



WAITSFIELD PLANNING COMMISSION AGENDA

July 15, 2025 at 7:00 p.m.

Planning Commission

Beth Cook
Robert Cook
Emma Hanson
AnnMarie Harmon, Vice-
Chair
Becca Newhall
Alice Peal
Jonathan Ursprung, Chair

THE PLANNING COMMISSION WILL BE HOLDING A HYBRID MEETING. THE PUBLIC MAY ATTEND IN PERSON AT WAITSFIELD TOWN HALL OR REMOTE VIA ZOOM WITH TELEPHONE AND/OR VIDEO ACCESS. THOSE PARTICIPATING MAY SPEAK DURING THE DESIGNATED PERIODS.

To join the meeting remotely, use this link:

<https://us02web.zoom.us/j/9190265312>

Meeting ID: 919 026 5312

Or call: 1 929 205 6099

Planning & Zoning Administrator

J. B. Weir

Town Administrator

York Haverkamp

Town Clerk

Jennifer Peterson

Town Treasurer

Steve Lewis

Waitsfield Town Office
4144 Main Street
Waitsfield, VT 05673
(802) 496-2218
www.waitsfieldvt.us

1. **CALL TO ORDER / ROLL CALL**
2. **REVISIONS TO AGENDA, IF ANY (5 +/- min)**
3. **PUBLIC FORUM (10 +/- min)**
4. **APPROVAL OF MINUTES –JUNE 24 (10 +/- min)**
5. **VILLAGE MASTER PLAN UPDATE (30 +/-min) AnnMarie/JB**
6. **VERMONT LOCAL-LEVEL OUTDOOR RECREATION ECONOMIC IMPACT PROJECT (15 +/- min) JB**
7. **CVRPC UPDATE (20 +/- min) Alice**
8. **WASTEWATER PLANNING PROJECT UPDATE (10 +/- min) JB/Bob**
9. **2025 PC WORK PLAN (10 +/- min)**
10. **OTHER BUSINESS (10+/-min)**
11. **ADJOURNMENT**

**Waitsfield Planning and Zoning Administrators Report
Planning Commission July 15, 2025 meeting**

5. Irasville Master Plan

On July 1, the Village Master Plan Steering Committee (VMPSC) finally received a response back from Shannon Morrison on the letter which was submitted in which we had stated our concerns with their position on Irasville wetlands and requested a productive path forward. The core team met on July 8th to discuss next steps. Overall, we were dissatisfied with the response and didn't feel that it engaged directly with our core questions/concerns or provide much in terms of productive next steps. However, it did give the committee some items to follow up to gain additional clarity about applicable regulations and pathways for mitigating wetland impacts, and may have at least cracked open the door to a more balanced approach than has previously been communicated. The team is working on those items, including engaging with Army Corps of Engineers wetlands permitting division, in order to better inform next steps on the Irasville Village Master Plan and needed coordination with the State and other higher powers.

The committee will need addition time to work through this. Our goal is to have established a clearer path forward by our scheduled August 19th VMPSC meeting. While it is frustrating to be stuck in this holding pattern, the committee feels it is important to work through these steps before we assemble a draft plan or take further action with the State in order to build a stronger final outcome for the Town and the Valley.

The response from Shannon is included in the packet.

The next meeting of the VMPSC is set for August 19th from 10:30am – 12:00 noon. It will be recorded for commissioners to view afterward.

The project website is up to date and can be found [here](#).

6. Vermont Local-Level Outdoor Recreation Economic Impact Project

As discussed at last meeting, the Town was invited to participate as a pilot community in the development of a toolkit to better understand the economic contributions of outdoor recreation at the local and regional level.

This project aims to provide actionable insights into the economic impact of outdoor recreation at the local level in Vermont. While the economic contributions of outdoor recreation to Vermont's statewide economy are well-recognized and celebrated through impressive GDP data provided by the US Bureau of Economic Analysis, there is a significant gap in understanding

how these large data points translate into tangible benefits for individual communities or regions. By developing a scalable economic impact toolkit, this project will equip local and regional partners with the tools needed to assess and leverage their community's outdoor recreation potential for sustainable economic development. The Vermont Department of Tourism and Marketing (VDTM), with support from the Vermont Outdoor Recreation Economic Collaborative (VOREC), is partnering with SE Group and Headwaters Economics on this project.

On June 25th, the PZA along with Joshua Schwartz of the MRV Planning District, Jackie Dagger of the Vermont Outdoor Recreation Economic Collaborative (VOREC), and members of SE Group toured various sites on Irasville. Beginning with the Rec Hub and Chamber of Commerce off 9 VT Rte. 17, the group then walked from the 100/17 intersection down through Irasville via the sidewalks, Mad River Path, and boardwalk, and then returned via the east side of Rte. 100. The group then drove to Madbush Falls. The purpose of the site visit was to highlight certain outdoor recreation "areas" within town that will be part of the focus for the toolkit.

On July 9, SE Group Waitsfield's proposed plan to pilot the Vermont Local-Level Outdoor Recreation Economic Impact Toolkit. The updated materials are included in the packet.

7. CVRPC Update

Alice will likely have updates on her regional work with CVPRC.

The PC should discuss when to invite CVRPC reps who are touring local communities to discuss regional land use planning work. If commissioners can decide on a date or two for August/September, either the PZA or Alice could follow up on scheduling.

8. Wastewater Project Update

The project team continues to meet with engineer Jon Ashley as the Design plans move to 90% completion. The 90% design plans are due to be complete by January 31, 2026. The 60% design plan set can be found [here](#).

As mentioned last week, the Town was not chosen for either the Northern Borders Regional Commission Catalyst Program funding, nor was it chosen for grant funding from the Vermont Community Development Program. \$1 million was sought from both programs.

The team is still awaiting word from USDA RD on a funding package to complete one portion of the project, likely a Phase 1 which would connect users from Fiddlers Green to Upper Irasville. The project team is putting together numbers as to what that might look like. At a meeting on

July 2 with USDA staff, the project team was told emphatically that a funding package will be offered within a few weeks, and it will be a “take it or leave it” offer. No other offers are anticipated.

The PZA has been working on draft easements for the individual connections to the system, along with easements for the individual pump stations. These will be vetted by the team and town attorney following completion and in advance of Selectboard approval.

9. 2025 Work Plan

The PZA has updated the 2025 work plan and it is included in the packet. As discussed at last meeting, there are some additions to the work plan: Short-Term Rentals and changes to Act 250/LURB/new tiers.

The PZA has included the new Stowe Short-Term rental Registry Ordinance in the packet. The town’s webpage for the new ordinance can be found [here](#).

9. Other Business

Laura Arnsen, Executive Director of the Mad River Valley Recreation District, will be in attendance at the August 5th meeting to present on the long-term visioning of MRV recreation.

The PZA will be in attendance for the Selectboard meeting on July 14 as the board holds its public hearing on the Groundwater Protection Overlay District. Having at least one Planning Commissioner attend would be ideal. The hearing will occur at the outset of the meeting at 6:30pm.

Upcoming trainings/webinars:

Ordinance Adoption and Enforcement:

Vermont law authorizes municipalities to adopt ordinances regulating certain subjects as legally enforceable local laws if specific statutory process is followed. Some of the more common civil ordinances regulate dogs, livestock running at large, solid waste, parking, and speeding. Adopting, amending, and enforcing ordinances in accordance with the processes prescribed in state law is critical for avoiding legal challenges.

Effective Ordinance Drafting and Adoption

A VLCT MAC staff attorney will present best practices and legal requirements for drafting and adopting ordinances. He will focus on what ordinances municipalities can adopt; the essential

elements of an ordinance and what they mean; and the statutorily required processes for adopting, amending, or repealing an ordinance.

Presenter: Kail Romanoff, Staff Attorney II, VLCT Municipal Assistance Center

Enforcing Local Ordinances in the Judicial Bureau

VLCT's Law Enforcement Consultant, who is also a former Chief of Police for South Burlington and Barre City, respectively, will review best practices and tips for complying with state law governing the process for enforcing civil ordinances as well as requirements for how "enforcement officials" issue municipal tickets for violations and file them with the Judicial Bureau.

Presenter: Trevor Whipple, Law Enforcement Consultant, VLCT PACIF

Related resource: [VLCT's Ordinance Adoption, Amendment, and Repeal Toolkit](#)

Register [here](#).

Respectfully submitted,

J.B. Weir

TOWN OF WAITSFIELD, VERMONT
Planning Commission Meeting Minutes
Tuesday, June 24, 2025
Draft

Members Present: Beth Cook, Bob Cook, Emma Hanson, AnnMarie Harmon, Jonathan Ursprung
Members Absent: Becca Newhall, Alice Peal
Staff Present: JB Weir, Planning and Zoning Administrator
Others Present: None

II. Regular Business

1. Call to Order

The meeting was called to order at 7:00 pm by Jonathan Ursprung. The meeting was held in person at the Town Offices and remotely via Zoom.

2. Review agenda for addition, removal, or adjustment of any items

No adjustments were made to the agenda.

3. Public Forum

Nobody requested an opportunity to comment.

4. Approval of Minutes

The Minutes of June 3, 2025 were approved.

5. Vermont Local Level Outdoor Recreation Economic Impact Project

JB reported that he had completed the foundational assessment form for this project, and that Joshua Schwartz would be reviewing the contents. JB then outlined the agenda for the pilot meeting and site visits to be held on June 25. He explained that the proposed focus of this project is the recreation connections from Irasville, and that the final deliverable will be recommendations for tool kit components to be used in local implementation strategies. JB has been provided with links related to how the tool kit will work, and he noted that he would put a packet of information together for PC members once he has explored the information provided.

PC members considered formally approving Waitsfield's participation in this Project, but it was agreed to hold off on taking this type of action until more is understood about the implications for Waitsfield as well as other towns in the MRV. It was noted that the Recreation District and MRVPD staff were involved, which is appropriate when considering the potential for the results of the project to impact the entire area.

6. CVRPC Update

Alice had provided a written update, which was included in the meeting packet. JB provided some updates to that content, particularly regarding CVRPC's plans to hold meetings with each municipality in order to review and seek input on the Regional Future Land Use Map and its relationship with the new LURB Tier designations. Jonathan spoke of the preference to have such a meeting's contents tailored to Waitsfield's development needs, including an understanding of how the existing neighborhood designations will relate to the new tier system. It was agreed that Jonathan and JB will communicate with RPC staff to ensure that the content provided at the related meeting is suitable, and consists of more than a general presentation of Map and Tier information.

7. Wastewater Planning Project Update

JB reported that neither the VCDP nor the Northern Borders program awarded grants to Waitsfield, and that USDA has not yet provided details of the package they will offer. At this point, USDA will be putting together a grant/loan package for the entire project as well as one for a Phase One option, which would cover the upper Irasville area. One bid had been received for the necessary advanced treatment system, for \$535K, which was in the range anticipated.

8. Village Master Plan Update

No recent Steering Committee meeting had been held, and JB explained that no response had yet been received from Shannon Morrison. Both the Committee and SE Group are waiting for her feedback; SE Group will not be finalizing their work until her response to the correspondence sent to her is available.

It was agreed that work should begin on the application process for the second phase of master planning, although no information is yet available for the upcoming funding cycle.

9. 2025 PC Work Plan

The items which were already included on the Plan were reviewed, including the second phase of Irasville planning, including related potential bylaw changes; consideration of changes to the bylaws related to the Limited Business District, including impacts of the wastewater system infrastructure running through that area; and potential changes to ADU square footage allowances.

It was explained that ordinances related to the accumulation of 'junk' are typically in the purview of the Selectboard.

Items agreed to be added to the Plan included learning more about the new LURB tier system and formulation of a related action plan, and consideration of development of an STR ordinance. It was outlined that STR-related work should begin with a discussion held with the Selectboard, and noted that SE Group staff may be able to provide some examples of what other municipalities have in place to address STR regulation.

The next review of the Work Plan will focus on assigning PC members to take the lead on specific projects, and prioritizing the projects included in the Plan.

10. Other Business

MRVPD – Jonathan reported that the most recent PD meeting had included the annual Sugarbush data presentation. He also noted that the Mad Bus Valley Floor route has not been used by many, and that the level of continuation for that route is being explored. Jonathan indicated that the Steward MRV program continues to be very successful.

It was agreed that the next PC meeting will be held on July 15.

11. Adjournment

The meeting adjourned at 8:56 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary

From: [Morrison, Shannon](#)
To: [pza](#)
Cc: [Adams, Michael S CIV USARMY CENAE \(USA\)](#)
Subject: RE: Irasville Village Master Plan
Date: Tuesday, July 1, 2025 4:34:13 PM

Questions:

- Re: Army Corps of Engineers permitting – thank you for clarifying the role of Army Corps permitting, and connecting us to your contacts. Can you confirm that Army Corps permits have been required for recent wetlands permits in Irasville?

A: You can contact the Army Corps of Engineers directly to confirm, but because these wetlands are connected to streams I believe they would be considered jurisdictional. Mike Adams contact information is michael.s.adams@usace.army.mil I am copying him on this e-mail so he can be brought up to speed on the proposed development of the Irasville area of Waitsfield and proposed compensation for future projects. Because this area has over an acre of wetland impacts at this time, a different level of wetland permitting on the federal level may be required.

- Can you clarify your expectations around the timeline/process for a future master agreement for mitigation and wetlands permitting? Is it your expectation that this mitigation agreement would need to be fully in place before any permits will be considered? Would mitigation projects need to be completed first as well? How long might it take to finalize such an arrangement?

A: If the proposed compensation is outside of the in-lieu fee program, the proposed mitigation would need to be approved, budgeted, and financial backing would need to be secured to carry out the project prior to any permits being granted. Section 9.5c of the Vermont Wetland Rules goes over the compensation process for the mitigation section for permitting:
Compensation may be considered only when full compliance with the requirements of subsection b (1-3) is insufficient to achieve no net undue adverse effect on any protected function. Such compensation measures may include establishing new wetlands or enlarging the boundaries of an existing wetland to compensate for the adverse impact of the proposed activity. The compensation may also include payment of fees to a federal “in- lieu fee” program or mitigation bank approved by the Secretary. Compensation to avoid undue adverse impacts on protected functions in Class I wetlands or their buffer zones may only be considered upon the showing that the adverse impacts are necessary in the course of meeting a compelling public need to protect public health or safety. Compensation will be allowed for impacts to either Class I or Class II wetlands only to reduce adverse impacts on those protected functions that are compensable. Compensation is presumed to be possible for adverse impacts on the functions specified in Sections 5.1, 5.2(d), 5.4(a)(1 and 2), and 5.9. For any of the remaining functions and values specified in Section 5 the applicant must show that compensation will be successful in achieving no net loss in any protected function. Any

compensation plan must demonstrate that: (1) there will be no net loss of the protected functions or acreage of significant wetlands; (2) the compensation measures will be fully implemented prior to, or concurrently with, the proposed activity; (3) the compensation measures shall be monitored and managed for a period necessary to insure full replacement of the protected functions in question and any additional period that may be required by subsequent remedial measures but in no event for less than five years; (4) measures shall be designed to be self-sustaining following the period for which monitoring or management is required; (5) adequate financial surety is provided to carry out the proposed compensation including any necessary remedial measures; and (6) any replacement wetland will be permanently preserved by a conservation easement or deed restriction conveyed to a suitable party or by other appropriate means.

ACOE mitigation may have other requirements if mitigation is outside of the in-lieu-fee process. As discussed in previous meetings, that compensation instrument applies the watershed, and is unlikely to be located within the immediate Mad River Watershed.

Are you aware of any data or resources (beyond the readily-available wetlands and hydrology data maintained by the state) that speak to the hydrologic nexus between the Irasville wetlands complex and the Mad River? This continues to be an area where we observe a disconnect between how ANR describes the flood mitigation role of low function wetlands and what our local partners have observed on the ground. The (admittedly anecdotal) reports are that these wetlands do not appear to collect much surface water during heavy precipitation events, including the major events of the few years (and last weekend). Our understanding from recent construction projects is that the underlying soils are not particularly well-drained either, indicating a lack of water storage potential, although this has not been comprehensively studied. And we still have a difficult time explaining to others why such a small drainage area is the focus for flood retention when it is just downstream of Mill Brook and many other, much larger subwatersheds in the Mad River Valley. We have identified a hydrologic study as a potential follow up action to shed some light on this question, but it will be difficult to justify to the community and key stakeholders the additional expense and delay that performing this study will introduce and the impacts of that delay on ongoing village center planning initiatives (more on that below).

A: I do not have an example. But I will state that the burden of proof is on the applicant to demonstrate proposed projects in wetlands and buffers will not have undue adverse impacts on functions and values. If you can demonstrate using models using soils, landscape position, slope, flood information, hydrology the that the cumulative loss of wetland acreage and the flood storage capacity and water quality functions of those wetlands is negligible to the already flood prone MRV, the that become a different conversation. You will likely still need to compensate for the loss of acreage, but perhaps that can be using the ILF. Answering that question is part of the process of gaining wetland permits.

Thoughts:

We appreciated the suggestions you provided for potential wetlands enhancement projects and will be exploring those further. We also agree that there would be benefit to having a master agreement between the Town and relevant permitting agencies for wetlands mitigation banking and permitting future development. However, we are not clear that this level of effort is necessary for mitigating impacts of future development in the lowest-functioning wetlands areas (versus a typical wetland permitting process) and are concerned about the potential timeline impacts to ongoing infrastructure investments in Irasville (especially given the time it may take to bring Army Corps to the table with their recent staffing cuts and subsequent lack of local staff).

We understand that there has been long history of wetlands impacts in Irasville and are committed to preserving wetland function in the area. Our original understanding was that no further wetlands permits would be approved in Irasville until a master plan was developed. Now it seems that the expectation is that this master plan must be developed AND there must be a complex, fully-executed agreement and possibly mitigation project implementation before any permits can be approved. We have worked in good faith on a master plan for Irasville that will address the original requirement and have concerns about the impacts of the seemingly expanded requirements.

As you are aware, the Town of Waitsfield and its regional partners have been tackling the issue of smart growth in Irasville for decades. After years of sustained work and collaboration, we are at a position where there is significant alignment and momentum at the local, regional, and state level for implementing this work. To summarize:

- **There is strong alignment with recent state land use law and policy.** Planning for village center development in Irasville aligns with the provisions of Act 181 (and associated Act 250 interim exemption areas) as well as S.100 that seek to promote infill development in village centers. The Town of Waitsfield approved revised zoning bylaws in 2024 in anticipation of triggering S.100 minimum density requirements with the implementation of the new village wastewater system.
- **The State of Vermont is an active investor in Irasville village center planning and smart growth.** The State is financially supporting the development of the village wastewater system through the Clean Water State Revolving Fund and is funding the current master planning work through the Municipal Planning Grant Program. Recent state funding awards through the Downtown Transportation Program and Vermont Outdoor Recreation Economic Collaborative have been used to improve village center pedestrian infrastructure and establish a recreation hub and central trail access point in
- Irasville. Our work on the Irasville Village Master Plan seeks to create pathways for the economic return on these investments.
- **There is strong and extensive local and regional planning support.** Town Plans and regional plans have consistently cited Irasville as the most suitable location in the Mad River Valley to accommodate new development in response to the region's longstanding housing

availability / attainability challenges, increasing flood resiliency threats, and desire to retain the overall rural and undeveloped character of the watershed. Infill development in Irasville is central to addressing all of these challenges. The concept of establishing Irasville as the valley's regional center is well-known in Mad River Valley communities and supported by recent public engagement efforts.

- **In addition to the above, there are mission-critical timing considerations.** The planned village wastewater system is being advanced through a complex financial package that will require the Town to recoup project costs and reimburse funders through future wastewater service connections and fees. While there is the potential for additional studies and complex wetland mitigation banking projects to deliver benefits to Irasville and the Mad River Valley, the potential for delay introduced by layering these additional actions is a serious consideration for the financing and successful implementation of the wastewater project, and for the ability for that project to support smart growth development patterns envisioned in the Irasville Village Master Plan.

To summarize, we find ourselves in a position where the State is imposing a broad set of conditions that the Town must meet to allow desired future infill development in low-functioning wetlands. At the same time, we are receiving financial support from the State to enable that same infill development, conducting our planning work for future development in alignment with recent State land use policy changes, and attempting to implement decades of local and regional planning directives. We are working and will continue to work to identify strategies for wetlands conservation and enhancement in Irasville and the broader Mad River Valley, but are deeply concerned about an arrangement where impacts to low-function wetlands in Irasville are completely off the table until there is a master agreement and/or project implementation, given that we seem to be in a position where the hydrologic connection to the Mad River and relationship to flood mitigation are both unclear.

To that end, we are hopeful that we can identify a productive arrangement where we can advance wetland conservation and enhancement and Irasville redevelopment hand-in-hand while keeping our current projects and investments in Irasville on track. We are curious to hear your thoughts on what this could look like, how we can move forward together as partners, and what ideas you have for concrete next steps.

I've copied the letter you sent in full so Mike Adams can see it as well. I would recommend you invite him to the table to get his thoughts on this as well, and to work with some consultants and/or engineers to see if they can come up with a study or some modeling to determine the impact losing more of the wetlands will have on overall flood storage for the communities downstream of you. I understand you have made an investment into developing this downtown, but you have made that investment without any other approvals in place in terms of wetland impacts, and an already fairly heavy loss of impacts in this area. I can not halt permits from coming in, and the ILF is still a path forward to gaining permits for necessary impacts like the GMP substation upgrade. However, further wetland loss may be at the detriment of your downstream community, even with payment into ILF as compensation,

which is why I have been encouraging looking at other means of more localized mitigation.



Shannon Morrison | District Wetlands Ecologist
Vermont Agency of Natural Resources
Watershed Management Division, Wetlands Program
Davis 3, 1 National Life Dr | Montpelier, VT 05620-3901
802-490-6178 (office)
<https://dec.vermont.gov/watershed/wetlands>

Flood Recovery Resources: <https://anr.vermont.gov/flood#wwtf>

From: pza@gmavt.net <pza@gmavt.net>
Sent: Friday, May 30, 2025 2:05 PM
To: Morrison, Shannon <Shannon.Morrison@vermont.gov>
Subject: Irasville Village Master Plan

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Good afternoon, Shannon. On behalf of the Village Master Plan Steering Committee, I wanted to thank you for taking the time to meet with us last week.

Attached, please find a letter in response to the meeting. The committee had some questions in addition to some thoughts after discussion and reflection upon the meeting.

We look forward to hearing your feedback as well.

Have a great weekend!

Best,

J.B Weir

Planning & Zoning Administrator
E911 Coordinator
(802) 496-2218 ext. 4

Hours: M-F 9:00 – 4:30

PILOT COMMUNITY DATA COLLECTION PLAN: WAITSFIELD

OVERVIEW

- Following our site visit, we have identified areas of the draft Local Level Outdoor Recreation Economic Impact Toolkit that will provide beneficial information and data to your community. This document includes guidance on which tools to use, how to provide us with feedback on the draft tools, and a timeline for completing data collection.
- To start, you will access draft materials online at the following link: [Pilot Toolkit](#). You will use these tools to develop a data collection plan and complete data collection.
- We are looking to you to help us refine these draft tools so that they are useful and applicable to as many potential users of the toolkit as possible. To that end, we encourage you to use these tools to the best of your ability when making plans for data collection. However, if you find yourself needing additional guidance after attempting to use the tools, please contact Lydia Jankowski (ljankowski@seggroup.com) with any questions.

SITE VISIT SUMMARY

- Since the mid-20th century, Waitsfield has been recognized as a premier recreation destination, anchored by iconic winter assets like Sugarbush Resort and Mad River Glen. Over time, the town has maintained a strong connection to its outdoor recreation resources and the economy that surrounds them. However, with climate change beginning to shift seasonal recreation patterns, Waitsfield is undergoing a significant transformation—from a winter-centric tourism hub to a vibrant, four-season outdoor recreation destination in alignment with community development plans for the Irasville Village area.
- Over the past decade, both the Town of Waitsfield and the Mad River Valley Planning District have made sustained efforts to better understand, manage, and plan for this evolving outdoor recreation economy. These efforts, amongst many others, include:
 - A 2014 economic impact study followed by the completion of the MRV Moves Transportation Plan
 - Strategic placement of trail counters across various trail systems in coordination with CVRPC
 - The recent opening of the Mad River Rec Hub, connecting a major trail network to Irasville
- Private investment is following this trend, as seen with the launch of Mad Bush Falls—a lodging and dining venue specifically designed to serve the growing mountain biking community.
- Looking ahead, Waitsfield is exploring ways to secure sustainable funding to maintain and enhance its outdoor recreation infrastructure. One option under consideration is the implementation of a local option tax. The data collected using this toolkit could play a critical role in building support for such a measure, helping to justify its adoption by demonstrating both need and opportunity.

1. PILOT FOCUS

We recommend that the partners in Waitsfield use the tools included in **Tier 1 – Foundation** and **Tier 3 – How Much Do People Spend?** sections of the toolkit to collect data that can inform local discussions about revenues from outdoor recreation. Data collected can help inform conversations, storytelling, and strategic planning for the next phase of

Waitsfield's outdoor recreation economic development journey, including how it can benefit the community and how recent investments can be sustained.

NEXT STEPS

We recommend that Waitsfield complete the following steps using the tools provided in the DRAFT Local Level Outdoor Recreation Economic Impact Toolkit:

- Inventory businesses that are positioned to benefit from outdoor recreation activity and visitation (Tier 1)
- Analyze trends in sales and rooms and meals tax data (Tier 3)
- **Additionally, if time and capacity allows, Waitsfield could consider completing the following steps:**
- Survey business owners to understand how shifting seasonal visitation is impacting or could impact their business (Tier 3)

Finally, after the completion of this pilot project in September 2025, Waitsfield can consider the following steps towards the development of its outdoor recreation economy:

- Use the forthcoming spreadsheet model (anticipated in early August) in Tier 4 to estimate the economic impact of outdoor recreation today as compared to the 2014 economic impact study.

Please see below for key deadlines and instructions on the specific recommended tools.

DEADLINES

- **July 25th:** By July 25th, pilot communities should have reviewed the applicable guidance in the toolkit and taken initial steps towards data collection.
- **August 1st:** Based on your initial review and use of the tools, submit initial responses to the **Draft Toolkit Feedback Questionnaire** on page 4. Submit responses to ljankowski@seggroup.com.
- **August 27th:**
 - By August 27th, pilot communities should submit all collected and analyzed data to ljankowski@seggroup.com. The consultant team will use this information to prepare a brief summary report.
 - At this time, please submit any final feedback on the draft tools via the **Draft Toolkit Feedback Questionnaire** that was not captured in your original response.

TOOLKIT INSTRUCTIONS

Existing Data	<ul style="list-style-type: none"> Trail counter data MRV Annual Data Report 2014 Economic Impact Study
Focus Areas	<p>Business Inventory (Tier 1): We recommend developing a comprehensive inventory of outdoor recreation and recreation-adjacent businesses in Waitsfield and categorizing them by type (e.g., retail, lodging, food service, outdoor gear). For guidance, look at page 7 of the Move Forward Together Vermont: Outdoor Business Survey which details types of businesses connected to outdoor recreation in Vermont. These are the businesses that will be most well-positioned to benefit from recent investments in outdoor recreation and increase revenues to the Town.</p> <p>Sales Tax Data Analysis (Tier 3): review trends in sales and rooms & meals tax data and inform estimates of LOT tax collections.</p>
Recommended areas for further exploration (if time / capacity allows)	<p>Business Survey (Tier 3): Consider conducting a survey of local businesses to better understand their connection to the outdoor recreation economy. Select questions about seasonal patterns, specifically any perceived shifts in recreational seasonality in the Valley. Ask whether these changes have influenced their operations, staffing, or revenue patterns, and gather input on opportunities and challenges related to outdoor recreation trends. <i>Importantly, consider if this is the most strategic time or method to engage businesses.</i></p>
Future Steps (outside the scope of this pilot)	<p>Update to existing economic impact study: Following Tier 4 guidance, update the 2014 economic impact study by incorporating recent trail counter data and current visitor spending profiles from relevant case studies. Use the provided spreadsheet calculator to estimate a revised economic impact figure. This updated analysis will reflect the growth and changes in outdoor recreation in the region over the past decade, and can be used to inform discussions on capturing revenues and future investments.</p>

DRAFT TOOLKIT FEEDBACK QUESTIONNAIRE

Please provide feedback on the draft toolkit that you are using to collect or analyze data. Submit answers in a Word document via email to ljankowski@segroun.com by August 1st, 2025. Please note that you are reviewing a draft version of the toolkit in Word document form; the final version will be formatted with graphics.

1. **TOOLKIT STRUCTURE:** please provide feedback on the overall structure and approach for how the toolkit is organized. Some prompts to consider in your response:
 - a. What challenges, if any, did you run into while following the toolkit instructions?
 - b. Was there information missing that would help other users decide which tools to use?
 - c. What communication tools did you find most useful? Why?
 - d. Were there communication tools you did not find useful? Why?
2. **INDIVIDUAL TOOLS:** please provide feedback on each individual tool (e.g., Outdoor Recreation Asset Inventory) that you are using to collect or analyze data. For each tool, please provide the following information:
 - a. Does this tool provide clear and actionable guidance for collecting data? What could be improved?
 - b. Was there anything missing in the guidance for this tool, (e.g., other data that you are interested in collecting)?
 - c. What challenges / barriers, if any, do you think other communities will have in using this tool?
 - d. Did this tool provide you with new insight? What did you discover?
3. **OVERALL REFLECTION:** please provide feedback on your overall experience using the toolkit, including any feedback not captured in questions #1 and #2.

VERMONT LOCAL-LEVEL OUTDOOR RECREATION ECONOMIC IMPACT TOOLKIT

TIER #1: WHAT DO WE HAVE? – FOUNDATION

WHAT TO KNOW:

- Tier 1 is the starting point for understanding your community or region's outdoor recreation economy. In this phase, you will take stock of the information that is readily-available to you – gathering existing data, identifying your key assets, and clarifying your community or region's vision and goals.
- Using assessment tools and guided survey questions, working through Tier 1 provides a baseline of data that can support strategic conversations, advocacy, decision-making, and investment.
- Tier 1 tools will also help you decide what (if any) additional data you might like to collect to further your understanding of your community or region's outdoor recreation economy using the tools provided in Tier 2, 3, and/or 4.

1. TIER 1 OVERVIEW

TIER 1 GOALS & METRICS

GOALS:

1. **Evaluate existing data sources** to understand what information is already available about your outdoor recreation economy.
2. **Clarify your community or region's visions and goals** for outdoor recreation as an economic driver.
3. **Conduct a preliminary analysis** of available data to identify key assets, opportunities, and gaps in information.

KEY DATA METRICS:

- #/mileage/acreage of outdoor recreation assets (e.g., miles of trail, acres of public land)
- # and type of outdoor recreation businesses in your community/region
- Identification of existing, readily available data from state data sources and/or local partners
- Case studies of communities/regions with similar outdoor recreation assets

WHAT CAN THIS DATA SUPPORT?

- **Baseline Assessment:** Establishes a starting point for understanding your outdoor recreation economy.
- **Data Gap identification:** Highlights areas where more data is needed.
- **Strategic Goal-Setting:** Informs clear, data-driven objectives for growing outdoor recreation in your community or region.
- **Prioritization:** Helps leaders decide where to invest resources.

- **Cross-Sector Collaboration:** Encourages alignment between stakeholders, including tourism, economic development, natural resource management, and public health.
- **Messaging & Advocacy:** Equips you with initial insights to communicate the value of outdoor recreation to elected officials, funders, and the public.

2. RESOURCES NEEDED

What people, data, tools, or partnerships do you need to complete this tier effectively?

People & Partners	Tools & Templates	Level of Effort	Funding
Project Lead or Coordinator – Someone to organize and manage the assessment process (e.g., Town Planning Director, Local Trail Org.)	Foundational Assessment Worksheet (Provided)	Tier Duration: Moderate – typically requires sustained engagement over 1–2 weeks depending on capacity and availability of data.	Can be completed without additional funding; funding can support deeper analysis
Volunteers / Support Staff – Helpful for data entry, research, or inventorying assets.	Recreation Inventory Tracker (Provided)	Planning Meetings: Low – 1–2 meetings to align team and clarify goals.	
	Business Inventory Tracker (Provided)	Data Review & Inventory: Moderate to High – varies based on data complexity and how well information is already organized.	
	Data Inventory Tracker (Provided)	Data Summary Form Completion: Low – brief synthesis and discussion; minimal effort required if prior steps are complete.	
	GIS or Mapping Tools – Use simple tools like Google Maps or more advanced tools like ArcGIS		

3. GUIDANCE

1. DEFINE YOUR GEOGRAPHY

Before taking any further steps, clearly identify the **geographic area** and the **scope of outdoor recreation** your work will address.

- For your **geographic area**, you might choose your municipal boundary, or you might look at a larger region to understand the broader landscape of outdoor recreation destinations and businesses. Consider the ways that ecological areas and systems impact the geography of recreation in your region.
- The **scope of outdoor recreation** focuses on whether you are evaluating a single activity or user group (e.g., mountain biking, paddling), a specific asset (e.g., a greenway, park, trail system), or a comprehensive picture of all outdoor recreation opportunities in a

Remember: *Recreation systems often operate across boundaries. A regional analysis may better capture the true use patterns and economic impacts than a purely local approach. Balancing both community-level detail and regional context will lead to more actionable and inclusive insights.*

given area. Understanding the full scope of your geography will help ensure your efforts are appropriately scaled and relevant to the audiences you serve.

Geographic Considerations:

- Are you focusing on one or more assets located strictly within your town or municipal boundaries?
- Are you examining shared regional assets—such as a rail trail, river, or regional trail network—that extend beyond local boundaries?
- Do residents frequently travel outside your jurisdiction to access recreation, or do your assets serve visitors from other communities?
- Would a regional lens better capture the use patterns, economic impacts, or coordination needs tied to your assets?

Scope of Recreation:

- Will your analysis center on **individual assets or activities** (e.g., a specific park, water trail, or mountain biking trail)?
- Are you seeking to understand **overall outdoor recreation patterns** in your area, including how different assets connect or complement each other?
- Will your focus include all **user types** (e.g., hikers, cyclists, paddlers, equestrians), or just one or two priority activities?

Most outdoor recreation economic impact studies focus on a specific asset or activity. To start, you might consider focusing your data collection and analysis on a particular asset or

What Do We Mean by “Asset or Activity”?

In this toolkit, we use the term **“asset”** to refer to a **physical place or facility** that supports outdoor recreation. This includes built or natural features that provide direct opportunities for recreation.

Examples of assets include:

- Parks and open spaces
- Trails and greenways
- Boat launches and fishing piers
- Campgrounds and trailheads
- Climbing areas or managed hunting lands

However, some forms of recreation are more **dispersed** and not tied to a single location. For this reason, we often use the phrase **“asset or activity”** to capture recreation that occurs across landscapes or infrastructure not dedicated solely to recreation.

Examples of activities include:

- Hunting on public and private lands
- Road cycling on shared-use roads
- Birding in various habitats

activity that you think is driving economic activity in your community or region (or has the potential to do so) before expanding your scope to other assets and activities.

2. COMPLETE THE FOUNDATIONAL ASSESSMENT

Use the Foundational Assessment to help define the outdoor recreation economy in your community/region, your community or region's motivations for supporting outdoor recreation, and goals and target audiences for assessing the economic impact of outdoor recreation. This assessment will help identify:

- Why you are undertaking this process.
- What success would look like for your project, community, and/or region.
- Who your key stakeholders are.
- What you hope to communicate to different audiences.

Foundational Assessment

3. CONDUCT AN INVENTORY OF OUTDOOR RECREATION ASSETS

An inventory of existing outdoor recreation assets within your defined geography is a critical starting point for understanding the scope, diversity, and accessibility of outdoor recreation opportunities that shape your local outdoor economy. Even if you have a specific asset or activity that you know you would like to focus on during this process, a well-developed inventory lays the groundwork for future analysis and planning efforts by helping you visualize where recreation is happening, what resources exist, and where gaps or opportunities may lie. Some key outcomes from performing an asset inventory might include:

- Understanding the full breadth of outdoor recreation experiences available in your study area
- Understanding who is responsible for managing and maintaining key outdoor recreation assets
- Understanding gaps in available outdoor recreation experiences, including possible barriers to access and gaps in difficulty levels

For step-by-step instructions, recommended categories, and data collection tips, click below.

How to Conduct an Inventory of Outdoor Recreation Assets

Outdoor Recreation Asset Inventory Template Form

4. CONDUCT AN INVENTORY OF OUTDOOR RECREATION BUSINESSES

As part of understanding your community or region's outdoor recreation economy, it's important to identify and document the **local businesses that benefit from—or have the potential to benefit from—increased outdoor visitation and activity**. After all, in order to generate economic impact from outdoor recreation, **there must be places for people to spend money**—whether that's on gear, food, lodging, or services. Conducting an inventory of outdoor recreation businesses:

- Helps illuminate how outdoor recreation supports your local economy and highlights which sectors, services, and business types are most connected to recreation-driven spending.
- Sets the stage for conducting outreach to local businesses to understand the impact of outdoor recreation on their bottom line (see Tier 3).
- Identifies possible market gaps that could be supported by current and future recreation-driven business

To get started, begin compiling a categorized list of businesses in or near your community or region that are influenced by outdoor recreation.

[How to Conduct an Inventory of Outdoor Recreation Businesses](#)

[Outdoor Recreation Business Inventory Template Form](#)

What If Your Community Has Few Businesses?

Many Vermont communities—especially rural or remote towns—may only have a few local businesses. You might only have a general store, seasonal farm stands, or no formal businesses at all. That's okay.

Even in these cases, completing an outdoor recreation economic impact analysis is still valuable. Why?

- It supports existing businesses by demonstrating how outdoor recreation might be helping to sustain them—whether it's the general store benefiting from trail users or local outfitters serving visitors.
- It reinforces the important connection between outdoor recreation and quality of life, which can be a key factor in attracting new residents, retaining workforce, and fostering community pride.
- It helps highlight missed or potential opportunities—for example, unmet demand for food, lodging, rentals, or guide services. This can support efforts around business attraction or expansion, showing the local market potential tied to recreation users.
- It can support grant applications and planning efforts by demonstrating why investment is needed to capture more economic benefit.

The absence of many businesses doesn't mean the absence of impact—it may mean economic benefits are flowing to nearby towns or that there's untapped potential that could be unlocked with the right local investments and strategies. Outdoor recreation can be a catalyst for strengthening the local economy and enhancing the community's overall well-being.

5. CONDUCT INVENTORY OF EXISTING USER & ECONOMIC DATA

This step involves identifying and organizing any relevant data already available for your chosen outdoor recreation asset(s) and/or activities before investing time or resources into new data collection.

Your goal is to create a clear picture of what’s already known, where information gaps exist, and how existing data can support or inform a future economic impact analysis. This might include visitation numbers or activity participants, user surveys, spending estimates, or other economic indicators tied to outdoor recreation use.

To do this, you will review and document all available datasets in a Data Tracker, noting:

- What the dataset includes
- Who provides it
- The year or time period it covers

The format it comes in (spreadsheet, dashboard, PDF, etc.)

- Any limitations or caveats

As part of this project Headwaters Economics has developed a Data Dashboard. This dashboard shows all relevant economic impact studies, data sources, and case studies related to the outdoor recreation economy in Vermont.

Vermont Local-Level Outdoor Recreation Economic Data Dashboard

How to Review Existing Data Sources

Data Tracker Template Form

6. COMPLETE THE TIER 1 DATA COMMUNICATION FORM

This section is designed to help you pull together the key insights from the data you have collected in Tier 1. By answering the fill-in-the-blank prompts below, you’ll create a summary of your community or region’s current outdoor recreation landscape, identify major data gaps, and clarify your goals moving forward. This information will not only inform the next phases of the toolkit but also help you communicate your community or region’s vision and priorities to partners, stakeholders, and funders.

Tier 1 Data Communication Form

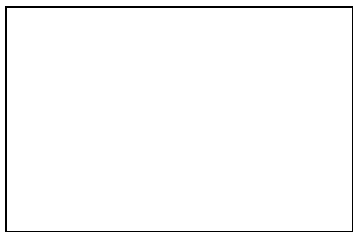
4. REFLECTION POINT

The next tier of data collection and analysis, Tier #2, focuses on visitation data. Before moving forward, take a moment to consider whether advancing to the next tier of data collection and analysis aligns with your community’s goals, resources, and current understanding.

- Based on what you’ve learned so far, does it make sense to move on to the next tier—whether that’s collecting visitation data, spending data, or conducting a full economic impact assessment?
- Why or why not? What goals or needs are driving that decision?

- Are there gaps or questions that the next tier could help answer?
- Do you have the resources and capacity to take on more detailed data collection and analysis?
- What outcomes or insights are you hoping to gain from the next step?

	Tasks	Project	Timeline
		VILLAGE MASTER PLANNING	
1	Irasville Master Planning	This project will incorporate the updated wetland maps and include a review of the history of planning in Irasville. Segue from the By-Laws Modernization Grant work and Wastewater project.	In process through Fall 2025
		Zoning and By-Laws	
1	GPOD	Groundwater Protection Overlay District to be adopted to protect certain land radii around the Town aquifer off Reed Road. The PC held a public hearing in February approving the overlay district and forwarding it to the SB for its own adoption in July.	Complete + pending SB adoption
2	FY 2026 MPG	Phase 2 of Irasville Master Planning Project to study wetlands etc? Depends on stance of Wetlands Division? Perhaps alternative methods of funding for pure hydrologic study?	2026-2027
3	Limited Business District	Reviewing standards and purpose. Numerous people have approached the PZA with regard to developing housing in this area. As it stands, residential development is deterred in this area. However, given the proximity to the Town's future disposal field, future phasing of the wastewater system could allow for	
4	ADU restrictions	Review and update the 30% threshold for ADUs as this restriction is less common; PZA has email into counsel as to status of this standard in the post-HOME ACT era. Per SE Group: CU for ADU above 900sqft/30% makes little sense now that duplex is allowed outright w/ no size limit. PZA waiting for response	
5	STRs	Work with the Selectboard to draft a possible framework for registering/regulating short-term rentals	
6	Act 250/LURB/Act 181 Tiers	Assess impacts of changes to Act 250 in addition to Act 181's tiered framework and discuss whether updates to the Zoning Bylaws are necessary or required	



TOWN OF STOWE

SHORT-TERM RENTAL REGISTRY ORDINANCE

- I. **Authority:** This Ordinance is adopted pursuant to the authority set forth in Chapters 59 and 61 of Title 24 of the Vermont Statutes Annotated, including specifically 24 VSA § 2291(29), and § 204 of the Town of Stowe Charter. This Ordinance shall be designated as a civil ordinance under 24 V.S.A. § 1971(b).
- II. **Purpose:** The Town of Stowe values its history and status as a vibrant, year-round mountain resort town and recognizes the significant benefit to the local economy and community stemming from tourism. The purpose of this ordinance is to seek to balance the well-established practice of renting residential dwelling units to travelling transients and the visiting public, while preserving the character of residential neighborhoods and minimizing and potential negative impacts of Short-Term Rentals, and continuing to promote public health, safety and welfare of visitors and residents, both full-time and part-time. By establishing an orderly process for identifying Short-Term Rental properties in the Town, and compiling a database of the Designated Responsible Persons and emergency contact information for each Short-Term Rental property, the Town intends to ensure an effective and expedient response to an emergency that may arise in connection with the Short-Term Rental property.

Furthermore, through the establishment of a dynamic Registry of Short-Term Rental properties, the Town seeks to gather information regarding the practice of renting residential dwelling units on a short-term basis, so the Town may better evaluate and determine through data what regulation of such rental properties, if warranted, is appropriate and consistent with the best interests of the Town, its residents (full-time and part-time) and visitors.

- III. **Definitions:** The following definitions shall apply to this Ordinance.
 - A. "Dwelling Unit" shall mean one or more rooms, connected together, constituting a separate, independent housekeeping establishment for Owner occupancy, rental or lease, physically separated from any other rooms or dwelling units which may be in the same building, and containing independent cooking, sanitation and sleeping facilities.
 - B. "Owner" shall mean the Person(s) in whom is vested title to real property in or on which a STR is located, or that is rented as an STR, regardless of whether that title is undivided or fractional. While an Owner may be represented by, and Owner obligations under this Ordinance may be

performed by, an agent, the Owner is ultimately responsible for the STR and compliance with this Ordinance.

- C. "Person" shall include any natural person, corporation, municipality, the State of Vermont or any department, agency, or subdivision of the State, and any partnership, unincorporated association, or other legal entity.
- D. "Designated Responsible Person" shall mean a Person or Persons designated and authorized by the Owner to act as their agent, or that Person's employee or agent, capable of and responsible for responding to emergency situations and other issues related to the STR when the property is being rented or leased as an STR, including providing first responders with timely interior and exterior access to the Short-Term Rental. For the sake of clarity, the Designated Responsible Person may be the Owner of the STR.
- E. "Short-Term Rental" or "STR" or "Short-Term Rental property" means any lease or rental of residential real property, including a furnished house, condominium, or other dwelling room or self-contained Dwelling Unit, or a portion thereof, to the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days and for more than 14 days per calendar year, but specifically excluding commercial lodging establishments such as hotels, motels, inns and bed and breakfasts. For the sake of clarity, the definition of Short Term Rental shall include residential real property located within a Commercial Lodging Facility that is held in separate and unaffiliated ownership from the Commercial Lodging Establishment itself, as in the case of individually owned rooms within a so-called condominium hotel, where said residential real property is rented to the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days and for more than 14 days per calendar year.
- F. "Short-Term Rental Registration form" shall mean the form that the Owner of a Short-Term Rental property must submit to the Town or its designee containing required information related to the Short-Term Rental property.

IV. Short-Term Rental Registration and Other Requirements:

- (1) Prior to renting an STR property, the Owner of the property proposed for Short-Term Rental, or their authorized agent, shall complete and submit to the Town a Short-Term Rental Registration form and pay any required fee(s) for each Dwelling Unit they may separately rent as an STR. An authorized agent may register and pay required fees on behalf of multiple STR owners provided the required fees are paid for each Dwelling Unit. An STR Registration form may be completed and submitted at any time during the calendar year, provided submission of the form precedes rental of the involved STR Dwelling Unit. The STR Registration form, once completed and submitted, shall cover the STR for the remainder of the calendar year and

shall be subject to the renewal provisions hereof beginning January 1 of the following year.

- (2) The Short-Term Rental Registration form shall be developed by the Town Manager and, subject to the requirements of this Ordinance, may be administratively modified or amended from time to time by the Selectboard at the Board's sole discretion.
- (3) The Short-Term Rental Registration form shall require that the Owner of Short-Term Rental property provide the following information to the Town, as well as and such additional information about the STR as the Manager or Selectboard may reasonably require:
 - (a) physical (E-911) address(es) of all Short-Term Rental property offered for lease/rental;
 - (b) contact information for the property Owner, including: the Owner's full name, mailing and/or physical address, telephone number and email address;
 - (c) contact information for the Designated Responsible Person and other agent(s) of the Owner, including: Designated Responsible Person's/agent's full name, mailing and/or physical address, telephone number and email address;
 - (d) whether the Short-Term Rental is the Owner's primary residence or, if the Owner is not a natural person, whether the Short-Term Rental is the primary residence of a member, director or authorized representative of the Owner;
 - (e) the number of bedrooms in the Dwelling Unit being leased/rented as STRs.
- (4) After completing and submitting a Short-Term Rental Registration form, the Owner shall report to the Town any material change(s) in the required information submitted to the Town within thirty (30) days of the occurrence of the change.
- (5) Upon the conveyance of title to any property on the Town's Short-Term Rental Registry, and no later than thirty (30) days from the date of the conveyance as evidenced by the date on an instrument conveying the property filed in the Town's Land Records, the new Owner shall complete a new Short-Term Rental Registration form with updated information to continue to use the property as a Short-Term Rental.
- (6) The STR Owner or authorized agent shall post in a visible location within the unit the telephone number of the Designated Responsible Person.

- (7) Upon submission of all required STR Registration information, the registered property may be rented as an STR, subject to the requirements of this Ordinance and the payment of any required fee(s). Note, however, that a building in which people rent accommodations constitutes a “public building” under 20 V.S.A. § 2730(a)(1)(D) and, as such is subject to the authority of the State of Vermont Division of Fire Safety, or its designee. Other provisions of federal, State and local law may also apply to Short Term Rentals.
- (8) Once submitted, an STR Registration may be renewed upon the payment of any applicable Registration renewal fee and the provision of any required/updated information.
- (9) In addition to non-compliance with other mandatory provisions hereof, it shall be a violation of this Ordinance for the Owner of real property used as an STR to:
- (a) lease or rent their property as a Short-Term Rental without first registering it with the Town as provided herein.
 - (b) provide intentionally false or materially misleading information on any Short-Term Rental Registration form.
 - (c) fail or refuse to pay the STR Registration fee or renewal fee.
- (10) The Owners of all STR properties shall ensure that the Stowe Fire Department has year-round, 24-hour access to the STR through a Fire Department approved lock box or other reasonable means of providing immediate access authorized by the Fire Department.
- (11) All STR properties shall have a Designated Responsible Person, who may be the STR Owner, who is available and authorized to respond to emergency situations and other issues related to the STR when the property is being rented or leased as an STR. The designated Responsible Person shall respond within 45 minutes of notification by a Stowe Firefighter or Police Officer regarding any issue or problem involving a Short-Term Rental when the property is being rented or leased as an STR. For the purposes of the foregoing sentence, “respond” shall mean arrive, in person, at the location of the involved Short-Term Rental property, unless specifically excused from doing so by a Stowe Firefighter, Police Officer, the Town Manager or other Person authorized to enforce this Ordinance. This provision is not intended to require a Designated Responsible Person to violate the law, including speed limits, or place themselves or others in an unreasonable at-risk situation to facilitate a timely response.

- V. **Fees.** The Selectboard may, from time to time, establish and adopt fees related to the administration of this Ordinance, including STR registration and renewal fees, and may incorporate all such fees into a duly adopted fee schedule, which may be amended from time-to-time at the Selectboard's sole discretion.
- VI. **Enforcement.** Any Person who violates a provision of this civil ordinance shall be subject to a civil penalty for each such violation. Each day the violation continues shall constitute a separate offense; provided, however, that liability for continuing violation(s) shall not accrue unless and until seven (7) days have expired after notice of the violation. The Stowe Fire Chief, the Stowe Police Chief, and the Town Manager (or their designees) shall all be designated and authorized to act as Issuing Municipal Officials to issue and pursue before the Judicial Bureau, or another court having jurisdiction, municipal complaints to enforce this Ordinance. An Issuing Municipal Official or the Town Attorney may dismiss or amend a municipal complaint in appropriate circumstances in accordance with law or court rules.
- A. **Waiver Fees.** An Issuing Municipal Official is authorized to recover waiver fees, in lieu of a civil penalty, in the following amounts, for any person who declines to contest a municipal complaint and pays the waiver fee:

First Offense - \$100

Second Offense - \$200

Third Offense - \$300

Fourth and Subsequent Offenses - \$400

Offenses shall be counted on a twelve (12) month basis, beginning January 1 and ending December 31 of each year. An Issuing Municipal Official shall have discretion, for good cause shown, to issue a written warning, without recovering a waiver fee, for any First Offense. In such instance, the written warning shall be counted as a First Offense for calculating the number of annual offenses.

- B. **Civil Penalties.** An Issuing Municipal Official is authorized to recover civil penalties in the following amounts for each violation:

First Offense - \$200

Second Offense - \$400

Third Offense - \$600

Fourth and Subsequent Offenses - \$800

Offenses shall be counted on a twelve (12) month basis, beginning January 1 and ending December 31 of each year. An Issuing Municipal Official shall have discretion, for good cause shown, to issue a written warning, without recovering a civil penalty, for any First Offense. In such instance, the written warning shall be counted as a First Offense for calculating annual offenses.

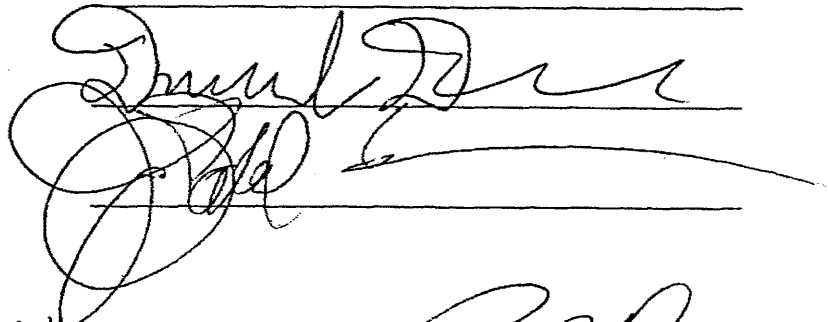
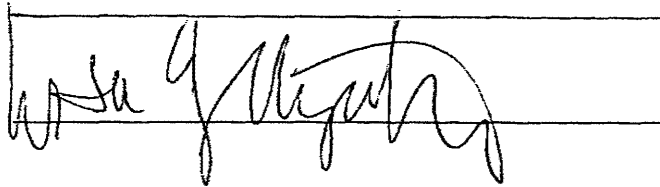
C. Other Relief: In addition to the enforcement procedure available under Chapter 59 of Title 24, the Town Manager is authorized to commence a civil action in a court of competent jurisdiction to obtain injunctive relief and/or to seek such other appropriate relief to enforce this Ordinance as is authorized by law.

VII. Severability. If any provision of this ordinance is deemed by a court of competent jurisdiction to be unconstitutional, invalid or unenforceable, that provision shall be severed from the ordinance and the remaining provisions that can be given effect without the severed provision shall continue in effect.

VIII. Effective Date. This Ordinance shall take effect on May 1, 2025.

ADOPTED at Stowe, Vermont, this 29 day of February, 2024.

Stowe Selectboard



Received and Recorded: 3/1/2024

Clerk: BAR