



Mayor and Town Council
Town of Friendsville
Founded 1765

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Friendsville Town Council Work Session Minutes
February 12, 2024

Attendance:

Council President: Pamela Humberson

Council Members: Michael Artice, Edward Kelley, Sheryl MacLane, and James Hook
Wanda Guard, Administrative Assistant, Clerk-Treasurer

The work session commenced at 6:00 p.m. on February 12, 2024.

Council President Humberson highlighted that Wanda compiled the enclosed inventory of TVRs within the town limits. She then proceeded to discuss this inventory with the council members. As of February 12, 2024, there are currently 6 operational units with 2 additional units currently under construction.

She examined the seven essential points provided by Ms. Jamison during the previous work session meeting on January 17, 2024. It was collectively concluded and agreed upon that addressing these points is necessary to draft an ordinance for the existing & new TVRs.

1. The council members examined definitions from various ordinances. Following discussions, it was agreed to adopt the same definition as the one used in the Town of Accident Ordinance.

Transient Vacation Rentals (TVRs) – A dwelling unit or part of a dwelling unit used for short term rentals with renters staying for a period that does not exceed thirty (30) days, such as Airbnb and Vacation Rental by Owner (VRBO units and the like).

2. Type of dwelling unit - Suggested inclusion of only single-family dwellings.
During the discussion, council members deliberated on the type of dwelling to be encompassed within the ordinance. A single-family home is a house intended for one family to live in at a time. In most cases, this phrase is used to refer specifically to single-family detached homes—meaning freestanding structures on their own pieces of property and not attached to homes owned by other individuals. Emphasizing the ordinance's potential impact on the town's future, council members agreed to restrict TVRs exclusively to single-family dwellings.

3. Maximum occupancy - Determining limits on bedrooms, persons per bedroom, and additional occupants.

The council members concluded that the ordinance would not establish a maximum occupancy limit. Instead, they reached a consensus that occupancy limits should be dictated by the Garrett County Fire Marshal's building regulations/policy for TVRs, based on the occupancy per person per square foot.

4. Registration with the County for sales and accommodation tax collection.

The council members unanimously decided to mandate registration with the County for the purpose of sales and accommodation tax collection. They raised inquiries regarding how new individuals would be informed about this requirement and how such information would be communicated to TVR owners.

5. Inspection by the Fire Marshal.

Council members agreed to request inspection by the Fire Marshal on TVRs.

6. Mt. Lake Park's requirement of a "Certificate of Compliance."

The council members reached an agreement to implement a requirement for a "Certificate of Compliance." This certificate necessitates the property address, the property owner's name and contact details, emergency contact information for the property, verification of inspection by the Fire Marshal, and adherence to rental rules such as parking will refer to the Town's parking zoning ordinance. It was decided that the Town of Friendsville should adopt the ordinance followed by Mountain Lake Park.

7. Zoning classifications - Determining where TVRs are allowed, not allowed, or require a special exception.

The council decided to permit TVRs within the town limits. The Council President suggested to the group that this decision might necessitate review by the Planning Commission members and the Zoning Board of Appeal members. Following deliberation, it was determined to explicitly state "town limits" in the ordinance, as this is the jurisdiction that is monitored.

The council members deliberated on the income from accommodation and amusement taxes. Wanda informed them that the town does not receive a detailed report specifying the recipients or nature of the payments. Despite Wanda's efforts to contact the Comptroller of Maryland for further information, she was unable to obtain any additional details.

The council members resolved to grandfather existing establishments, while stipulating that those currently under construction must be completed within 60 days from the passage of the ordinance. Council Kelley suggested that we research the percentage of homes in the town versus TVRs. A percentage of what we have presently.

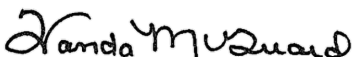
Wanda informed the Council members that the [Garrett County Government Department of Community Development Planning & Land Management Division hosts a Transient Vacation Rental Units \(TVRs\) website](#). This website potentially contains valuable resource information that could aid in the creation and adoption of the Town of Friendsville ordinance. For licensing inquiries, John Groves can be contacted at jgroves@garrettcountry.org or 301.334-1981. The council members considered it beneficial to invite Mr. Groves to speak with the group.

The council members resolved to grandfather existing establishments, while stipulating that those currently under construction must be completed within 60 days from the passage of the ordinance. Council Kelley suggested that we research the percentage of homes in the town versus TVRs. A percentage of what we have presently.

After extensive deliberation, the Town of Friendsville made the decision to request Peggy to draft two types of ordinances. One ordinance will prohibit TVRs with grandfathering existing ones, and the other ordinance will emulate Mountain Lake Park's TVRs ordinance, which permits TVRs for 15-20% of homes (exact percentage to be determined).

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,



Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer