



Short Term Rental (STR) Task Force New Member Orientation

October 2019

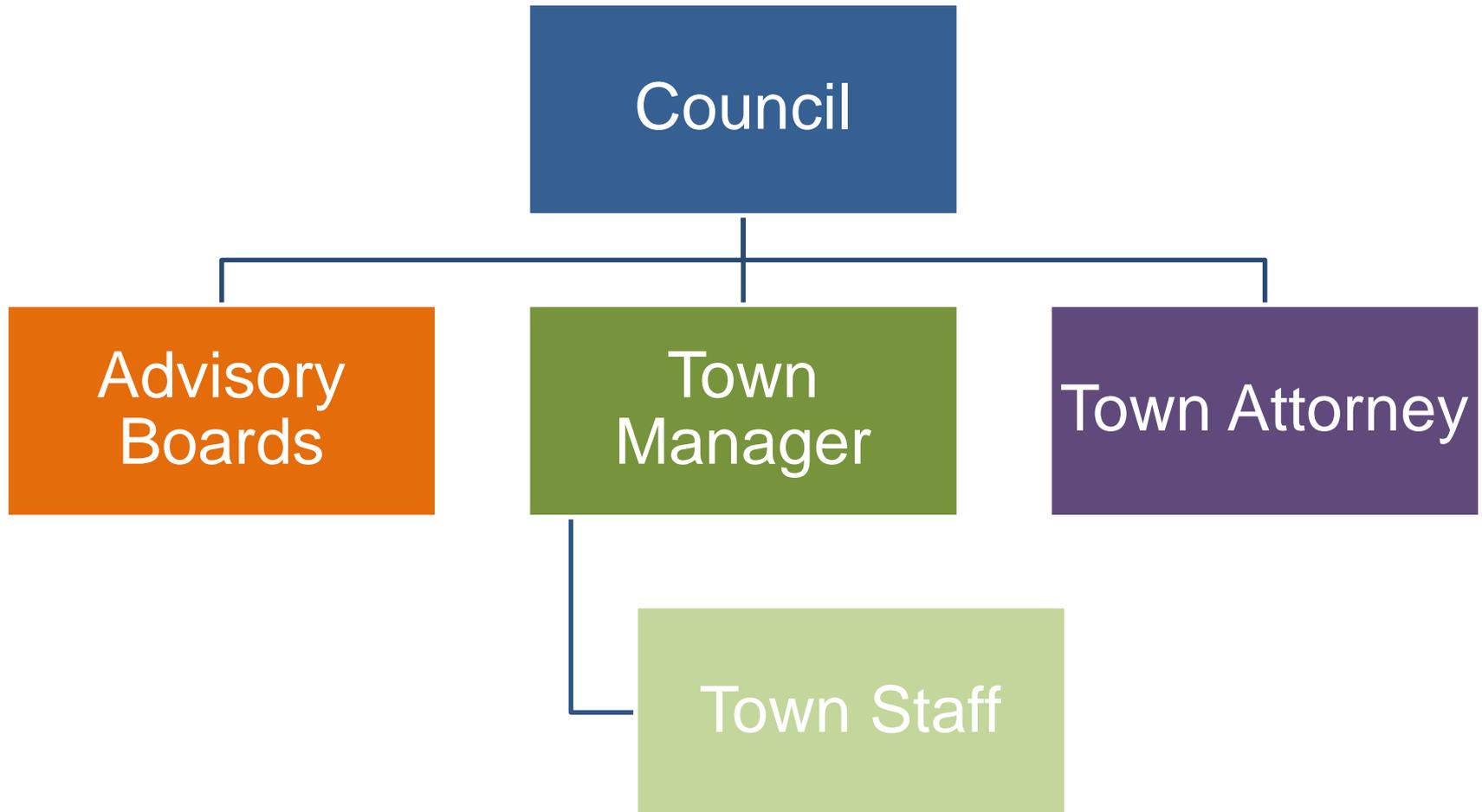
Agenda

- Overview of Advisory Board System
- Introduction to the Short Term Rental (STR) Task Force
- Open Meetings Law & Public Records



OVERVIEW OF ADVISORY BOARD SYSTEM

Reporting Structure



Purpose of Advisory Boards

- **Provide** Council with information and perspective to inform its decisions through recommendations
- **Serve** as the Council’s “eyes and ears” on issues and matters related to the board’s charge
- **Offer** additional opportunities for discussion of public issues
- **Increase** citizen engagement in issues that affect them

Member's Role

1. Prepare
2. Show up
3. Participate
4. Be fair, objective, & polite
5. Follow through



Chair's Role

1. Develop meeting agenda & packet with Staff Liaison
2. Facilitate discussion
3. Make sure interests of Town & Council are met
4. Sign documents & represent board as appropriate

Staff Liaison's Role

1. Develop meeting agenda & packet with Chair
2. Support not participate
3. Act as a resource
4. Write and post Action Minutes



INTRODUCTION TO STR TASK FORCE

Charge of the Task Force

- **Identify goals** of developing an effective STR ordinance relating to whole house and whole unit investor-owned rental for staff to share with the Council on November 18, 2019.
- **Review staff recommendations** for processes to handle registration and safety checks for all STRs.
- **Attend regularly scheduled meetings** where staff and guest speakers will present qualitative and quantitative information to help guide larger discussions on themes related to STR regulations.

Charge of the Task Force

- **Actively participate** in meetings to review and deliberate on themes related to STRs. Work with staff to identify topics needing further discussion as needed.
- **Identify impacts** of possible STR regulations on various stakeholder groups as presented by staff. Seek a balanced approach to regulating STRs in a way that reflects the views of multiple stakeholder groups.
- **Develop a set of final recommendations** for STR regulations for category 3 above (whole house, non-owner occupied rentals), including safety checks and registration that can be translated by staff and presented to the Council for consideration and enactment in March 2020.

Membership

- **13 members** appointed by Town Council to represent different stakeholder groups:
 - Champions from the Housing Advisory Board (HAB) and Planning Commission
 - Community members at large
 - Historic District resident
 - Hoteliers and/or lodging experts
 - STR operators and/or advocates

Open Meetings Law

- All advisory board and subcommittee meetings must be noticed on the Town's website
- Notice must be given to the public at least 48 hours before the meeting takes place
- No exceptions – If a meeting isn't noticed, it must be cancelled

Public Records

- Common types of Public Records
 - Agendas
 - Action Minutes
 - Email
 - Texts
 - Written voting ballots
 - Draft documents
- Public records may be requested by the public

For More Information:

<https://www.townofchapelhill.org/town-hall/mayor-and-council/boards-commissions/board-membership-policy>.