~Short term rental permits~~ STR Permits issued for calendar year 2025 to expire December 31, 2025, shall be extended and deemed valid from January 1 to December 31 until April 30, 2026. In all years following 2025, STR Permits shall be valid for the twelve month period of May 1 to April 30 of any calendar year and shall only be valid for the calendar year during period which the short term rental permit STR Permit is issued, irrespective of the date on which the short term rental permit STR Permit is issued.
- (2) ~~A short term rental permit~~ separate STR Permit must be obtained for each short term rental property STR Property that is offered for short term rental. If multiple units, regardless of building type, are located on one parcel of land, then a STR Permit is required to be obtained for each individual unit.
- (3) A STR Permit shall not be valid if a Certificate of Occupancy has not been issued by the Town for the STR Property.
- (4) ~~Short term rental permits~~ STR Permits are non-transferrable and non-refundable and are only valid for the short term rental property Owner, Agent, and the STR Property described in the short term rental permit STR Permit.
- (45) ~~It is the duty of the owner~~ Owner to shall notify the Town of Hilton Head Island, South Carolina, of any changes to the contact information of the owner and any short term rental agent employed or engaged by the owner for each provided on the short term rental permit STR Permit application issued to the owner.
- (56) ~~The application fee~~ and late fees for a short term rental permit STR Permit shall be set each year by the town council Town Council in the annual budget ordinance.
- (67) ~~The application for a short term rental permit~~ STR Permit application shall be made on a form published by the Town of Hilton Head Island, South Carolina, and must be delivered to the Town with the application fee, and must include the following:
- a. ~~Any application for a~~ A short term rental permit STR Permit application for a single-family detached residence or any residence that does not have community trash facilities or shared parking must include a site plan showing compliance with the requirements of section Section 10-2-650(e) and 10-2-560(d); and,
- b. A copy of at minimum one (1) advertisement for the STR; and,
- c. If applicable, a letter from the homeowners or property owners' association approving the use of the STR Property as a STR; and,
- d. An affidavit signed by the Owner affirming compliance with the requirements of this Chapter; and,
- e. Provide parking information as required in Section 10-2-60(f).
- (78) ~~Review of an STR Permit application for a short term rental permit~~ shall be conducted by the Town of Hilton Head Island, South Carolina Official, and the short term rental permit STR Permit shall be granted unless the owner fails to meet the conditions and requirements of this chapter, or otherwise Owner fails to demonstrate:
- a. ~~Compliance~~ compliance with this chapter, or Chapter and applicable Town Code requirements and regulations.
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- b. ~~There are no outstanding citations for any activities occurring at or connected with the short-term rental property; or~~
- c. ~~Any other town ordinance or any relevant state or federal law regarding activities at the short-term rental property.~~
- (9) ~~Any false statements or inaccurate or untrue information in the application are~~ Any false, inaccurate, or untrue statements or information provided with the STR Permit application shall be grounds for revocation or suspension of the ~~short-term rental permit~~ STR Permit and ~~/or~~ imposition of penalties, including denial of future STR Permit applications.
- (b) Application by Agent. ~~A STR Permit application submitted by an Agent must be signed by the Owner. Every person or business entity which:~~
 - (1) ~~Acts as a short term rental agent, and~~
 - (2) ~~Submits an application for short term rental permit on behalf of any owner, must submit a complete application that includes all the information required in the form of the application and which has been signed by the owner.~~
- (c) Natural Person Required. ~~If the Owner of the STR Property is held in the name of a trust, entity, legal partnership or business, the STR Permit application must designate a Natural Person who has legal authority to act on behalf of said Owner.~~

Sec. 10-2-~~5~~40. Licenses, permits, payment of fees and taxes fees required.

~~Prior to a property being advertised, offered, used, and/or operated as a STR, No owner may offer and/ any short term rental property for short term rental without initially~~ the Owner shall first and on a continuing basis: thereafter:

- (1) ~~Obtaining~~ Obtain and maintain a valid and current ~~short-term rental permit~~ STR Permit for the property and Town business license; from the Town of Hilton Head Island, South Carolina; and;
- (2) ~~Obtaining a valid and current business license for short term rental of property from the Town of Hilton Head Island, South Carolina; and;~~
- (3) ~~Paying all~~ Pay all -applicable fees ~~and taxes~~ associated with any STR Permit application ~~for a short-term rental permit~~ and Town business license; ~~and;~~ all
- (3) Pay all ~~All~~ sales, use or any other similar taxes in connection with any ~~short term rental, paying all STR and/or STR Property, and,~~
- (4) Pay all ~~ad valorem~~ taxes and government fees for any ~~short-term rental property~~ STR Property; and,
- (5) Ensure there are no outstanding fines, late fees or any other similar charges arising from any STR or the operation, occupancy and use of any STR Property.

Upon identification of delinquent fees, fines or any other monies required by this Section to be current and are due to the Town, the Official has the authority to establish payment plans, revenue procedures, and reduce or waive penalties. The authority provided in this Section shall not conflict with any other Town Code section, and if a conflict occurs then this Section shall be superseded by the conflicting Town Code section.

Sec. 10-2-~~6~~50. Regulations for ~~S~~short-~~T~~term ~~R~~rentals and ~~S~~short-~~T~~term ~~R~~rental ~~P~~properties.

- (a) *Response to Complaints.* Following the Town's receipt of a complaint against a STR or a STR Property, the Town shall contact the Owner or Agent as soon as practical following receipt of a substantiated complaint. The Owner or Agent shall be available in accordance with the requirements established in this Section.

-
- (1) ~~(1) General regulations. During any lease~~ The Owner or Agent of any STR shall of any short term rental property, the owner, or the short term rental agent:
- (1) ~~Shall be available during the occupancy of any short term rental STR period to respond to a complaint or any other matter related to the operation or behavior of any short term lessee STR Tenant, or the operation of the short term rental property; and STR.~~
- (2) ~~Shall be The Owner or Agent of any STR shall be available by telephone at all times during the occupancy of the short term rental any STR period and capable of being physically present at the short term rental property STR Property, or taking other responsive action as required, within one (1) hour of notification by the Town of a complaint or any other matter related to the short term rental property; and STR Property.;~~
- (3) ~~Shall prominently display in the short term rental unit contact information for the owner or short term rental agent responsible for responding to complaints; and~~
- (be) Fire and Life Safety. During any STR and while in possession of a current and valid STR Permit, the STR must remain in compliance at all times with the requirements established in this Section, regardless of whether a STR Tenant or any other individual is occupying the STR Property.
- (41) ~~Shall maintain fully operable and building and fire code compliant smoke, and carbon monoxide detectors in the short term rental property as required by law; and~~
- (52) ~~Shall maintain at least one (1), or such other number as is required by any applicable building, fire or other applicable code, fully operable and charged fire extinguisher; and~~
- (1) Maintain fully operable smoke, carbon monoxide, and, if propane is used inside the STR Property, combustible gas detectors in the STR Property in such number and in such locations as required by this Chapter and any other applicable building, fire or safety code; or any other code, regulation or law.
- (2) Maintain at minimum one (1) fully operable and charged fire extinguisher in the STR Property. Additional fire extinguishers must be in the STR Property and located in the STR Property as required by any applicable building, fire or safety code; or any other code, regulation or law.
- (3) Any STR Property measuring 3,600 square feet or more that does not have a fire suppression system shall have a fire alarm system installed. For purposes of this section the STR Property square footage shall be determined by the Beaufort County tax record; and if a tax record does not exist for the STR Property, then the Town's building records will be used to determine the square footage of the STR Property. The fire alarm system shall be monitored by an approved supervising station (i.e., monitoring company) in accordance with the National Fire Alarm and Signaling Code (NFPA 72) consisting of the following:
- a. A functioning automatic smoke detection system that activates an occupant notification system. Single- or multiple-station smoke alarms shall be installed in all the following locations:
- i. In Bedrooms and sleeping areas; and,
- ii. In every room in the path of the means of egress from the Bedroom or sleeping area to the door leading from the Bedroom or sleeping unit; and
- iii. In each story within the STR Property, including basements. For STR Properties with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
-

b. A manual fire alarm system that activates the occupant notification system with such activation device being located in the primary egress path near the primary entrance.;

(4) Equip any exterior gas-fired grill at any STR Property with an automatic shut-off timer allowing no more than sixty (60) minutes of gas flow.;

(5) ~~Shall maintain~~ unobstructed escape routes ~~in from the short term rental property~~ STR Property in the event of fire.; ~~and~~

(7) ~~Shall notify all prospective short term lessees in writing of the existence of any swimming pool or hot tub at the short term rental property and any safety equipment related to the swimming pool or hot tub prior to making any agreement for any short term rental.~~

(d) Occupancy Regulations. During the occupancy of a STR Property, the Maximum Occupancy limits established in Table 10-2-60(d) shall not be exceeded.

Table 10-2-60(c)	
Number of Bedrooms	Maximum Occupancy
Studio	4
1	4
2	6
3	8
4	10
5	12
6	14
7	16
8	18
9	20
10	22

(e) Noise regulations. A STR shall remain in compliance with all applicable Town ordinances including, but not limited to, Title 17 Chapter 14. Any activity which unreasonably disturbs the peace and quiet of those in their homes and public places is strictly prohibited. During any STR the occupants, whether a STR Tenant or other occupant, shall adhere to the regulations placed on nighttime hours (between 10:01 p.m. and 6:59 a.m.), though Town noise regulations are enforced twenty-four (24) hours each day. During any lease of any short term rental property, the owner, or the short term rental agent:

display the following information in a prominent location in the short term rental property:

a. In the Town of Hilton Head Island, South Carolina, it is unlawful to unreasonably disturb the peace and quiet of those in their homes and public places (Title 17, Chapter 4, Town Code); and

b. Quiet hours are between 10:00 p.m. and 7:00 a.m., though town noise regulations are in force twenty four (24) hours each day (Title 17, Chapter 4, Town Code).

(2) ~~Shall notify all prospective short term lessees in writing of the provisions of subsection (b)(1)(a)(b) above to the short term lessee prior to making any agreement for any short term rental.~~

(e

(f) Trash regulations. During any lease of any short term rental property, the owner, or the short term rental agent:

~~(1) Shall maintain a designated trash storage area for use of short term lessees at the short term rental property.~~
Each STR Property shall have a

~~a. The designated trash storage area that shall be fenced or screened so that trash containers are not seen from public streets and neighboring property, except during designated pick-up times. Outdoor trash containers must remain secured with a lid at all times to avoid spills and prevent pests from disturbing the trash contained within the containers; and~~

~~b. The owner shall prominently display instructions for managing trash disposal, including designated pick up times and, if applicable, relevant property owner association requirements in the short term rental property.~~

~~c. The owner shall ensure any outdoor trash containers remain secured to avoid spills and pests.~~

~~d. The owner shall ensure that trash~~Trash ~~containers shall are not be placed curbside for more than twenty-four (24) hours prior to scheduled pick-up times and will be removed no more than twenty-four (24) hours after pick-up.~~

~~(f)g) Parking regulations. During any STR and while in possession of a current and valid STR Permit, the parking regulations and requirements established in this subsection shall be followed.~~

~~During any lease of any short term rental property:~~

~~(1) The owner must~~The only parking permitted at a STR Property shall be those areas:

a. designate the number of~~Identified in the STR Permit application as the location of off-street parking spaces; and,~~

b. Shown on an approved site plan that are located off-street parking spaces within a driveway, be arranged in a row and aligned parallel to one another, and not block any sidewalk, pathway, or other pedestrian access crossing the driveway; and,

c. Approved by the Town to provide the minimum number of parking spaces as required by Section 16-1-101, et seq., Municipal Code of the Town of Hilton Head Island, South Carolina (1983); and,

d. In compliance with the regulations established in this Section and shall not exceed six (6) parking spaces on any one STR Property.

~~vehicles allowed to be parked on the premises during any short term rental and designate the on-site areas available for parking of vehicles.~~~~(2) The areas for identified for the parking of vehicles must be improved with either a pervious or impervious surface. Parking areas must include a space at least nine (9) feet by eighteen (18) feet for each vehicle allowed to be parked on the premises at the STR Property and improved with an impermeable or semi-impermeable surface.~~ Areas for parking must comply with all other applicable requirements of section~~Section~~ 16-1-101, et seq., Municipal Code of the Town of Hilton Head Island, South Carolina (1983).

~~(23) No expansion of a driveway or construction of new parking areas shall be permitted for the primary purpose of increasing the parking capacity of a STR Property without prior written approval by the Town.~~

~~The owner must notify all prospective short term lessees in writing of the maximum number of vehicles permitted at the short term rental property prior to making any agreement for any short term rental.~~

~~(34) The owner must ensure that no~~No ~~vehicles associated with the short term lessee will park~~STR Property shall be parked in a place not designated for parking, off-site, on-street (including in adjacent rights-of-way, during or access easements), in a required buffer (excluding in driveways crossing a required buffer), or on any unimproved surface on the short term rental leaseSTR Property. No

vehicle shall park anywhere in conflict with the parking plan approved by the Town in the STR Permit application.

~~(g) (h) Miscellaneous regulations. During any short term rental lease of any short term rental property:~~ Inspections and Compliance Regulations.

- (1) Any STR Property is subject to inspection by the Town to verify compliance with the provisions of this Chapter. Prior to entering the STR Property, the Town shall provide a forty-eight (48) hour written notice using the contact information provided in the STR Permit application.

~~The owner shall prominently display in any short term rental property any town provided outreach and awareness materials related to applicable town requirements.~~

- ~~(2) (3)~~ Short term rental properties must be properly maintained and regularly inspected by The Owner is responsible for inspecting the owner or short term rental agent STR Property to ensure continued compliance with this chapter Chapter and all other applicable zoning, building, health and life-safety code requirements.

- ~~(f) (4)~~ In addition to the requirements of this chapter Chapter, any short term rental property STR Property must also comply with all other statutes, ordinances, regulations or private covenants applicable to the short term rental property STR Property. Nothing in this chapter Chapter is intended to authorize waiver of or limitations on compliance with any such other applicable statutes, ordinances, regulations or requirements.

Sec. 10-2-70. Advertisement and Display Requirements.

- ~~(a)~~ Advertisement Requirements. Any advertisement for a STR shall list the STR Permit number and contain the same information provided to the Town on the STR Permit application including, but not limited to, the number of bedrooms, maximum occupancy, and maximum number of vehicles permitted at the STR Property.

- ~~(b)~~ STR Property Displays. Upon receipt of necessary approvals and receipt of a STR Permit, and prior to any occupancy, the STR Property shall display in a prominent location the following:

- ~~(1)~~ Contact information for the Owner or Agent responsible for responding to complaints and any other matters in accordance with Section 10-2-60(a); and
- ~~(2)~~ The Maximum Occupancy of the STR Property in accordance with Table 10-2-60(c); and,
- ~~(3)~~ Noise restrictions, whereby the following statement shall be on display "It is unlawful to unreasonably disturb the peace and quiet of those in their homes and public places. Nighttime hours are between 10:01 p.m. and 6:59 a.m., though Town noise regulations are enforced twenty-four (24) hours each day as established in Title 17, Chapter 4 of the Town Code"; and,
- ~~(4)~~ Instructions for managing trash disposal at the STR Property. In accordance with Section 10-2-60(e), the instructions shall include the location of the trash containers, location for trash containers to be picked up, and the designated pick-up times for the trash containers.
- ~~(5)~~ If applicable, notice of the existence of any swimming pool or hot tub at the STR Property and the location of safety equipment related to the swimming pool or hot tub; and,
- ~~(6)~~ Town-provided outreach and awareness materials related to applicable Town requirements.

Sec. 10-2-~~8~~60. Violations and Penalties.

- ~~(a)~~ Violations. It shall be a violation of this chapter Chapter to c:

- ~~(1)~~ enter into any agreement, lease, offer, advertise, operate, occupy, or use any short term rental property for a short term rental without complying with the requirements of this chapter.

~~(2) Advertise any residential property for a short-term rental~~STR without first complying with the requirements of this ~~chapter.~~Chapter.; ~~or~~

~~(2) A violation has occurred for any failure to comply with the requirements established in this Chapter.~~

~~(3) Fail to comply with any requirement of this chapter~~Chapter.

(b) *Administrative Citations* ~~and Penalties, Fines, and Towing.~~ Unless otherwise provided herein, ~~v~~Violations of any provision of Chapter are subject ~~to~~ to the penalties provided for in this Section. ~~an Administrative Citation as established in Hilton Head Island Code, Section 1-5-11.~~

~~(1) Administrative Citation. Any Person who violates any provision of this Chapter shall be subject to an Administrative Citation as established in Hilton Head Island Code, Section 1-5-11.~~

~~(2) Penalties and Fines. Any person who violates any provision of this Chapter shall be subject to administrative fines, fees, and penalties as established in this Chapter.~~ Administrative Fines for violations of this Chapter are as follows:

- i. Two Hundred Fifty (\$250) Dollars for first infraction;
- ii. Five Hundred (\$500) Dollars for a second infraction within one (1) year of the first infraction; and,
- iii. One Thousand (\$1000) Dollars for a third or any subsequent infraction within one (1) year of the second or any subsequent infraction.

~~(23) Failure to pay an Administrative Fine with thirty (30) days of being issued shall result in a~~ A twenty-five (\$25.00) Dollar late fee ~~shall be applied to any fine not paid within thirty (30) days of being issued.~~

~~(c) Other Penalties and Remedies. Violations of this Chapter are also subject to the penalties and remedies authorized under Title 12 Chapter 3, Parking; Section 1-5-11, Administrative Citation; Section 1-5-10, General penalty; continuing violation, Section 10-1-150, Business and professional licenses; suspension or revocation of license, Section 9-1-111, et seq. These remedies are in addition to any other remedies available in this Code or at law or in equity for a violation.~~

~~(d) Parking Violation and Towing. (4)~~—The Public Safety Director Code Enforcement Officer, Official, or the Beaufort County Sheriff's Office may ~~also~~ immobilize, tow, or impound any vehicle parked in violation of this Chapter if, in their sole discretion, deem it necessary for public safety purposes. Any and all charges or fees associated with towing or immobilization shall be the expense of the owner of the vehicle.

~~(e) Other Penalties and Remedies. Violations of this Chapter are also subject to the penalties and remedies authorized under Title 12 Chapter 3, Parking; Section 1-5-11, Administrative Citation; Section 1-5-10, General penalty; continuing violation, Section 10-1-150, Business and professional licenses; suspension or revocation of license, Section 9-1-111, et seq. These remedies are in addition to any other remedies available in this Code or at law or in equity for a violation.~~

Sec. 10-2-~~970~~. Suspension or Revocation of ~~short-term rental~~STR ~~p~~Permit.

(a) *Suspension.* A STR Permit may be suspended ~~W~~when the Public Safety Director ~~or O~~official determines:

- (1) A STR Permit has been mistakenly or improperly issued or issued contrary to law;
- (2) ~~An Owner has breached a~~ Any condition upon which the STR Permit was issued has been breached;
- (3) ~~An Owner has obtained a~~ The STR Permit was obtained through ~~any~~ fraud, misrepresentation, a false or misleading statement, or evasion or suppression of a material fact in the STR Permit application;
- (4) An Owner is delinquent in the payment to a fee, fine, or tax as established in Section 10-2-50;

~~(65)~~ The operation of a STR Property has been declared a nuisance; or,

(76) More than two (2) convictions for violations of this Code, arising from any activities at, or connected with, a STR Property occur within any twelve-month period; or,

(87) More than three (3) Administrative Citations arising from any activities at, or connected with, a STR Property occurring within any twelve-month period.

~~Then~~ ~~The~~ The Public Safety Director or Official Town ~~is authorized to issue~~ may give a Written Notice to the Owner that the STR Permit is suspended for a period up to of one-year and may be revoked, pending a single hearing before Town Council for the purpose of determining whether the suspension should be upheld or whether the STR Permit should be revoked.

(b) Revocation. The ~~written notice~~ Written Notice of suspension and proposed revocation shall state the time and place at which the hearing before ~~town council~~ Town Council is to be held and shall contain a brief statement of the reasons for the suspension ~~and or~~ proposed revocation ~~of a STR Permit and a copy of the applicable provisions of this chapter. The written notice shall be delivered by personal service to the owner or short term rental agent, or by certified mail, return receipt requested, addressed to the owner or short term rental agent at the address for the owner or short term rental agent shown on the application for the short term rental permit. The written notice will be deemed to have been delivered on the date of personal service of the written notice as documented on an affidavit of service, or on the date that the certified mail return receipt is signed for by, or on behalf of, the owner or short term rental agent.~~

(e1) The hearing before ~~town council~~ Town Council on the suspension and proposed revocation of ~~any short term rental permit~~ STR Permit shall be held by ~~town council~~ Town Council within thirty (30) days after delivery of the ~~written notice~~ Written Notice described in this section 10-2-6090. The hearing shall be held upon ~~written notice~~ Written Notice at a regular or special meeting of ~~town council~~ Town Council. The hearing may be continued to another date by agreement of all parties. At the hearing, all parties shall have the right to be represented by counsel, to present testimony and evidence, and to cross-examine witnesses. The proceedings shall be recorded and transcribed at the expense of the party so requesting. The South Carolina rules of evidence and procedure prescribed by ~~town council~~ Town Council shall govern the hearing. Following the hearing, ~~town council~~ Town Council by majority vote of its members present, shall render a written decision setting out its findings of fact and conclusions. The written final decision shall constitute the final decision of ~~town council~~ Town Council. The written final decision shall be delivered to the ~~owner~~ Owner in the same manner as any other Written Notice under this Chapter unless a different person and method of delivery is requested by the ~~owner~~ Owner at the hearing.

(d2) The written decision of ~~town council~~ Town Council may be appealed to the circuit court in the same manner as appeals are made from the decisions of other administrative bodies of the Town ~~of Hilton Head Island, South Carolina.~~ An appeal, in and of itself, does not stay the effect of ~~town council's~~ Town Council's decision.

Short-Term Rental Checklist



✉ Application Requirements

- ☐ Site Plan showing trash location and number of designated 9' X 18' parking spots
- ☐ Copy of advertisement
- ☐ If applicable, letter of approval from HOA
- ☐ Certificate of proof of minimum \$1 million in liability insurance
- ☐ Business License

✉ Other Regulations

- ☐ Certificate of Occupancy
- ☐ Permit must be issued to a person and not a business entity
- ☐ List valid short-term rental permit number on advertisement(s)
- ☐ Owner/Short-Term Rental Agent must be available by phone at all times during rental
- ☐ Owner/Short-Term Rental Agent must take responsive action within (1) hour of receiving a complaint
- ☐ Occupancy cannot be more than (2) occupants per bedroom plus (2) occupants for the total dwelling
- ☐ Must display whether pool and/or hot tub is available for use and any safety measures in place
- ☐ Provide guests with the up to (6) of 9' X 18' parking spots available on driveway
- ☐ Inform guests of the trash pick-up instructions and to ensure all garbage is stored in containers at all times
- ☐ Display the noise ordinance rules
- ☐ Bedrooms must meet building and safety codes and be primarily for sleeping rather than a living, dining or common space

✉ Fire & Safety Regulations

- ☐ Maintain fully operable smoke, carbon monoxide and if applicable propane detectors
- ☐ Have at least (1) fully operable and charged fire extinguisher
- ☐ Monitored fire alarm system for 3,600 or more square feet
- ☐ Smoke alarms shall be installed in all the following locations:
 - Sleeping areas
 - Every room in path of the means of egress from sleeping area to door
 - In each story, including basements
- ☐ Have an automatic gas shut off timer for any exterior barbeque
- ☐ Maintain unobstructed escape routes





HILTON HEAD ISLAND FIRE RESCUE SHORT TERM RENTAL



Fire Extinguishers	YES	NO
Not less than one 2A: 10BC rated extinguisher		
Not less than one per level, within 75' of all portions of the building		
Maintained at a visible and accessible location either mounted on the wall at least 4" above the floor, and no higher than 48" above the floor or an easily identifiable location		
Serviced and tagged by a licensed fire extinguisher vendor within the last 12 months		
Smoke Alarms (Smoke Detectors)		
Smoke alarms are installed inside and outside of every sleeping area and at least 1 on every level		
Smoke alarms are operational and not expired (less than 10 years old)		
Interconnected smoke alarms should cause all alarms to activate when tested (if applicable)		
Test monthly and replace batteries twice a year. (Exception for 10 year battery alarms)		
Carbon Monoxide (CO) Alarms		
Required if the property has an attached garage or utilizes fuel burning equipment, fireplaces, or similar.		
CO alarms installed on every level near the sleeping areas.		
Sleeping rooms served by a forced air furnace or has a fuel burning appliance must have CO alarm within the room		
Escape Routes		
Escape routes are unobstructed, clear of storage or items that restrict exit width		
Doors and windows are easily accessible, operable, and unobstructed		
Stairs are free of hazards, equipped with handrails, and in good repair		
Combustible Gas (Propane) Alarms		
Combustible Gas Alarm installed approximately 12 inches off the ground (height of electrical outlets)		



HILTON HEAD ISLAND FIRE RESCUE SHORT TERM RENTAL



Monitored Fire Alarm System - 3,600 or More Square Feet		
Compliant Monitored Fire Alarm system installed and tested		
Automatic smoke detection installed		
Occupant Notification		
Exterior Gas Fired Grill Shutoff Timer		
Required if exterior propane fueled gas grill is present		
General Safety		
Property street address and unit # easily identifiable from the street (Minimum 4 inch tall)		
Electrical hazards are not present such as loose outlets, exposed wiring, or similar		
Residential fire sprinkler systems must be inspected, tested and maintained in operable condition (records provided to Hilton Head Island Fire Rescue) including no painted sprinkler heads per code.		



HILTON HEAD ISLAND FIRE RESCUE Community Risk Reduction



Short Term Rental (STR)

Fire Extinguishers

Selection of a fire extinguisher for resident use should be made with the understanding of an extinguisher's capacity (or its rating) along with the potential fire hazards in the residence.

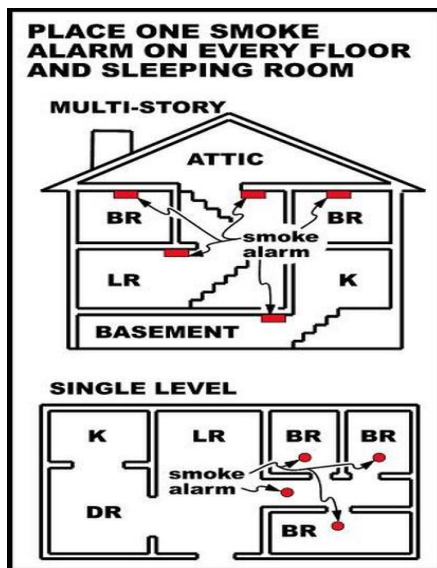
The following are minimum per floor level:

- A single extinguisher rated 2-A:10-B:C or higher
- Or one extinguisher rated 2-A or higher and a second extinguisher rated 10-B:C or higher
- The most common type is a dry chemical
- Annual inspections by licensed fire extinguisher vendor
- Must be at a visible and accessible location



Attached Garages.

- One extinguisher rated 2-A:10-B:C or higher should be provided to protect an attached garage that is under the residence or connected to the residence by a common wall.



Smoke Alarms

- Installed inside and outside of every sleeping area/bedroom and on every level of the home
- Interconnected: when one smoke alarm sounds, they all sound (Alarms can be wired or wireless)
- Smoke alarms should be installed at least 10 feet (3 meters) from a cooking appliance to minimize false alarms when cooking.
- Mount smoke alarms high on walls or ceilings (remember, smoke rises). Wall-mounted alarms should be installed not more than 12 inches away from the ceiling (to the top of the alarm).
- Not expired or greater than 10 years old

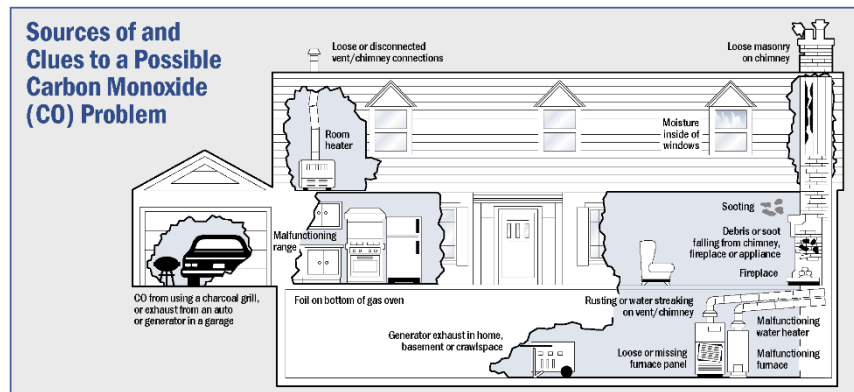


HILTON HEAD ISLAND FIRE RESCUE Bureau of Fire Prevention



Carbon Monoxide (CO Alarms)

- Carbon monoxide (CO) is a colorless, odorless, poisonous gas produced by fuel-burning appliances and machines.
- The only way to detect CO in your home is with a CO alarm.
- Every home with a fuel-burning appliance, attached garage, or fireplace should have a CO alarm. Install one alarm per level in the hallway near each bedroom or sleeping area.
- Alarms should be placed at least 5 feet away from a CO source.



Combustible Gas (Propane) Alarms

- Capable of detecting propane (heavier than air)
- Must be mounted near the ground
- Sometimes referred to as explosive gas alarms



HILTON HEAD ISLAND FIRE RESCUE Bureau of Fire Prevention



Monitored Fire Alarm System - 3,600 or More Square Feet

- Automatic smoke detection
 - In sleeping areas
 - In every room in the path of egress
 - In each story
- Manual pull station at main path of egress
- Occupant notification
- Monitored by approved monitoring company
- NFPA 72 compliant

INITIATION



MANUAL FIRE ALARM PULL STATION



SMOKE DETECTOR



SPRINKLER SYSTEM FLOW SWITCH

CONTROL SYSTEMS

FIRE ALARM CONTROL PANEL (FACP)



FIRE ALARM ANNUNCIATOR PANEL (FAAP)

NOTIFICATION



AUTOMATIC NOTIFICATION TO FIRE DEPARTMENT



HORN / STROBE (AUDIO AND VISUAL)



HORN (AUDIO ONLY)

Exterior Gas Fired Grill Shutoff Timer



- Automatic shutoff timer not more than 60 minutes

Additional Requirements

- Address shall be easily identifiable from the street/road minimum 4" tall
- We recommend inline shutoff timers for fireplaces or similar devices
- Eliminate any electrical hazards including loose outlets, open circuits, etc.
- Residential fire sprinkler systems must be inspected annually and maintained in operable condition (records provided upon request) including ensuring sprinkler heads are not painted



BE A GOOD NEIGHBOR!

Just a few things to know so that we can all leave our beautiful island the same way we found it.



Noise Regulations for the Town of Hilton Head Island:

1. In the Town of Hilton Head Island, South Carolina, it is unlawful to unreasonably disturb the peace and quiet of those in their homes and public places (Title 17, Chapter 4, Town Code).
2. Quiet hours are between 10:00 p.m. and 7:00 a.m., though town noise regulations are in force twenty-four (24) hours each day (Title 17, Chapter 4, Town Code).



Trash containers must be stored in a designated storage area and not be seen from the street. Please follow the trash pick-up schedule provided to you by the short-term rental owner.



Please park only in the designated parking spots as provided by the Owner of property. Please do not park off-site on street, grass, or pine straw.



Please do not disturb sea turtle nesting areas. Be sure beachfront lights are turned off after dark and only use red beamed lights when walking on the beach at night.

To report an issue with a short-term rental, please contact our
Nuisance Management Hotline: (843) 341-6864.



MyHHI

You can report non-emergency issues to the Town from your smartphone, tablet, or computer. Download at hiltonheadislandsc.gov/myhhi.



Always ride with traffic on the right side of the road and obey all traffic signs and signals. Obey pedestrian signal alerts at crosswalks and use hand signals in advance of turns.



Animal Beach Visiting Hours

October - March	Anytime	On Leash or Under Voice Control
April - Thursday before Memorial Day	10 am - 5 pm	On Leash
	5 pm - 10 am	On Leash or Under Voice Control
Friday before Memorial Day - Labor Day	10 am - 5 pm	Not Allowed on Beach
	5 pm - 10 am	On Leash or Under Voice Control
Tuesday after Labor Day - September	10 am - 5 pm	On Leash
	5 pm - 10 am	On Leash or Under Voice Control



For More Information

Visit our website at hiltonheadislandsc.gov/short-termrentals

For questions about your specific property, please call:



Town Of Hilton Head Island

1 Town Center Court, Hilton Head Island, SC 29928
Beaufort County Sheriff's Department (843) 255-3300



Short-Term Rental Permit Information for Guests

Please note Noise Regulations for the Town of Hilton Head Island:

- A. In the Town of Hilton Head Island, South Carolina, it is unlawful to unreasonably disturb the peace and quiet of those in their homes and public places (Title 17, Chapter 4, Town Code); and
- B. Quiet hours are between 10:00 p.m. and 7:00 a.m., though town noise regulations are in force twenty-four (24) hours each day (Title 17, Chapter 4, Town Code)

For questions regarding your short-term rental please contact:

Name of Owner/ Short-Term Rental Agent: _____

Phone Number of Owner/ Short-Term Rental Agent: _____

Email of Owner/ Short-Term Rental Agent: _____

Trash Disposal Instructions for guests: _____

- Trash containers must be placed in a designated area that is fenced or screened and must not be visible from the public street or neighboring property
- In addition, Trash container is not to be placed curbside more than (24) hours prior to pick- up and must be removed from curb within (24) hours after pick- up

Parking Regulations:

Number of designated parking spots _____ Please Park in designated parking areas only no parking on grass or pine straw

Maximum Occupancy for unit: _____ (2) occupants per bedroom plus (2) occupants for the total dwelling

Thank you for being a Town of Hilton Head Island Good Neighbor!

Enjoy your stay!