
CITY OF PORT LAVACA

MEETING: August 11, 2025 **AGENDA ITEM** _____

DATE: 08.04.2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: DERRICK SMITH, DEVELOPMENT SERVICES DIRECTOR

SUBJECT: Consider Adoption of Chapter 12, Article VI – Requirements for Owners of Residential Properties used as Short-Term Rentals

It has been brought to staff's attention that there are numerous Short-Term Rentals (STRs) operating within the City of Port Lavaca that have not been paying the required taxes to the city and possibly the state. Therefore, staff will be recommending for council to approve Avenu Insights & Analytics to begin auditing STRs beginning on October 1, 2025.

Furthermore, the City of Port Lavaca's current Code of Ordinances does not address any specific requirements that need to be addressed for the operation of STRs. Some of these requirements include:

1. Life and Safety Requirements
 - a. Smoke/Carbon Monoxide Detectors
 - b. Fire Extinguishers
 - c. Emergency Egress Plans
 - d. Emergency contact information for guests
2. The name, address, email and telephone number of the Owner and Operator of the subject short-term rental unit;
3. The name, address, email and telephone number of a designated **Local Contact Person**;
4. The Local Contact Person is the Operator or person designated by the Operator who shall be available for the purpose of:
 - a. Responding to complaints presented by the Port Lavaca Police Department regarding the condition, operation, or conduct of occupants of the short-term rental unit; and
 - b. Responding in person or by phone within twenty-four (24) hours to all other complaints; and
 - c. Taking remedial action to resolve any such complaints;
5. Occupancy Limits
6. Off-street parking requirements
 - a. No required parking shall be permitted within right-of-ways or easements.
 - b. Yards and/or landscaping shall not be used to provide necessary parking.

Staff is also recommending an initial non-refundable registration fee of \$150.00. All of the required information, fees and inspections will be completed prior to operation. Subsequent

renewal of a STR accompanied by an initial non-refundable registration renewal fee of \$100.00 will be on an annual calendar year basis beginning January 1st of each year.

Staff is recommending approval of the attached STR ordinance.

Attachment(s):

- Proposed Chapter 12, Article VI - Requirements for Owners of Residential Properties used as Short-Term Rentals