



WAITSFIELD PLANNING COMMISSION AGENDA

August 19, 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 –AUGUST 5 (10 +/- min)**
5. **VILLAGE MASTER PLAN UPDATE (10 +/-min) AnnMarie/JB**
6. **2026 MUNICIPAL PLANNING GRANT (15 +/- min)**
7. **CVRPC UPDATE (10 +/- min) Alice**
8. **WASTEWATER PLANNING PROJECT UPDATE (10 +/- min) JB/Bob**
9. **VERMONT LOCAL-LEVEL OUTDOOR RECREATION ECONOMIC IMPACT PROJECT (10 +/- min) JB**
10. **2025-2026 PC WORK PLAN (30 +/- min)**
 - a) Bylaw update: Section 6.02 (F)
 - b) Short-Term Rentals for SB
11. **OTHER BUSINESS (10+/-min)**
 - a) CVRPC Land Use/Tier joint meeting w/ SB October 27
12. **ADJOURNMENT**

Waitsfield Planning and Zoning Administrators Report
Planning Commission August 19, 2025 meeting

5. Village Master Plan

On August 11th, Alex Belensz and Tucker Gordon of SE Group, along with the PZA, met with Mike Adams of the Army Corps of Engineers to discuss our project and impacts to wetlands.

For context, the U.S. Army Corps of Engineers has jurisdiction over wetland impacts primarily under Section 404 of the Clean Water Act (CWA) and Section 10 of the Rivers and Harbors Act of 1899. The Corps has jurisdiction over discharges of dredged or fill material into "waters of the United States" (WOTUS), which includes wetlands that meet certain criteria.

Jurisdiction extends 1) when the wetland is considered a “water of the United States” under federal law and 2) when a project involves the discharge of dredged or fill material into the wetland. The Corps’ jurisdiction in Vermont's non-tidal waters extends to the Ordinary High-Water Mark and to the limits of adjacent wetlands. ***In areas where only wetlands exist, jurisdiction extends to the wetland boundary.*** Development within a wetland buffer does not trigger Corps jurisdiction. Activities that involve the discharge of dredged or fill material into wetlands or other waters of the U.S. require a permit from the Corps.

The permitting process involves a public interest review that considers the potential impacts on factors like navigation, environmental concerns, wetlands, and other public interest factors. The Corps also issues General Permits (GPs) for activities with minimal individual and cumulative adverse environmental effects, which streamline the permitting process for eligible projects. Projects not eligible for a GP require an Individual Permit, a more extensive process that includes a public notice and comment period.

Mike will be following up with the group with any past development in Irasville which triggered Corps jurisdiction, although he could not think of any at the time of the meeting. As an initial matter, Mike did not seem to have too much concern over any of the potential development scenarios, including the larger buildout.

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. 2026 Municipal Planning Grant

The 2026 Municipal Planning Grant application period has begun. The official FY 2026 program description is included in the packet.

State MPG funding for planning and resilience can pay for a variety of eligible projects, such as:

- A new or updated municipal plan;
- New or updated bylaws that implement Act 47 of 2023 (HOME Act) and Act 181 of 2024 (Resilience, Biodiversity & Land Use Act), including zoning & subdivision bylaws;
- Climate resilience and flood recovery projects;
- Projects related to housing development;
- New or updated capital programs and budgets for infrastructure maintenance and improvements;
- Physical improvement plans, historic preservation bylaws, or other planning for a State Designation in coordination with Department of Housing & Community Development program staff; and
- Projects that support communities for all ages that align with Age Strong Vermont: A Roadmap for an Age-friendly State.

Individual towns may apply for up to \$30,000, and multi-town applications (a consortium) may apply for up to \$45,000. A local cash match of 10% of the total project costs is required, except for zoning/subdivision bylaw projects in municipalities without zoning/subdivision bylaws.

Application Schedule for FY2026 Grants:

- September 1, 2025: Online application opens
- October 31, 2025: Deadline for RPC confirmation of municipal planning process
- November 3, 2025: Application deadline, 6 p.m.
- Early December 2025: Award decisions
- Project completion: December 31, 2027 (2-year/24-month grant term to complete a project)

The PZA recommends that the Board begin discussion on whether to apply this fall. Given the uncertainties surrounding the Irasville Master Planning and the response thus far from the Wetlands Division, we simply do not know what the next steps should be in this process. Initial thinking over a Phase Two encompassed hydrologic connectivity assessments of low-functioning Irasville wetlands to the Mad River. Ideally, the Board (and the VMPSC) will have a better idea of the path forward well before the November 3 deadline. The PZA recommends that the FY 26 MPG be a running item for discussion under the rubric of the current Master Planning agenda

item for the next few meetings. Time will tell and we should know what to apply for in the coming six weeks.

7. CVRPC Update

Alice will likely have updates on her regional work with CVRPC. *Please see below under “Other Business” for the joint meeting with the Selectboard and Planning Commission on Regional Land Use scheduled for October 27th.*

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](#).

The team is still awaiting word from USDA RD on a funding package to complete the first portion of the project - a Phase 1 which would connect users from Fiddlers Green to Upper Irasville. Updated communication between the Town Administrator and USDA RD finds a package will be offered in and around August 22. No other offers are anticipated. The Waitsfield Community Wastewater project is the only project in Vermont the USDA RD intends to fund. The Selectboard has given authorization to the Town Administrator to sign the funding package agreement from USDA RD.

As mentioned for last meeting, the team was given express direction on how to capture monies in the next round of NBRC funding this fall. The team was urged to apply for \$500,000 for specific equipment or \$1 million for configuration components along with equipment. Ms. Farham was very supportive and urged the Town to reapply this fall. No other project in Washington received funding, and the Town is in great shape going forward. Program details can be found [here](#).

9. Vermont Local-Level Outdoor Recreation Economic Impact Project

The PZA hopes to have an update on the pilot project at the meeting. The PZA has been out of town for the last two meetings and is awaiting an update from Joshua Schwartz.

10. PC Work Plan

The PZA has updated the PC work plan and it is included in the packet.

At its August 11 meeting, the Selectboard repealed the Garage Sale Ordinance. There is a 45-day comment period for resident voters to provide comment on the repeal. Prior to the repeal, the PZA had discussion with the Town Administrator on how to preserve the intent behind the ordinance within the Zoning Bylaws. The PZA believes that this can be achieved via amending Section 6.02 (F). Pursuant to Section 6.02 (F), no zoning permit shall be required for “Garage sales, yard sales, auctions, or related activities not exceeding 3 consecutive days, nor more than 6 days in any calendar year, provided that such sales comply with the Waitsfield Garage Sale Ordinance which may require a permit from the Town Clerk.” The intent of this bylaw subsection, along with the recently-repealed ordinance, is to ensure that yard and garage sales do not occur so frequently as to become more of a “business.”

The Selectboard is urging the PC to consider amending the bylaws sooner rather than later to avoid a gap in regulation. The PZA recommends removal of the *Garage Sale Ordinance* in Section 6.02 (F), instead referencing the bylaw provisions of Sections 4.07 (A) and (B) relating to “Home Occupations” and “Home Businesses.” One possible revision is: “No zoning permit shall be required for the following... (F) Garage sales, yard sales, auctions, or related activities not exceeding 3 consecutive days, nor more than 6 days in any calendar year. *For such sales to exceed 3 consecutive days or 6 days in any calendar year, a zoning permit shall be issued pursuant to either Section 4.07 (A) or (B).*” The PZA believes that this language – or something similar thereto – preserves the intent of the now-repealed Garage Sale Ordinance.

In addition, the Selectboard would like to begin discussion on short-term rentals (STRs) and a possible framework for registration and possible regulation. This will entail thorough research and analyses of other STR frameworks across the State. Alice has been in close contact with the Selectboard on this matter and will likely be able to provide more detail on the discussions had thus far. Included in the packet are examples from other towns across the State.

11. Other Business

On October 27th, the Selectboard and Planning Commission will be holding a joint meeting for a presentation from the CRVPC on Future Land Use and the tiered designations. This will be a warned meeting and commissioners are encouraged to attend.

Jonathan may have an update on the Mad River Valley Planning District.

Upcoming trainings/webinars:

Flood Disclosure for Conveyance of Real Estate

In Vermont, real estate transactions must disclose flood risk! What does this look like? Is there a template for disclosure? What is a moderate risk zone? Does this apply to manufactured homes? What if I have an Elevation Certificate or a Letter of Map Amendment (LOMA)?

Join VT DEC River & Floodplain Managers Tessa Yip and Ned Swanberg on Thursday, August 21st at 9 am to answer all these questions and discuss how sellers and lessors can provide accurate flood risk information.

Visit VT Flood Ready to view the Flood disclosure forms.

[Join the meeting now](#)

The Drop-In Discussions are informal gatherings on the third Thursday of the month from 9 – 10 am hosted by VTDEC's River Corridor and Floodplain Protection program. No registration is required. Come on by!

The discussions support the work of municipal officials who are responsible for floodplain and river corridor regulations, and others who are involved in the work of flood resilience in Vermont. To support casual dialogue the discussions are not recorded.

If you have questions about the event, or using Teams, feel free to reach out
toned.swanberg@vermont.gov or tessa.yip@vermont.gov

Future invitations to the Drop In Discussions will be posted to the Flood Resilience Listserv and also as News on www.floodready.vt.gov

And – let's talk about what's on your mind! Your feedback and suggestions are requested

[Join the meeting now](#)

Meeting ID: 211 704 798 739

Passcode: N9BU9kf6

Dial in by phone

+1 802-828-7667,942347713# United States, Montpelier

Find a local number

Phone conference ID: 942 347 713#

Respectfully submitted,

J.B. Weir

TOWN OF WAITSFIELD, VERMONT
Planning Commission Meeting Minutes
Tuesday, August 5, 2025
Draft

Members Present: Beth Cook, Bob Cook, AnnMarie Harmon, Becca Newhall, Alice Peal, Jonathan Ursprung
Members Absent: Emma Hanson
Staff Present: None
Others Present: Laura Arnesen (MRV Recreation District)

II. Regular Business

1. Call to Order

The meeting was called to order at 7:02 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. Conservation and Recreation Visioning (CRV)

Laura Arnesen provided a presentation on the work of the Conservation and Recreation Visioning (CRV) group that took place under a VOREC grant, working to address the need for balance between ecological integrity and outdoor recreation in the Mad River Valley. She outlined that 15 different organizations were involved in this work, which provided three deliverables: an online mapping tool depicting ecological features to be considered when planning trails; a shared vision, values, and guiding principles statement; and a recreational trail development process guide. Laura then explained that this work is moving into another phase, CRV 2.0, which will be under the management of the MRVPD, and will be addressing the priorities that were agreed upon during the first phase of this work. The group will now be holding quarterly meetings, and the first one is scheduled for September 23, 2025.

5. Approval of Minutes

The Minutes of July 15, 2025 were amended and approved.

6. Village Master Plan Update

Jonathan recapped that at the July 15 PC meeting there was a discussion of next steps, including a response to the letter received from Shannon Morrison. He noted that a Steering Committee meeting is coming up, and that the group will be reaching out to the Army Corps and working on a communication strategy for responding to Shannon/DEC and hopefully getting further guidance on how the Town may be able to support applicants intending to develop under the new Master Plan. There was further discussion of this topic, during which the following points were made:

- It will be difficult to site further development in this growth area with the current restrictions, and a better understanding of how wetland enhancements may enable some development is desired

- A preference for establishing overall goals that would include allowances for some impact on individual wetlands applications
- Seeking further clarification of prior DEC input allowing that the overall impact to the area is important when evaluating applications
- The need for upstream areas/towns to mitigate effects of stormwater, particularly in the new normal of regular heavy rains and runoff
- There is significant development in Irasville that took place prior to associated regulations were in place
- Alice expressed her belief that the number of units proposed should be scaled back due to environmental impacts
 - Some development could be outside the growth area if transportation needs are addressed; Tri-Valley Transportation is taking over the Mad Bus routes, and has a more rural model
 - The new Community Housing and Infrastructure Program funding may help in allowing such development
- Others pointed out strong public support for Irasville density, and that it is likely that full plan will not be realized, so it should not be scaled back
- The new Tier designations and how they interact with this planning need to be better understood
- This is the first community to attempt to preemptively coordinate development needs and wetland impacts; Phase 2 work to demonstrate the connections between Irasville and the Mad River is necessary
- A need to ensure that housing will be for a range of residents, including young families and working people
- Consideration of the regional housing plan, as well as an outline of what is to be considered affordable
- Reminder that Phase One only includes the block across from Shaw's
- Wastewater plans allow for 77 additional units, with other plans already in place for the Village, so capacity will be less than full plan proposal
- Three stories will not require the Fire Department to purchase a ladder truck
- How to ensure that new development does not all become STRs

Alice noted that she has met with Brian Shupe and Dan Raddock (Warren PC) regarding development of an STR ordinance, noting that she will look into Warren's proposed Ordinance as well as those of other towns.

7. CVRPC Update

In addition to information she provided earlier in the meeting, Alice also noted that the planned substation is not moving forward yet, but that the Act 250 review will be scheduled.

8. Wastewater Planning Project Update

JB had provided a report in the meeting packet.

9. Other Business

Jonathan asked that PC members review the updated Work Plan, and it was agreed that Jonathan

will coordinate with the Selectboard to schedule a presentation from CVRPC regarding the new Tier designations, preferably for mid or late September.

11. Adjournment

The meeting adjourned at 9:10 pm.

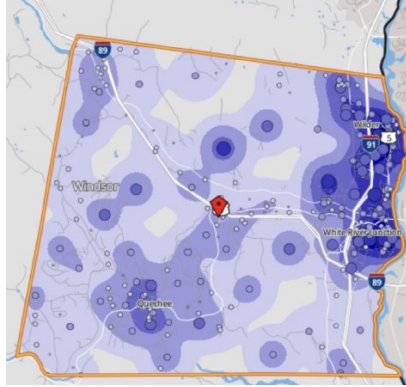
Respectfully submitted,
Carol Chamberlin, Recording Secretary

Municipal Planning Grant

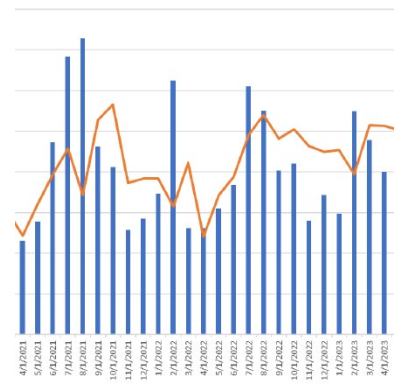
Fiscal Year 2026 Program Description



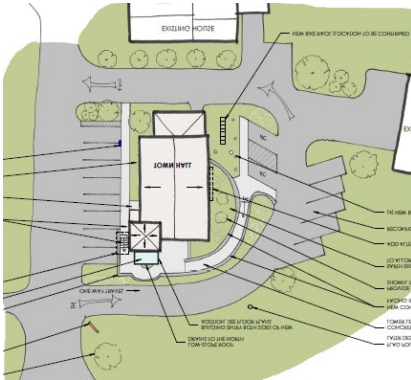
Ferrisburgh Trails & Travel Plan



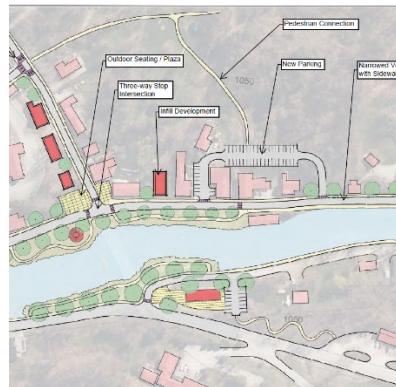
Hartford Economic Development Plan



Kingdom Corridor Lodging Study



Middlesex Town Hall Capital Plan Study



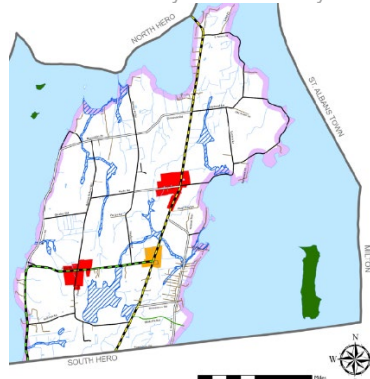
Londonderry Main St. Study



Williston 2050 Engagement



Historic Wolcott Schoolhouse Study



Grand Isle Town Plan



Pownal Village Improvement Plan

**Vermont Agency of Commerce and Community Development
Department of Housing and Community Development
Community Planning + Revitalization Division
Issued: August 2025**

Program Basics

In fiscal year 2026 (July 1, 2025 – June 30, 2026)¹, the Vermont Department of Housing and Community Development (DHCD) will grant funds to municipalities to promote planning, revitalization, and development activities that maintain Vermont's land use goal of compact settlements separated by rural lands.

The Municipal Planning Grant (MPG) Program funds a wide range of municipal planning projects as allowed by [Title 24 of Vermont Statutes Annotated \(V.S.A.\) Section 4306 \(b\) and \(c\)](#). Projects that promote Vermont's historic pattern of compact settlements surrounded by working farms, forest, and open space are given priority.

Each municipality may submit one application per year. The maximum grant amount is \$30,000 for individual municipalities and \$45,000 for group (consortium) applications. All applications are required to provide a minimum cash match of 10%, unless an application is for zoning/subdivision bylaws in municipalities without zoning/subdivision bylaws.

Grant funds are regionally apportioned based on the percentage of municipalities with confirmed planning processes within each of Vermont's [11 regional planning commission \(RPC\) regions](#). Municipal planning processes are confirmed by the regional planning commission. Eligible municipalities compete within their region for grant funding. Funding decisions are made by the DHCD Commissioner based on the competitive criteria listed under the *Grant Selection Process* later in this guide.

Grant Timeline

MPG projects must be completed within 24 months.

- October 31, 2025: Deadline for RPC confirmation of municipal planning process
- July 2025: Program announced
- September 1, 2025: Online application opens
- **November 3, 2025: Application deadline, 6 p.m.**
- December 30, 2025: Award decisions
- January 1, 2026: Start of grant term
- December 2026: Mid-project report due

Purpose of MPGs: To Carry out Statewide Planning Goals (24 V.S.A. § 4302)

b) It is also the intent of the legislature that municipalities... shall engage in a continuing planning process that will further the following goals:

(1) To establish a coordinated, comprehensive planning process and policy framework to guide decisions by municipalities, regional planning commissions, and state agencies.

(2) To encourage citizen participation at all levels of the planning process...

(3) To consider the use of resources and the consequences of growth and development...

(c) In addition, this chapter shall be used to further the following specific goals:

(1) To plan development so as to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside...

¹ Act 74 <https://legislature.vermont.gov/bill/acts/2022>

- December 31, 2027: End of grant term; Project is complete, and all funds spent
- January 31, 2028: Final report and products submitted

Eligible Applicants

Single Municipality

Individual municipalities with a local planning process confirmed by the RPC (including an unexpired plan) on or before October 31, 2025, are eligible to apply. To be confirmed, a locally adopted plan must be approved by the RPC, and the municipality must maintain efforts to provide local funds for municipal and regional planning purposes as required by [24 V.S.A. §4350](#). The Department does not require the submission of a plan confirmation letter from the RPC.

Municipalities without a confirmed local planning process may apply for funding only to create a municipal plan approvable by the RPC and must have voted to provide local funds for municipal and regional planning purposes. Grant proposals from municipalities that have received RPC recommendations to bring their plan into compliance with statewide requirements must propose to address the changes identified by the RPC.

Municipal organizations other than the governing body and the planning commission (such as the conservation or economic development commission) may also apply for a grant, but only with prior approval of the municipal governing body and planning commission.

Municipalities may not receive funding if they are suspended or debarred by the State or Federal Government; delinquent in submitting their subrecipient annual report; or delinquent in submitting their single audit reports (if required).

Consortium

Two or more municipalities may apply jointly for a consortium application (requests of up to \$45,000). The application must address a shared issue and identify a lead municipality for financial administration of the project. The RPC may serve as grant administrator for a consortium (see consultant selection below). All municipalities in the consortium must have a confirmed planning process by October 31, 2025, and each municipality must submit a separate resolution form in support of the project. The consortium may involve or benefit municipalities that are not identified as a consortium member in the application. No member of a consortium application may apply for an individual MPG the same year. A municipality can only serve as a lead municipality for one application but may be part of multiple consortia.

Eligible Municipalities

For the purposes of the Municipal Planning Grant Program, a municipality is defined by [24 V.S.A. §4303\(12\)](#). Under this definition an incorporated village is not considered a separate municipality unless the village adopts its own plan one or more bylaws either before, concurrently with, or subsequent to such action by the town.

Funding Amounts & Match

Single municipalities may apply for a grant of any amount between \$2,500 and \$30,000 with a minimum local cash match requirement of 10%, based on the total project cost. The local match is not required for applications seeking funding for zoning/subdivision bylaws in municipalities without existing zoning/subdivision bylaws

A consortium of municipalities may apply for a grant of any amount between \$2,500 and \$45,000 with a minimum local cash match of 10%, based on the total project cost. The local match is not required for applications seeking funding for zoning/subdivision bylaws in municipalities without existing zoning/subdivision bylaws

Any source of cash match funds may be used: federal, other state grants, municipal, private, or non-profit. Projects that demonstrate financial partnership with outside organizations or propose a local match that exceeds the minimum match amounts are considered to have higher levels of community support in the competitive criteria listed under the *Grant Selection Process* later in this guide.

In-kind contributions or contributions of municipal staff or others' time **cannot** be offered as a match. Documentation of total expenditures (including grant and match funds) are required at the close out of the grant. If a project is completed with less than the total project cost expended, the grant award and match funds required will be reduced proportionately.

Grant Amount	10% Match Amount	Total Project Cost
\$2,500 (Minimum)	\$278	\$2,777+
\$30,000 (Max. for Single Applicant)	\$3,333	\$33,333+
\$45,000 (Max. for Consortium)	\$5,000	\$50,000+

Municipalities seeking funds for large, multi-year projects are encouraged to separate projects into related, stand-alone phases, each with a defined product upon completion, and apply for a grant each year to complete the phases (See *Single Project Scope Requirement* below). Because funds are allocated competitively each year, MPG support for subsequent phases cannot be guaranteed.

DHCD reserves the right to award less than the amount requested, based on the availability of funds.

Note: Please keep in mind that municipalities that accept MPG funding are not eligible to apply for a [Better Connections Grant](#) for the same state fiscal year as the MPG award.

Eligible Activities

The Municipal Planning Grant Program supports a wide range of projects relating to planning, land use, and resilience and promotes cooperation, collaboration, and the exchange of ideas. Eligible projects must have a clear connection to planning and implementation of the municipal plan and will be reviewed for conformance with the

regional plan, as well as statewide smart growth principles, planning goals, and land use policies.

Funds *may* be used to:

- ✓ Underwrite expenses for public meetings and hearings, informational workshops, citizen surveys, outreach, and notification costs
- ✓ Support research, data collection, capacity studies, inventories, and mapping
- ✓ Pay consultants, interns, regional planning commission staff, or legal fees associated with the project
- ✓ Purchase development rights, easements, and titles of properties for housing and conservation purposes identified in the municipal plan
- ✓ Purchase materials needed to produce a plan, bylaw, or implement or administer the project -- like writing supplies, maps, and copies
- ✓ Conduct other non-prohibited activities
- ✓ Pay an RPC with 'agent' status for project management expenses up to 5% of sub-contracted (non-RPC) expenses. This **must** be disclosed in the application and be included as a line in the work plan and budget.

Funds *may not* be used to:

- ✗ Support political activities
- ✗ Support projects incompatible with the Regional Plan
- ✗ Pay regional planning commission dues
- ✗ Reimburse expenses incurred before the grant is awarded
- ✗ Subsidize tax mapping (see *Mapping Requirements* below)
- ✗ Pay municipal officials or municipal staff
- ✗ Capitalize a "reserve" fund for use beyond the grant period
- ✗ Purchase computer hardware, software licenses or subscriptions, or other equipment not related to a specific grant funded planning event
- ✗ Pay for the cost of administering the MPG grant such as municipal or regional staff time for documenting grant expenditures and submitting the progress report and close-out, except as noted for 'agent status' above
- ✗ Support plans, bylaws and policies that violate the State or Federal Fair Housing Act. Fair housing training is available to all grantees and is encouraged for projects relating to housing and/or revisions to zoning bylaws. Please contact Shaun Gilpin, Housing Policy Specialist at shaun.gilpin@vermont.gov if you are interested in training opportunities.

Mapping Requirement

- All GIS mapping must follow applicable [VCGI data guidelines or standards](#).
- Parcel mapping projects may not be funded through MPGs.

Single Project Scope Requirement

MPG grants are limited to projects with a singular and well-defined focus – even if the proposal is part of a larger project (see example below). If multiple products or separate consultant projects are proposed for MPG funds, the application may not meet the single project scope requirement. This finding will result in a lower score and only one of the projects will be funded if a grant is awarded. Applicants with questions about scope should call the program's staff.

Example: work on both a municipal plan and bylaws in the same application will usually be considered two separate projects and typically both are not funded. However, a focused issue-oriented amendment of a plan element and the associated bylaws to implement that section of the plan, can be proposed as one project. For instance, a housing element of a plan and a bylaw amendment to adopt housing-ready regulations may be considered one project.

Use of MPG as Part of a Larger Project

MPGs may be used as part of a larger or phased project. An MPG may also be used in conjunction with grants from other programs. If you propose to use the MPG for a larger project, begin by assigning a discrete part of the larger project to the MPG. Choose a component that best meets the competitive criteria and can easily be completed within the 24-month MPG timeframe. If applicable, applicants must explain use of an MPG as part of a larger project. Applicants may contact DHCD to ensure that the activity will meet the grant requirements.

Example: A municipality could use an MPG for the community outreach component of a major public project. In this instance, include the workplan for just the MPG portion of the project in the online application, explain the project in the application, and submit the overall work plan for the larger project as an attachment.

Coordination with State Agencies

Some local planning and regulatory projects require coordination with state agencies that have planning and regulatory authority over the project. For projects where state authority can be anticipated, applicants must identify the relevant agencies as project partners and include a task for coordinating with that agency in the work plan. Applicants are also encouraged to review the work plan with any such agency and include comments from the agency as an attachment to the application.

Example 1: Any project (streetscape, traffic calming, sidewalk, water, wastewater etc.) that proposes work within a state highway right-of-way must coordinate with appropriate sections at the Agency of Transportation. At a minimum, the District Transportation Administrator and the Permitting Services section should be involved. Early coordination will increase the likelihood that the work product(s) can be implemented in the future.

Example 2: A project to consider village wastewater solutions must coordinate with the [Department of Environmental Conservation \(DEC\) Water Infrastructure Financing Program](#) before submitting an MPG application, to ensure the work plan will result in a

product that can be used to obtain state and federal infrastructure funding. The best evidence of this coordination is an email from DEC indicating review of the work plan. This can be attached to the application.

Grant Selection Process (Competitive Criteria)

DHCD uses competitive criteria to score and rank applications. The statewide priorities are updated annually to comply with policy initiatives, legislation, or current events. Grants are awarded based on the application's score and ranking compared to the scores from the other applications in the same region, as well as the amount of grant funds available. Applications scoring at or below 60 points will not be funded, and regional funds may be reallocated to high-scoring projects in other regions. The DHCD Commissioner reserves the sole right and responsibility to allocate grant funding. Applications are scored as follows:

Competitive Criteria Scoring Summary	Points
Project Readiness & Need	Section: 20
Issue & Urgency	5
Funding Need	5
Project Readiness	5
Project Management	5
Public Outreach & Project Partnership	Section: 15
Public Outreach	10
Project Partnership & Support	5
Statewide Priorities	Section: 40
Project Outcomes & Goal Consistency	5
Priority Projects	15
State Designated Area Projects	20
Project Approach	Section: 35
Work Plan	20
Budget & Cost Estimates	15
Application Quality & Past Performance	Section: 10
	TOTAL: 120

Project Readiness & Need (20 points)

Projects with a specific and documented problem the community is trying to solve, and a well-organized management team, demonstrate project readiness. Projects that are unable to qualify for funding through other sources demonstrate need, as well as projects that address an urgent matter.

Public Outreach & Project Partnership (15 points)

Planning projects are more successful: 1) when there is sustained public outreach throughout a project that involves those affected, including harder-to-reach and under-represented, lower-resourced or under-served people, 2) when they begin with strong community support, and 3) when they are done in partnership with organizations outside the municipal government. Competitive applications will demonstrate how the

project's work plan will outreach to the broader public and who supports and is part of the project from the outset. This includes necessary coordination with State agencies. [DHCD offers engagement pointers](#).

Statewide Priorities: Outcomes, Projects & Designation (40 points)

Each year the program recognizes projects with outcomes that meet statewide priorities and the Vermont [Planning & Development Act's purpose and](#) goals (24 V.S.A. 4302).

Projects that meet one priority project category receive 5 points. Projects meeting more than one priority project category score up to 15 points. Because housing continues to be a concern statewide, projects that expand housing opportunity will receive highest priority. Refer to the [Application Guide](#) for examples of diverse projects that meet these categories:

- Projects focused on the implementation of the Act 47 of 2023 and Act 181 of 2024
- Projects related to climate resilience and flood recovery
- Projects related to housing development
- Capital programs and plans for municipal improvements
- Physical improvement plans for a designated area, which may include pre-engineering water/wastewater visioning
- Pre-requisite planning to prepare for a downtown/village center or center 'step-up' designation application (please coordinate with DHCD designation program staff on resources to support new historic preservation best practices for Step 3 Downtown Centers)
- Innovative and statewide projects that serve as a replicable model for other communities

Projects that relate to and have a clear connection to [state designated areas](#) receive priority in accordance with 24 V.S.A. Chapter 76A. Refer to the [Application Guide](#) for scoring specifics.

Project Approach (35 points)

Projects should have a well-considered work plan and budget. Once grants are awarded, the work plan can only be changed via a grant amendment, so the scope of work and tasks described should be as accurate as possible. The work plan and budget submitted with the application will become part of the grant agreement. It should not be overly broad.

Application Quality & Past Performance (10 points)

Reviewers consider the overall quality and clarity of the application, as well as applicants past performance on timely grant reporting, accurate and complete closeout documentation, and completion of past projects that were awarded funds.

Application Guide

The [Application Guide](#) assists applicants in preparing a competitive application and allows applicants to prepare draft responses before submitting the application online.

Applicants can see each application question, read advice on answering the question, view how the response will be evaluated and scored by DHCD, and prepare a draft response -- all on one form. DHCD recommends applicants prepare their responses offline in the Word document provided, to be able to copy and paste narrative responses into the online form later. The GEARS system will time out after forty minutes on one-page, even if you are actively entering in information. Please “save” often so applicants do not lose their work.

Grant Awards and Administration

Award notices are sent via email to successful applicants through the online Grants Management System. In the event of partial funding, applicants are asked to submit a modified work plan and budget. Grant agreements and other required documents will be available shortly thereafter. Completion and electronic submittal of these forms will be required for payment. All grants management forms and instructions will be available through the Grants Management System. Grant payments and reporting requirements are as follows:

- **First Payment** – Upon execution of the grant agreement, a requisition may be submitted for an advance payment of 40% of the award amount.
- **Second Payment** – Mid-project reports are due December 2026. Requisition for 30% of the award may be submitted along with a progress report.
- **Final or Close Out Reimbursement** – Up to 30% of the award is made on a *reimbursement basis*. The reimbursement is made when the project and its deliverables, as detailed in Attachment A of the Grant Agreement, are complete, and the expenditures are properly budgeted and documented (copies of invoices and canceled checks or a detailed transaction report) showing that the funds were spent for the purposes specified in the grant agreement. Invoices must show that grantees have spent all grant funds and match funds, if applicable, no later than December 31, 2027. Funds that are unused as of that date, as well as expenditures that are ineligible or are not documented, must be returned to DHCD.

While grant activities must be completed by December 31, 2027, grantees have up to one month after that date to assemble a final report. Final reports must be submitted online no later than January 31, 2028.

Purchase of goods and services through the grant must conform with the procurement requirements defined in [Attachment D to the Grant Agreement](#). In most cases, consultants must be selected through a competitive process.

All final products and public communication must acknowledge funding from the Municipal Planning Grant Program, administered by the Vermont Department of Housing and Community Development, Agency of Commerce and Community

Development. This means there must be a statement, usually on the cover page of the final plan or product, such as “*This project was funded in part by a Municipal Planning Grant, administered by the Vermont Department of Housing and Community Development.*”

Amendments

Amendments include the following options:

- 1) Minor alterations to the work plan or the approved budget may be allowed, but only upon request and approval from DHCD. Substantial alterations are not allowed, and the final product must remain the same.
- 2) Time extensions are offered for up to one additional year only. Projects that cannot be completed within the grant period under the terms of the grant agreement are closed out. The grant will cover eligible work completed for documented costs; however, ineligible or undocumented costs will not be funded, and associated funds must be returned.

Consultant Selection

The rules for consultant selection are detailed in the grant agreement’s procurement provisions (see [Attachment D of the MPG Grant Agreement](#)). A Regional Planning Commission may help a municipality prepare a grant application and bid on a grant-funded project; this is not a prohibited activity.

Pre-Application Process

Consultants may be selected before the application is submitted. If a municipality is engaged in a competitive procurement process while developing the grant application and selects a contractor at that time, there is no requirement to re-open the selection process if the grant is awarded, provided the scope of work remains substantially similar to what was in the contractor’s proposal.

Simplified Bid Process

For contracts up to and including \$10,000, the grantee is required to obtain price or rate quotations from a reasonable number of sources, but no less than two, and maintain a record of the same in its files.

Regional Planning Commission as Agent

For [rural towns](#) with a population of less than 2,500 as defined in [24 V.S.A. §4303\(25\)](#), the regional planning commission may serve as an agent of the town for the Municipal Planning Grant.

The agent is expected to prepare the application, support grant administration and will be exempt from competitive selection if serving as a project consultant, but the municipality must remain the financial administrator. RPCs may also serve as the agent for any consortium project.

Competitive Bid Process

For contracts more than \$10,000, the grantee is required to use a competitive selection method, soliciting from an adequate number of sources. A Request for Proposals (RFP) or Request for Qualifications (RFQ) should be broadly publicized to permit reasonable competition. The grantee must maintain records in its files to document how the decision was made.

Exceptions

If the grantee is a “[rural town](#)” or a multi-town consortium and has identified the regional planning commission as its agent, the simplified bid and competitive processes for hiring the RPC are not required.

Consultants working on an earlier phase of a multi-phase project may be re-selected for the project phase funded by the MPG, to maintain continuity between phases.

Information

MPG Application Webpage - instructions and resources:

<https://accd.vermont.gov/community-development/funding-incentives/municipal-planning-grant/applicant-guidance>

Jenni Lavoie
DHCD Contracts & Grants Administrator
802-828-1948
jennifer.lavoie@vermont.gov

2025 WAITSFIELD PLANNING COMMISSION WORK PLAN

	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
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 connections in this area.	
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 2-4 units are allowed outright w/ no size limit.	

5	Section 6.02 (F) – Exemption for garage/yard sales	Town Garage Sale Ordinance repealed 8/11/25; Section 6.02 (F) must be revised to accord to intent and removal of ordinance mention	2025
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 Plan Update	
1	Childcare	Update Childcare language per CVRPC feedback	2026
		Town Ordinances	
1	STRs	Work with the Selectboard to draft a possible framework for registering/regulating short-term rentals	2025-2026



GARAGE SALE ORDINANCE

Section I: Definitions

- A. "Garage sale" shall mean and include all casual sales of personal property open to the general public and generally denoted by the term "garage sale," "attic sale," "lawn sale," "yard sale" or similar phrase.
- B. "Casual sale" for the purpose of this Ordinance shall mean sales at which more than six (6) items are displayed or available for sale at one time.

Section II: License for Sale Required

- A. It shall be unlawful for a person, group, organization, firm or corporation to conduct a garage sale in the Town of Waitsfield without first obtaining a license to do so from the Town Clerk.
- B. Except as hereinafter provided, only two (2) such licenses may be issued within any one calendar year for a total period of four (4) days for any particular premises. No such license shall be issued for a period of more than three (3) days, which days shall be consecutive.

Section III: Application for License

- A. Application for a license shall be made to the Town Clerk at least five (5) days prior to the commencement day of the sale.
- B. The application shall be made on a form provided by the Town Clerk and shall be completed with the following information:
 - 1. Name of applicant conducting sale;
 - 2. If the sale is for charitable purpose, name of charity organization;
 - 3. Location of the sale;
 - 4. Name of owner of property and written consent of such owner, if the applicant is other than the owner of premises;
 - 5. Date or date of sale;
 - 6. Whether sale was previously conducted on the same premises during the same calendar year;
 - 7. Arrangements made for off-street parking.
- C. The license fee shall be \$2.00 for each day of the sale.

- D. In the event the sale is solely for charitable purposes, no fee shall be required, and the days of the sale need not be consecutive, but a license must be obtained for each non-consecutive sale day.

Section IV: Conduct of Sale.

- A. The sale shall not commence before 8:00 a.m., nor continue past sundown.
- B. No off-premise signs shall be permitted. One on-premise sign be permitted, provided the same is not more than 3 square feet in size and is non-illuminated and non-reflectorized. Such sign shall be displayed only on sales days and shall be promptly removed at the conclusion of the sale.
- C. The garage sale license shall be conspicuously displayed on each day of the sale during sale hours.

Section V: Penalties.

Anyone violating this ordinance shall be prosecuted, and if found guilty, shall be fined \$50.00 for the first offense, \$75.00 for a second offense, and \$150 for a third or subsequent offense; in lieu of prosecution, any person may voluntarily sign a waiver and pay the fine directly to the Town Clerk in Waitsfield.

This ordinance was first adopted December 27, 1976 and was subsequently amended June 4, 1979. Documentation of the adoption and amendment process for the Ordinance may be obtained from the Town Clerk's Office.

ORDINANCE TO REGULATE THE OPERATION OF SHORT-TERM RENTALS
Town of Londonderry, Vermont

ARTICLE 1. AUTHORITY. Under authority granted in 24 V.S.A. § 2291(29) and 24 V.S.A. § 1971 *et seq.*, and other such general enactments as may be material hereto, it is hereby ordained by the Selectboard of the Town of Londonderry that the following civil ordinance requiring the annual registration of all short-term rentals operating within the town (which may also be referred to as the "Short-Term Rental Ordinance") is adopted for the Town of Londonderry, Vermont.

ARTICLE 2. PURPOSE. The purpose of this Ordinance is to promote and protect the public health, safety, welfare, and convenience of the town, to preserve residents' rights to quiet enjoyment of homes and properties, and to ensure the safety of occupants of short-term rentals. The Londonderry Selectboard hereby find that unregulated short term (i.e., less than 30 day) transient occupancy of dwelling units in residential neighborhoods presents a threat to the public welfare relating to compatibility with residential uses and preservation of the character of the neighborhoods in which they are located, and to the availability of housing stock in the town. Unregulated short-term rentals have negative secondary effects on residential areas, with such areas experiencing heightened adverse impacts from parking, garbage, noise and outdoor/nighttime activities. These negative effects, when left unchecked, injure and degrade the community as a whole and constitute a public nuisance. The purposes of this Ordinance are: (a) to balance the desire of property owners to rent their residential properties to short term rental guests for compensation against the desire of residents to preserve the traditional peace and quiet of their residential neighborhoods; (b) to preserve and protect residential neighborhood character and livability from the nuisance impacts that are often associated with short term rentals; (c) to limit or prevent long term rentals from being replaced with short term rentals; (d) to ensure the safety of occupants of short term rentals and the well-being of the community; and (e) to promote the public health, safety and welfare of the Town, its residents and visitors.

ARTICLE 3. DEFINITIONS

- A. "Operator" means a person who operates or manages a short-term rental. The operator/person shall be defined as an individual, a married couple, one or more family members living in the same household, a corporation, a partnership, or Limited Liability Company ("LLC") or other LLCs with overlapping members, all of which shall be deemed an operator, but which shall exclude from the definition any tenant or lessee of a lease.
- B. "Short-term rental" or "STR" means a dwelling unit 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, and is either:
1. "Hosted" meaning a room or group of rooms located within an Operator's primary residence or an accessory dwelling or cabin on the premises of the Operator's primary residence; or,

- 2. “Unhosted” meaning a furnished house, condominium, apartment, or an accessory dwelling or cabin that is not the Operator’s primary residence or located on the premises or property of the Operator’s primary residence.
- C. “Dwelling unit” means a room or rooms connected together containing cooking, sanitary and sleeping facilities that constitute a separate, independent housekeeping establishment. It shall include prefabricated modular units and mobile homes, but shall not include a motel, boarding house, shelter or similar structure.
- D. “STR Administrator” means a person or persons designated by the Selectboard of the Town of Londonderry to administer and enforce this Ordinance.
- E. “Bed and Breakfast”, “Boarding House”, “Motel” and “Inn” shall have the same definitions as contained in the Town of Londonderry Zoning Bylaw as amended from time to time. This Short-Term Rental Ordinance shall not apply to Bed and Breakfasts, Boarding Houses, Motels and Inns which have zoning permits issued pursuant to the Town of Londonderry Zoning Bylaw and Ordinance.
- F. “Lot” means a parcel of land undivided by any street or road, and occupied or to be occupied by only one primary structure or principal use and the accessory buildings or uses customarily incidental to such structures or uses. A lot shall be of sufficient size to meet minimum zoning requirements for use, coverage and area, and to provide such yard and other open spaces as are herein required. Such lot shall have frontage on an improved public street, or other means of access approved by the Planning Commission. In no case shall the division or combination of land result in the creation of a parcel which does not meet the requirements of this Bylaw.

ARTICLE 4. SHORT TERM RENTAL REGISTRATION.

- A. The short-term rental of a dwelling unit requires the annual issuance of a Short-Term Rental Registration from the STR Administrator. A person shall not commence the use of a dwelling unit as a short-term rental unless and until the STR Administrator issues the requisite Short-Term Rental Registration.
- B. Any application made by a person other than a single individual must detail the other members of any Corporation, LLC, or Partnership (“Common Ownership”), and any out-of-state entity must provide a valid and current copy of the articles of organization for the entity.
- C. All STRs must be offered via an STR rental platform to satisfy any reporting requirements and the payment of any municipal, state and federal taxes. The operator must also have a Vermont Meals and Rooms Tax account and post the number on any advertisements for the STR.
- D. Operators of three or more STRs must show proof of registration with the Corporations Division of the office of the Vermont Secretary of State.
- E. The dwelling unit overnight capacity of a short-term rental shall be a maximum of two occupants for every bedroom indicated in the Town Listers property database for the

dwelling unit, plus an additional two occupants. For example, a three-bedroom dwelling unit shall have a dwelling unit capacity of eight persons ((3 bedrooms X 2) + 2) when used as a short-term rental. An owner shall not advertise or permit occupancy by more than the capacity set forth in this section.

- F. An operator shall provide the following information in an application for Short-Term Rental Registration for dwelling units with an occupancy of 8 or less, on a form provided by the Town:
1. The number of bedrooms to be rented and the requested dwelling unit capacity to be approved in the Short-Term Rental Registration.
 2. The Operator's name, mailing address, email, and a cell phone number or other number (such as a property management company) that will be answered 24 hours a day during the time that the short-term rental unit is being rented.
 3. The property owner's and, if applicable, tenant's name, address, phone number, email, date of birth, driver's license and license state, and military status (active or not), and if the owner is a corporation, the registered corporate agent and president of the corporation and their name and address, and if the owner is a partnership, the registered partnership agent and the names and addresses of the general partners (information that is needed to enforce a municipal complaint before the Judicial Bureau).
 4. Property owners who are not in residence at the property the entire time it is being rented shall designate and provide the name and contact information of a designated agent located in Windsor, Bennington or Windham Counties who shall be responsible for responding to emergency situations occurring at the Short-term rental dwelling unit.
 5. The Posting of Contact Information required by 18 V.S.A. § 4467 within the Short -term rental dwelling unit.
 6. The education materials required by 18 V.S.A. § 4468(a), including without limitation the self-certification form pertaining to health and safety precautions that Operators must take into consideration prior to renting a dwelling unit required by 18 V.S.A. § 4468(b).
 7. Confirmation of liability insurance of not less than \$1,000,000 to cover each short-term rental unit, unless such short-term rental is offered through a hosting platform that maintains equal or greater coverage, and that the liability insurance policy that covers the dwelling unit extends bodily injury and property damage insurance coverage that occurs during or as a result of the use of the dwelling unit as a short-term rental.
 8. Proof, satisfactory to the Town, that the Operator has obtained and performed all necessary licensing and registrations with the State of Vermont Department of Health, Division of Fire Safety and Department of Taxes necessary to operate a Short-term rental. A short-term rental is a "public building" as defined by 20 V.S.A. § 2730, subject to inspection and regulation by the Vermont Division of Fire Safety. An owner shall provide to the STR Administrator proof of satisfactory inspection results for the most recent inspection required by the Vermont Division of Fire Safety prior to the first

- occupancy by an occupant as defined in this Ordinance, and with each annual registration of the short-term rental.
9. Annually, beginning with the first renewal of said registration, the Operator shall file with the Town an accounting/printout of the total number of days the property was rented on a short-term basis during the previous year. Failure to submit said accounting/printout will result in the renewal registration being denied.
- G. An application for Short-Term Rental Registration, for dwelling units with a capacity of greater than 8 occupants, shall require compliance with subsection D above, plus the following:
1. Confirmation that the septic capacity is at least equal to the requested short-term rental dwelling unit capacity. This shall be evidenced by a) a valid State of Vermont Wastewater and Water Supply Permit for the property for dwelling units or wastewater and water supply systems constructed, modified or occupied after June 30, 2007, OR, b) a local zoning or septic permit for dwelling units constructed before July 1, 2007 indicating the number of bedrooms permitted, OR, c) by the number of bedrooms indicated in the listers property database if a local zoning or septic permit does not exist for dwelling units constructed before July 1, 2007.
 2. An inspection report with occupancy approved from the State of Vermont Division of Fire Safety for the requested short-term rental dwelling unit capacity.
- H. No registration for the short-term rental of a dwelling unit shall be issued unless the applicant has complied with subsection D above (for dwelling units with an occupancy of 8 or less) or has complied with subsection E above (for dwelling units with a capacity of greater than 8 occupants).
- I. Short-Term Rental Registrations shall expire on June 30 of each year and require renewal to continue use of a dwelling unit as a short-term rental. In the event that a property for which a Short-Term Rental Registration has been filed is transferred or conveyed to a new property owner, the new owner/operator shall file a new application for a new Short Term Rental registration.
- J. The number of lessees, guests, or other persons using a dwelling unit pursuant to the short-term rental lease or other agreement with the Operator shall not exceed the approved dwelling unit capacity on the Short-Term Rental Registration.
- K. This occupancy standard is for overnight guests and is not intended to unreasonably limit visitors to the property.

ARTICLE 5. FEES. A fee shall be paid to the Town of Londonderry with the submission of any Short-Term Rental Registration application or annual renewal, regardless of date of registration. The fee shall be in an amount as determined by the Selectboard which may, from time to time, modify this fee and may establish and adopt other fees related to the administration and enforcement of this Ordinance, and may incorporate all such fees into a duly adopted fee schedule.

ARTICLE 6. RESERVED.

ARTICLE 7. ENFORCEMENT. A short-term rental shall be made available by the owner for inspection within one week of a request by the STR Administrator. Any person who violates a provision of this Ordinance shall be subject to a civil penalty of up to \$800 per day for each day that a violation continues. Each day the violation continues shall constitute a separate offense. The STR Administrator and the Londonderry Zoning Administrator, along with the Selectboard and Town Administrator, shall all be designated and authorized to act as Issuing Municipal Officials to issue and pursue complaints before the Judicial Bureau, or other court having jurisdiction.

ARTICLE 8. WAIVER FEES. An Issuing Municipal Official is authorized to recover waiver fees, in lieu of a civil penalty, in the following amount, for any person who declines to contest a municipal complaint and pays the waiver fee:

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Waiver fee for advertising a property for short-term rent (online or offline) without first having obtained a permit or complying with local listing requirements.	\$125 per day	\$250 per day	\$500 per day	\$650 per day plus revocation for twelve months before a new Short-Term Rental Registration application may be submitted. The revocation can be appealed.
Waiver fee for all other violations.	\$150 per day	\$350 per day	\$600 per day	

Offenses for the purpose of calculating waiver fees shall be counted on a twelve-month basis, beginning on July 1 and ending on June 30 of each year. An Issuing Municipal Official shall have authority to issue a written warning, without recovering a waiver fee, for any First Offense violation. In such instance, the written warning shall be counted as a First Offense for calculating annual offenses.

ARTICLE 9. PENALTIES. An Issuing Municipal Official is authorized to recover civil penalties in the following amounts for each violation:

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Fine for advertising a property for short-term rent (online or offline) without first having obtained a permit or complying with local listing requirements.	\$200 per day	\$400 per day	\$650 per day	\$800 per day plus revocation for twelve months before a new Short-Term Rental Registration application may be submitted. The revocation can be appealed.
Fine for all other violations.	\$250 per day	\$500 per day	\$750 per day	

Offenses for the purpose of calculating penalties shall be counted on a twelve-month basis, beginning on May 1 and ending on April 30 of each year. An Issuing Municipal Official shall have authority to issue a written warning, without recovering a civil penalty, for any First Offense violation. In such instance, the written warning shall be counted as a First Offense for calculating annual offenses. Failure to timely pay a penalty upon entry of judgment under 24 V.S.A. § 1981 shall result in the automatic suspension until paid of any approved Short-term rental registration(s) registered to the person against whom the civil judgment has been entered including registrations for any other Short-term dwelling units owned or operated by the person and located within Londonderry.

ARTICLE 10. OTHER RELIEF. In addition to the enforcement procedures available under Chapter 59 of Title 24, the Londonderry Town Administrator is authorized to commence civil action in the Civil Division of the Vermont Superior Court to obtain injunctive and other appropriate relief, to request revocation or suspension of any Short-Term Rental Registration on behalf of the Londonderry Selectboard, or to pursue any other remedy authorized by law.

ARTICLE 11. OTHER AUTHORITIES NOT PREEMPTED. This Ordinance is not intended to preempt or be exclusive with regard to any other permitting or regulatory law or authorities that pertain to the ownership, operation, management or use of property or dwelling units engaged in Short-term rentals.

ARTICLE 12. SEVERABILITY. The provisions of this ordinance are declared to be severable and if any provisions hereof be adjudged invalid such judgment shall not affect the validity of any other provisions.

ARTICLE 13. DESIGNATION. This ordinance is hereby designated as a civil ordinance pursuant to Title 24, Vermont Statutes Annotated Section 1971(b), and may be referred to as the Short-Term Rental Ordinance and in a prosecution hereunder a copy of such ordinance, certified by the Londonderry Town Clerk shall be prima facie evidence thereof. An allegation that the act constituting the offense charged is contrary to a specified provision of this ordinance shall be a sufficient reference hereto.


ARTICLE 14. PUBLICATION AND POSTING. This Ordinance and any subsequent amendment of this ordinance, or a concise summary thereof, shall be published in a newspaper of general circulation in Londonderry, within fourteen (14) days of its adoption, and shall be filed with the Town Clerk and posted at five (5) conspicuous places within the community.

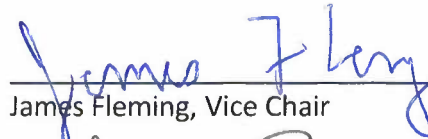
ARTICLE 15. RIGHT OF PETITION. Notice is hereby given of the right to petition for a permissive referendum vote on this ordinance at an annual or special meeting as provided for in 24 V.S.A. § 1973. Such petition for a permissive referendum must be signed by not less than five (5) percent of the qualified voters of the Town of Londonderry and shall be presented to the Selectboard or the Town Clerk within forty-four (44) days following the date of adoption.


ARTICLE 16. EFFECTIVE DATE. Unless a petition is filed in accordance with 24 V.S.A. § 1973, the Ordinance shall become effective sixty (60) days after its adoption. However, the Short-Term Rental registration requirements under Article 4 shall not take effect until July 1, 2024, though registration applications may be accepted by the STR Administrator beginning April 1, 2024.

Adopted by the Town of Londonderry Selectboard at its meeting held on the 19th day of December, 2023.


Town of Londonderry, Selectboard


Thomas Cavanagh, Chair


James Fleming, Vice Chair


Taylor Prouty



Melissa Brown

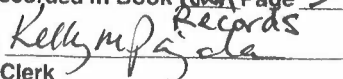

Martha Dale

* * *

Posted on December 27, 2023 at:

- Town of Londonderry Website (www.londonderryvt.org)
- Londonderry Town Office
- Londonderry Transfer Station
- Londonderry Post Office
- South Londonderry Post Office
- South Londonderry Free Library


Shane O'Keefe, Town Administrator

Londonderry, VT Town Clerk's Office
Received for Record
December 27th A.D. 2023
at 12 o'clock 15 minutes PM
and Recorded in Book Town Page ✓
Attest 
Town Clerk



Village of Manchester, Vermont

PO Box 482
Manchester, Vermont 05254-0482
(802) 362-1515

NOTICE

Pursuant to State of Vermont statute 24 V.S.A. § 1972, the Village of Manchester is required to post the attached Board of Trustee approved Ordinance within 14 days of the Board of Trustee approval. The Board of Trustees approved the Short-Term Rental Ordinance on Monday, December 4, 2023. The approval is part of the minutes for this meeting.

This Ordinance was posted in five (5) places in the Village of Manchester on Thursday, December 7, 2023.

Village voters may petition for a vote on this Ordinance to take place at an annual or special meeting as provided in 24 V.S.A. § 1973.

Should no petition be filed according to 24 V.S.A. § 1973 by January 20, 2024, the attached Ordinance will become effective on February 5, 2024.

Please phone the Village Office with questions.

Respectfully submitted,
Missy Johnson
Assistant Clerk

SHORT-TERM RENTAL ORDINANCE

The Trustees of the Village of Manchester, Vermont, acting under the authority of 24 V.S.A. 2291(29), hereby adopt and ordain this ordinance regulating certain Short-Term Rentals in the Village of Manchester.

SECTION 1: PURPOSE

- 1.1. This Ordinance is adopted to protect and preserve the character of the Village of Manchester; to promote health, safety, and welfare; and to further the purposes of the Village Plan and 24 V.S.A. Chapter 117.
- 1.2. This Ordinance may be referred to as the “Short-Term Rental Ordinance” for the Village of Manchester, Vermont.
- 1.3. This Ordinance is designated as a civil ordinance under 24 V.S.A. § 1971 and shall be enforced in accordance with the provisions of 24 V.S.A. § 1974a and other applicable provisions of law.

SECTION 2: DEFINITIONS

As used in this Ordinance:

- 2.1. “Short-term rental” means in accordance with 24 V.S.A. § 2291(29) “a furnished house, condominium, or other dwelling room or self-contained dwelling unit 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.”
- 2.2. “Owner” means an owner of a property meeting the definition of a short-term rental stated in this Ordinance.
- 2.3. “Occupant” means (i) a person who rents a property as a short-term rental, and (ii) each person who is present at a short-term rental by permission or invitation of a person renting the property as a short-term rental.
- 2.4. “STRO” means the Short-Term Rental Officer serving pursuant to Section 3 of this Ordinance.

SECTION 3: SHORT-TERM RENTAL OFFICER

The Short-Term Rental Officer (“STRO”) of the Village of Manchester shall be appointed by the Board of Trustees (“BOT”) and may be removed at-will by action of the Trustees at any time, with or without cause.

SECTION 4: REGISTERING A SHORT-TERM RENTAL

- 4.1. Every short-term rental shall be registered by its owner with the STRO on or before the later of (i) 90 days after the effective date of this Ordinance; or (ii) 60 days before the first day the short-term rental is occupied by an occupant. Thereafter, the owner shall register the short-term

rental annually, no later than April 1 in every calendar year in which the property is occupied as a short-term rental. Registrations shall be completed on a form approved by the Trustees.

4.2. The fee for registration shall be \$300 or such other amount as approved from time to time by the Trustees.

SECTION 5: RULES FOR SHORT-TERM RENTALS

5.1. Fire Safety. A short-term rental is a “public building” as defined by 20 V.S.A. § 2730, subject to inspection and regulation by the Vermont Division of Fire Safety.

(a) The owner shall provide to the STRO proof of satisfactory compliance with inspections as may be required by the Vermont Division of Fire Safety prior to the first occupancy by the occupant.

(b) Additionally, each owner shall provide to the STRO a copy of the Vermont Division of Fire Safety, Short Term Rental Safety, Health, and Financial Obligations Form which has been completed by the owner and posted at the rental location.

5.2. Trash and Waste.

(a) An owner shall provide for disposal of trash, food waste, and recyclable material utilizing bear proof receptacles, and shall provide one or more adequate metal containers for disposal of ash and coals if there is a fireplace, fire pit, wood burning stove, wood or charcoal grill, or other source of ash or coals at the short-term rental.

(b) An occupant shall dispose of all trash, food waste, recycling materials, ash, and coals in receptacles provided for such purposes in accordance with this subsection, and in a reasonably safe and secure manner.

5.3. Maximum Occupancy.

(a) An owner shall not advertise or permit occupancy in a short-term rental by more than (a) two persons per bedroom plus (b) an additional two persons (the “occupancy limit”).

(b) Each occupant who remains overnight in a short-term rental in excess of the occupancy limit imposed by this subsection shall be in violation of this Ordinance and shall be subject to separate and individual liability.

5.4. Caretakers. An owner shall provide for a caretaker who is available (a) 24 hours per day (or two or more caretakers who together provide 24 hour per day coverage) during the occupancy period of each short-term rental, and (b) located within a 30 minute drive of the short-term rental. An owner shall provide all occupants and the STRO with contact information for the caretaker. An owner shall provide updated caretaker’s contact information to the STRO upon any change in such information, prior to any subsequent occupancy of the short-term rental.

5.5. Inspection. A short-term rental shall be made available by the owner for inspection by the STRO within one week of a request by the STRO.

5.6. Required Information to Occupants. An owner shall prominently display at least one poster containing the following information at the short-term rental:

(a) The caretaker’s contact information and, if more than one caretaker is used, a schedule showing the dates and hours at which each caretaker may be contacted.

- (b) Phone numbers and directions to at least two of the nearest hospitals to the property.
- (c) Instructions on the location and proper use of bear-proof trash receptacles, use of containers for ash and coals, and reasonable instructions for parking consistent with any applicable law. The instructions required by this paragraph shall include a notice in substantially the following form:

Be advised that any person who violates Vermont State Law against unnecessary and offensive noise between sunset and sunrise MAY BE FINED under 13 V.S.A. § 1022. Any occupant of this short-term rental property MAY BE LIABLE FOR A CIVIL PENALTY for violation of applicable provisions of the Short-Term Rental Ordinance and/or the Noise Ordinance of the Village of Manchester, including, without limitation, restrictions on the placement of trash, food waste, recyclable materials ash and coal, and restrictions on maximum occupancy limits. The Ordinance is available at www.villageofmanchester.com.

5.7. Violation of Ordinance. The STRO may revoke or deny the registration of a short-term rental if, within the preceding twelve-month period, three or more violations of any Village of Manchester Ordinance. For purposes of this subsection, a violation shall be deemed to have occurred if a person is charged with a violation of such ordinance and (i) the person waives a hearing on the charge or otherwise responds in a manner not contesting the charge; or (ii) the Vermont Judicial Bureau, or another court or tribunal having jurisdiction, enters a judgment or decision against the person on such charge and such judgment or decision becomes final.

A short-term rental owner may contest a determination by the STRO to revoke or deny registration of the short-term rental under this subsection at any time by applying to the Zoning Administrator for the Village of Manchester to grant or reinstate registration of the short-term rental. Upon receipt of such an application, the Zoning Administrator shall review the determinations of the STRO de novo and shall otherwise apply the provisions of this Ordinance to the application. The decision of the Zoning Administrator shall be appealable in accordance with Title 24, Chapter 117, Subchapter 11 of the Vermont Statutes.

SECTION 6: PENALTIES; ENFORCEMENT

6.1. Civil Penalty. This is a civil ordinance. Pursuant to 24 V.S.A. § 1974a, a civil penalty of up to \$800 may be imposed for a violation of this ordinance. Each day the violation continues shall constitute a separate violation.

6.2. Multiple Owners or Occupants.

(a) In the event that a short-term rental has more than one owner, each owner shall be subject to individual and separate liability and enforcement action for any violation of a requirement or restriction imposed by this Ordinance on an owner or owners, in an amount up to the full penalty authorized by Section 6.1 of this Ordinance.

(b) In the event of a violation of a requirement or restriction imposed by this Ordinance on an occupant or occupants, each occupant of the short-term rental who (i) is present at the short-term rental at a time that the violation exists or occurs, or (ii) knows or should reasonably know that a violation exists or has occurred and fails to take reasonable action to remedy the

violation, shall be subject to individual and separate liability and enforcement action for the violation in an amount up to the full penalty authorized by Section 6.1 of this Ordinance.

(c) The individual and separate liability imposed by paragraphs (a) and (b) of this subsection 6.2 shall not be affected by whether liability or enforcement action is imposed, prosecuted, or proven against one or more other owners or occupants for the same violation.

6.3. Complaints. The STRO is designated and authorized as a “municipal official” to sign a complaint for violation of this Ordinance in accordance with 24 V.S.A. § 1977.

6.4. Order to Cease Violation. In addition to any other remedy provided in this Ordinance or available at law or in equity, the Village may apply to the Judicial Bureau under 24 V.S.A § 1974a(c) for an order that a violation of this Ordinance cease.

SECTION 7: CONSTRUCTION WITH OTHER LAW

This Ordinance shall not be construed as waiving the Village’s rights of enforcement with regard to any State statute or any bylaw, regulation, rule, ordinance or other provision of law. This Ordinance is in addition to and not a substitution for, and shall not operate to the exclusion of, any such other law.

This action is taken by the Trustees of the Village of Manchester and shall be printed in full in the minutes of the Trustees, posted in 3 (3) conspicuous places within the Village of Manchester and a summary published in the Bennington Banner within fourteen (14) days of its adoption and shall become in full force and affect sixty (60) days after the date of adoption to the right of petition provided by law.

_____ Tom Deck President	_____ Date
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_____ Trustee	_____ Date
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_____ Trustee	_____ Date
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_____ Trustee	_____ Date
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_____ Trustee	_____ Date
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Trustee Signatures for this document are on file at the Village Office and approval is part of the official record of the Regular Meeting held on December 4, 2023.

ORDINANCE TO REGULATE THE OPERATION OF SHORT-TERM-RENTALS

VILLAGE OF WOODSTOCK, VERMONT
31 The Green
Woodstock, VT 05091

Sec. 1. AUTHORITY

Under the authority granted in 24 V.S.A. § 2291(29) and §§1971 et seq., Trustees for the Village of Woodstock (“Trustees”) hereby adopt the following civil ordinance requiring the annual registration and regulation of all short-term rentals advertising or operating within the Village of Woodstock, Vermont.

Sec. 2. PURPOSE

(A) The purpose of this ordinance is to enact simple, appropriate, and enforceable mechanisms that:

(1) Promote and protect the public health, safety, welfare, and convenience of Woodstock’s residents and visitors;

(2) Preserve Woodstock’s sense of place;

(3) Allow a limited number of short-term rentals to contribute to the local tourism economy in a way that does not adversely impact the availability of long-term rental housing;

(4) Balance the needs and rights of property owners and neighbors; and

(5) Incentivizes the conversion of short-term housing to long-term housing.

Sec. 3. SHORT TITLE

This ordinance shall be known and may be cited as the “ Village of Woodstock Short-Term-Rental Ordinance.”

Sec. 4. DEFINITIONS

As used in this ordinance:

(A) “Accessory dwelling unit” means a building that is clearly subordinate to a residential building and has facilities for independent living, including sleeping, food preparation, and sanitation.

(B) “Advertising” means any method used to promote the existence or availability of a short-term rental. Advertising includes but is not limited to the use of websites, short-term rental platforms, search engines, emails, signs, displays, radio and television broadcasts, newspapers, periodicals, direct mail, other printed forms, and any electronic media.

(C) “Bed and breakfast” means a building that offers lodging for transient occupancy with at least three (3) but no more than nine (9) distinct and individually rentable units, not to exceed a total of eighteen (18) sleeping spaces within the building. Bed and breakfasts must:

(1) Be licensed by the Vermont Department of Health to operate a food and/or lodging facility;

(2) Provide breakfast for guests in a common dining area;

(3) Not provide individualized cooking facilities for guests; and

(4) Have a caretaker who resides on-site.

(D) “Building” means a structure whose use or occupancy requires the construction or modification of a potable water supply or wastewater system.

(E) “Department” means the Woodstock Planning & Zoning Department.

(F) “Dwelling unit” means a building or the part of a building that is used as a home, residence, or sleeping space by one or more persons and has facilities for independent living, including sleeping, food preparation, and sanitation. This definition does not include hotels, inns,

1 motels, or bed and breakfasts.

2 (G) “Existing permit holders” means any short-term rental operator who applied for and received
3 a zoning permit prior to September 1, 2023, as determined by the Short-term Rental Officer.

4 (H) “Existing registration holders” means any short-term rental operator who has an active and in
5 good standing Short-term Rental Registration at the time of renewal for the upcoming short-
6 term rental year.

7 (I) “Hotels,” “Inns,” and “Motels” means any business establishments that offer furnished
8 lodging to the transient, traveling, or vacationing public with ten (10) or more distinct and
9 individually rentable units.

10 (J) “Initial short-term rental year” means the initial period under this ordinance which runs from
11 12 January 1, 2025, to December 31, 2025.”

12 (K) “Issuing Municipal Official” means the Short-term Rental Officer, Municipal Manager,
13 Village of Woodstock Police Officers, or the Town of Woodstock Fire Chief.

14 (L) “Maximum occupancy” means the maximum number of short-term rental guests allowed per
15 unit as determined by the certificate of occupancy, issued by the State of Vermont Fire
16 Marshal.

17 (M) “Natural person” means a living human being as distinguished from a person created by
18 operation of law.

19 (N) “Multi-household parcel” means a parcel that has five or more distinct and individually
20 rentable dwelling units on the same parcel and no unit is an accessory dwelling unit.

21 (O) “Non-owner-occupied” means any property that is not considered a Vermont “homestead,”
22 as determined by the Vermont Department of Taxes in accordance with 32 V.S.A. §5410.

23 (P) “Owner” means the person who is the owner of record of real property as documented by

1 deed or other document evidencing ownership recorded in the Woodstock Land Records.

2 (Q) “Owner-occupied” means any parcel that meets the definition of a Vermont “homestead” as
3 determined by the Vermont Department of Taxes in accordance with 32 V.S.A. §5410.

4 (R) “Person” means a natural person, partnership, association, company, corporation, limited
5 liability company, organization, or a member, manager, agent, owner, director, officer, or
6 employee thereof.

7 (S) “Preexisting multiple unit operator” means any existing permit holder who is in good
8 standing and has continuously owned and operated more than one short-term rental prior to
9 September 1, 2023.

10 *For guidance on how to qualify, please contact the Planning & Zoning Department.*

11 (T) “Short-term rental” or “STR” means a furnished house, condominium, other dwelling unit, or
12 sleeping space within a dwelling unit that is rented to the transient, traveling, or vacationing
13 public for a period of fewer than 30 consecutive days and for more than 14 days per calendar
14 year.

15 *The short-term rental of a dwelling unit in a building qualifies the building as a “public building” subject to*
16 *the jurisdiction of the State of Vermont Division of Fire Safety, pursuant to 30 V.S.A. §2730(a)(1)(D).*

17 (U) “Short-term rental guest” means any person who rents, licenses, occupies or has the right to
18 occupy a dwelling unit, in whole or in part, for less than 30 consecutive days, such definition
19 is to be interpreted broadly to prohibit subleases, occupancies or assignments designed to
20 circumvent the purposes of this Ordinance.

21 (V) “Short-term rental operator” means the person designated to manage the short-term rental
22 property and communications.

23 *This person could be the property owner, short-term rental registrant, employee of a management company, or*
24 *independent contractor.*

1 (W) “Short-term rental registrant” means a natural person who is authorized by law to receive
2 service of process and can attest that the property owner does not operate more than one (1)
3 short-term rental in the Village of Woodstock under the pains and penalties of perjury.

4 (X) “Short-term rental year” means a calendar year (January 1 to December 31) in which a
5 registered short-term rental is permitted to operate in accordance with this Ordinance.

6 *For example, the 2025 Short-term rental year is January 1, 2025, to December 31, 2025. The 2026 Short-term*
7 *rental year is January 1, 2026, to December 31, 2026.*

8 (Y) “Sleeping space” means a space that is designed or designated to sleep one person.

9 *For example, a single or twin bed equals one sleeping space, and a double bed equals two sleeping spaces.*

10 **Sec. 5. ADMINISTRATION.**

11 (A) The Short-term Rental Officer is the administrator of the Short-Term Rental Ordinance in the
12 Village of Woodstock.

13 (B) Appointment. The Trustees shall appoint a Short-term Rental Officer. Unless and until the
14 Trustees appoint a Short-term Rental Officer, the Village Administrative Officer serves as
15 the Short-term Rental Officer.

16 (C) Removal. The Short-term Rental Officer may be removed for cause at any time by action of
17 The Trustees.

18 (D) In the administration of and in accordance with this Ordinance, the Short-term Rental Officer
19 is expressly authorized to:

20 (1) Issue, revoke, or suspend Short-term Rental Registrations;

21 (2) Establish rules and forms; and

22 (3) Conduct or delegate inspection and enforcement authority to Department staff or other

23 Municipal Issuing Officials.

Section 6. SHORT-TERM RENTAL ANNUAL REGISTRATION.

(A) Short-Term Rental Registry. There is hereby established a short-term rental registry.

Effective January 1, 2025, the advertisement or operation of a short-term rental requires a Short-Term Rental Registration. No person may advertise or operate a short-term rental in the Village of Woodstock without a Short-term Rental Registration, issued by the Short-term Rental Officer.

(1) A Short-Term Rental Registration:

(a) Is valid for one short-term rental year and must be renewed annually in accordance with subsection (6)(D) of this Ordinance; and

(b) Attaches to an individual owner and cannot be assigned upon the transfer of the property.

(2) Only one (1) Short-Term Rental Registration is allowed per short-term rental registrant unless the registrant qualified as a “preexisting multiple unit operator” prior to September 1, 2023.

(3) Only one (1) Short-Term Rental Registration is allowed per property unless:

(a) The registrant qualified as a “preexisting multiple unit operator” prior to September 1, 2023; or

b) The parcel has more than five (5) distinct and individually rentable dwelling units. No more than 15% of the total number of units on any multi-household parcel may be registered as short-term rentals.

(4) The Short-term Rental Officer is only authorized to issue:

(a) Fifty-five (55) Owner-occupied Short-Term Rental Registrations per short-term rental year;

(b) Fifty-five (55) Non-owner-occupied Short-Term Rental Registrations per short-term rental year.

(5) The Short-term Rental Officer is authorized to issue Short-Term Rental Registrations that do not count toward the limitations established by Section (6)(A)(4) if the short-term rental registrant qualified as a “preexisting multiple unit operator” prior to September 1, 2023.

(B) Application.

A Short-term Rental Registration application is deemed complete once the Short-term Rental Officer receives the following:

(1) A completed Short-term Rental Registration application form, signed by all persons and entities that have an ownership interest in the property. This form must include the name, address, telephone number, mailing address, and email address of the person or company designated as the short-term rental operator;

(2) The accurate Short-term Rental Registration fee according to the duly adopted Short-term Rental Fee Schedule;

(3) Building floor plan, specifying the location of all proposed sleeping spaces and fire exits, including egress windows;

(4) Current photographs of short-term rental unit that matches or will match any advertisement of the property as a short-term rental;

(5) A site plan showing the proposed guest parking areas, specifying the number of available on-site parking spaces;

(6) Self-certification of compliance affidavit, signed by the short-term rental registrant, attesting that the property owner does not own or operate more than one (1) short-term

rental in the Village of Woodstock, Vermont, under the pains and penalties of perjury;

(7) A valid change of use permit and certificate of occupancy, issued by the State of

Vermont Fire Marshal;

For existing permit holders, a change of use permit and certificate of occupancy is considered valid if issued after May 1, 2023.

(8) Proof of registration of a Vermont Meals and Rooms Tax account;

If the operator uses an internet platform which has an agreement with the Vermont Department of Taxes to collect and remit tax on behalf of its operators (i.e. Airbnb), then the short-term rental registrant must provide the proof of registration as provided by the platform.

(9) Proof of short-term rental insurance or homeowners' insurance with short-term rental endorsement; and

(10) A statement of knowledge and compliance, signed by the short-term rental registrant, attesting that the owner, short-term rental registrant, and short-term rental operator agrees to manage the short-term rental in compliance with this Ordinance and acknowledge that non-compliance may result in civil penalties, revocation of an existing Short-term Rental Registration, or the disallowance to apply for a Short-term Rental Registration pursuant to Section 10 of this Ordinance.

(C) Procedure Upon Filing a Complete Application.

(1) Within sixty (60) days of receiving a completed Short-term Rental Registration application, the Short-term Rental Officer must provide written notification of decision to the applicant of record.

(2) In reviewing the application for compliance with this Ordinance, the Short-term Rental Officer may:

(a) Inspect the property and short-term rental unit, after obtaining the express consent of

the owner, short-term rental registrant, or short-term rental operator;

(b) Attach reasonable conditions as deemed necessary to fulfill the intent of this

Ordinance;

(c) Deny a Short-term Rental Registration application for any of the following reasons:

(1) The application is deemed incomplete because information required by subsection

(6)(B) of this Ordinance was not included with the application;

(2) The applicant failed to pay the full permit fee, in an acceptable form of payment,

within 15 days of the request for payment as required by the duly adopted Short-

term Rental Fee Schedule;

(3) Within the previous twelve (12) months, the Short-term Rental Officer has revoked

a Short-term Rental Registration from any of the owners associated with the

application for cause; or

(4) The owner, short-term rental registrant, or short-term rental operator denies the

Short-term Rental Officer, the Fire Marshal, or their designee access to the

property for the purposes of an inspection.

(D) Short-Term Rental Registration Application Windows.

(1) Initial Short-term Rental Year Application Windows.

(a) Application Window. The application window opens on November 1, 2024, and

closes on June 30, 2025, or until the authorized number of registrations has been

(2) Ongoing and Renewal of Short-term Rental Application Windows. Following the initial

short-term rental year, the application windows will be as follows:

(a) Application Window One (1). This application window is for all “existing registration

holders” that are in good standing and applying to renew their Short-term Rental

Registration. After the initial short-term rental year, this application window opens annually on August 1 and closes on August 31.

(b) Application Window Two (2). This application window opens annually on November 1 and closes on June 30, or until the authorized number of registrations has been issued. This application window includes any short-term rental operator that does not qualify as an “existing registration holder” prior to June 30 of the previous short-term rental year.

Sec. 7. OPERATING STANDARDS AND RULES.

The operation or advertisement of a short-term rental is only allowed if it complies with the following operating standards and rules:

(A) Maximum Occupancy. The advertised or actual operating occupancy must not exceed the maximum occupancy, as determined by the State of Vermont Fire Marshal;

(B) Tax Remittance. The owner, short-term rental registrant, or their registered platform must collect and remit all applicable state and municipal taxes, including, but not limited to the State of Vermont 9% Meals and Rooms Tax and the 1% local options tax on every short-term rental reservation;

(C) Fire and Life Safety. Every registered short-term rental unit must:

(1) Display a valid certificate of occupancy, issued by the State of Vermont Fire Marshal, in a conspicuous place inside the dwelling unit; and

(2) Complete a fire & life safety inspection at least every five (5) years.

Any change of ownership, occupancy, or construction requires a new fire & life safety inspection from the Vermont Fire Marshal.

(D) Parking. The Property must provide at least one (1) on-site parking space for every four (4) permitted short-term rental guests, as determined by the maximum occupancy.

1 *For example, if the maximum occupancy for a short-term rental unit is eight (8), the Property must be able to*
2 *provide at least two (2) 9' X 18' on-site parking spaces.*

3 (E) All registered short-term rentals must designate a short-term rental operator. Short-term
4 rental operators must be able to respond to incidents and provide interior and exterior access
5 to the short-term rental within thirty (30) minutes.

6 (F) Good Neighbor Policy. Display a completed copy of the “Good Neighbor Policy,” signed by
7 the short-term rental registrant.

8 **Sec. 8. PROHIBITED ACTIVITIES.**

9 The following activities are prohibited under this Ordinance:

10 (A) The advertisement or operation of a short-term rental without a valid Village-issued Short-
11 term Rental Registration Number included in the advertisement;

12 (B) The sublease, sublicense or assignments of any or all portions of the short-term rental by the
13 short-term rental guests to another person during the rental period;

14 (C) Use of the short-term rental where the number of vehicles parked off site exceeds or is
15 reasonably anticipated to exceed the maximum allowable number of short-term guests; and

16 (D) The preparation or service of food to any short-term rental guests by the short-term rental
17 operator that would require a license to operate as a food service establishment, according to
18 the Vermont Department of Health.

19 **Sec. 9. FEES.**

20 The Selectboard and Trustees may, from time to time, establish and adopt fees related to the
21 administration of this Ordinance, including STR registration and renewal fees, and may
22 incorporate all such fees into a duly adopted fee schedule, which may be amended at the sole
23 discretion of the Selectboard and Trustees.

Sec. 10. VIOLATION AND ENFORCEMENT.

Any person who violates any provision of this Ordinance is subject to a civil penalty of not more than \$800 per day for each day that such violation continues. Each day the violation continues is a separate offense.

(A) Issuing Municipal Officials. The Short-term Rental Officer, Municipal Manager, Village of Woodstock Police Officers, and the Town of Woodstock Fire Chief are designated and authorized to act as Issuing Municipal Officials to issue and pursue civil penalties before the Vermont Judicial Bureau, or other court having jurisdiction over a municipal complaint.

(B) Civil Penalties. An Issuing Municipal Official is authorized to issue citations to recover civil penalties up to the following amounts for each violation:

(1) The advertisement or operation of a short-term rental without a valid Short-term Rental Registration number – \$800 per offense.

(2) All other violations:

(a) First offense – \$500

(b) Second offense – \$500, plus the Short-term Rental Officer must provide a written warning that the existing registration and the future eligibility to apply or operate a short-term rental under this Ordinance may be revoked.

(c) Third offense – \$800, plus the Short-term Rental Officer may revoke any existing Short-term Rental Registration and institute up to a twelve (12) month ban on the eligibility to apply for a Short-term Rental Registration under this Ordinance.

(d) Fourth and subsequent offenses – \$800, plus the Short-term Rental Officer may revoke any existing Short-term Rental Registration and institute up to a twenty-

four (24) month ban on the eligibility to apply for a Short-term Rental
Registration under this Ordinance.

Sec. 11. 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.

Sec. 12. EFFECTIVE DATE.

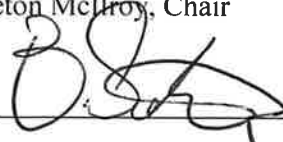
Unless a petition is filed in accordance with 24 V.S.A. §1973, this Ordinance shall become
effective 60 days after the date of its adoption, or at such time following the expiration of 60
days from the date of its adoption as is determined by the legislative body.

ADOPTED at Woodstock, Vermont, this 8th day of October 2024 by the Woodstock Village

Board of Trustees:

**Trustee members who voted in the
affirmative were:**

Seton McIlroy, Chair



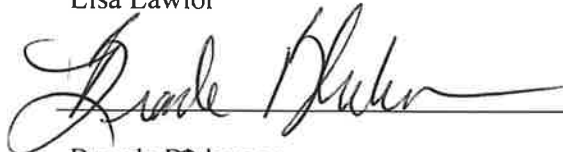
Jeffrey Kahn, Vice Chair



Frank Horneck



Lisa Lawlor



Brenda Blakeman



ORDINANCE TO REGULATE THE OPERATION OF SHORT-TERM-RENTALS

VILLAGE OF WOODSTOCK, VERMONT
31 The Green
Woodstock, VT 05091

Sec. 1. AUTHORITY

Under the authority granted in 24 V.S.A. § 2291(29) and §§1971 et seq., Trustees for the Village of Woodstock (“Trustees”) hereby adopt the following civil ordinance requiring the annual registration and regulation of all short-term rentals advertising or operating within the Village of Woodstock, Vermont.

Sec. 2. PURPOSE

(A) The purpose of this ordinance is to enact simple, appropriate, and enforceable mechanisms that:

(1) Promote and protect the public health, safety, welfare, and convenience of Woodstock’s residents and visitors;

(2) Preserve Woodstock’s sense of place;

(3) Allow a limited number of short-term rentals to contribute to the local tourism economy in a way that does not adversely impact the availability of long-term rental housing;

(4) Balance the needs and rights of property owners and neighbors; and

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Sec. 3. SHORT TITLE

This ordinance shall be known and may be cited as the “ Village of Woodstock Short-Term-Rental Ordinance.”

Sec. 4. DEFINITIONS

As used in this ordinance:

(A) “Accessory dwelling unit” means a building that is clearly subordinate to a residential building and has facilities for independent living, including sleeping, food preparation, and sanitation.

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(1) Be licensed by the Vermont Department of Health to operate a food and/or lodging facility;

(2) Provide breakfast for guests in a common dining area;

(3) Not provide individualized cooking facilities for guests; and

(4) Have a caretaker who resides on-site.

(D) “Building” means a structure whose use or occupancy requires the construction or modification of a potable water supply or wastewater system.

(E) “Department” means the Woodstock Planning & Zoning Department.

(F) “Dwelling unit” means a building or the part of a building that is used as a home, residence, or sleeping space by one or more persons and has facilities for independent living, including sleeping, food preparation, and sanitation. This definition does not include hotels, inns,

1 motels, or bed and breakfasts.

2 (G) “Existing permit holders” means any short-term rental operator who applied for and received
3 a zoning permit prior to September 1, 2023, as determined by the Short-term Rental Officer.

4 (H) “Existing registration holders” means any short-term rental operator who has an active and in
5 good standing Short-term Rental Registration at the time of renewal for the upcoming short-
6 term rental year.

7 (I) “Hotels,” “Inns,” and “Motels” means any business establishments that offer furnished
8 lodging to the transient, traveling, or vacationing public with ten (10) or more distinct and
9 individually rentable units.

10 (J) “Initial short-term rental year” means the initial period under this ordinance which runs from
11 12 January 1, 2025, to December 31, 2025.”

12 (K) “Issuing Municipal Official” means the Short-term Rental Officer, Municipal Manager,
13 Village of Woodstock Police Officers, or the Town of Woodstock Fire Chief.

14 (L) “Maximum occupancy” means the maximum number of short-term rental guests allowed per
15 unit as determined by the certificate of occupancy, issued by the State of Vermont Fire
16 Marshal.

17 (M) “Natural person” means a living human being as distinguished from a person created by
18 operation of law.

19 (N) “Multi-household parcel” means a parcel that has five or more distinct and individually
20 rentable dwelling units on the same parcel and no unit is an accessory dwelling unit.

21 (O) “Non-owner-occupied” means any property that is not considered a Vermont “homestead,”
22 as determined by the Vermont Department of Taxes in accordance with 32 V.S.A. §5410.

23 (P) “Owner” means the person who is the owner of record of real property as documented by

1 deed or other document evidencing ownership recorded in the Woodstock Land Records.

2 (Q) “Owner-occupied” means any parcel that meets the definition of a Vermont “homestead” as
3 determined by the Vermont Department of Taxes in accordance with 32 V.S.A. §5410.

4 (R) “Person” means a natural person, partnership, association, company, corporation, limited
5 liability company, organization, or a member, manager, agent, owner, director, officer, or
6 employee thereof.

7 (S) “Preexisting multiple unit operator” means any existing permit holder who is in good
8 standing and has continuously owned and operated more than one short-term rental prior to
9 September 1, 2023.

10 *For guidance on how to qualify, please contact the Planning & Zoning Department.*

11 (T) “Short-term rental” or “STR” means a furnished house, condominium, other dwelling unit, or
12 sleeping space within a dwelling unit that is rented to the transient, traveling, or vacationing
13 public for a period of fewer than 30 consecutive days and for more than 14 days per calendar
14 year.

15 *The short-term rental of a dwelling unit in a building qualifies the building as a “public building” subject to*
16 *the jurisdiction of the State of Vermont Division of Fire Safety, pursuant to 30 V.S.A. §2730(a)(1)(D).*

17 (U) “Short-term rental guest” means any person who rents, licenses, occupies or has the right to
18 occupy a dwelling unit, in whole or in part, for less than 30 consecutive days, such definition
19 is to be interpreted broadly to prohibit subleases, occupancies or assignments designed to
20 circumvent the purposes of this Ordinance.

21 (V) “Short-term rental operator” means the person designated to manage the short-term rental
22 property and communications.

23 *This person could be the property owner, short-term rental registrant, employee of a management company, or*
24 *independent contractor.*

1 (W) “Short-term rental registrant” means a natural person who is authorized by law to receive
2 service of process and can attest that the property owner does not operate more than one (1)
3 short-term rental in the Village of Woodstock under the pains and penalties of perjury.

4 (X) “Short-term rental year” means a calendar year (January 1 to December 31) in which a
5 registered short-term rental is permitted to operate in accordance with this Ordinance.

6 *For example, the 2025 Short-term rental year is January 1, 2025, to December 31, 2025. The 2026 Short-term*
7 *rental year is January 1, 2026, to December 31, 2026.*

8 (Y) “Sleeping space” means a space that is designed or designated to sleep one person.

9 *For example, a single or twin bed equals one sleeping space, and a double bed equals two sleeping spaces.*

10 **Sec. 5. ADMINISTRATION.**

11 (A) The Short-term Rental Officer is the administrator of the Short-Term Rental Ordinance in the
12 Village of Woodstock.

13 (B) Appointment. The Trustees shall appoint a Short-term Rental Officer. Unless and until the
14 Trustees appoint a Short-term Rental Officer, the Village Administrative Officer serves as
15 the Short-term Rental Officer.

16 (C) Removal. The Short-term Rental Officer may be removed for cause at any time by action of
17 The Trustees.

18 (D) In the administration of and in accordance with this Ordinance, the Short-term Rental Officer
19 is expressly authorized to:

20 (1) Issue, revoke, or suspend Short-term Rental Registrations;

21 (2) Establish rules and forms; and

22 (3) Conduct or delegate inspection and enforcement authority to Department staff or other

23 Municipal Issuing Officials.

Section 6. SHORT-TERM RENTAL ANNUAL REGISTRATION.

(A) Short-Term Rental Registry. There is hereby established a short-term rental registry.

Effective January 1, 2025, the advertisement or operation of a short-term rental requires a Short-Term Rental Registration. No person may advertise or operate a short-term rental in the Village of Woodstock without a Short-term Rental Registration, issued by the Short-term Rental Officer.

(1) A Short-Term Rental Registration:

(a) Is valid for one short-term rental year and must be renewed annually in accordance with subsection (6)(D) of this Ordinance; and

(b) Attaches to an individual owner and cannot be assigned upon the transfer of the property.

(2) Only one (1) Short-Term Rental Registration is allowed per short-term rental registrant unless the registrant qualified as a “preexisting multiple unit operator” prior to September 1, 2023.

(3) Only one (1) Short-Term Rental Registration is allowed per property unless:

(a) The registrant qualified as a “preexisting multiple unit operator” prior to September 1, 2023; or

b) The parcel has more than five (5) distinct and individually rentable dwelling units. No more than 15% of the total number of units on any multi-household parcel may be registered as short-term rentals.

(4) The Short-term Rental Officer is only authorized to issue:

(a) Fifty-five (55) Owner-occupied Short-Term Rental Registrations per short-term rental year;

(b) Fifty-five (55) Non-owner-occupied Short-Term Rental Registrations per short-term rental year.

(5) The Short-term Rental Officer is authorized to issue Short-Term Rental Registrations that do not count toward the limitations established by Section (6)(A)(4) if the short-term rental registrant qualified as a “preexisting multiple unit operator” prior to September 1, 2023.

(B) Application.

A Short-term Rental Registration application is deemed complete once the Short-term Rental Officer receives the following:

(1) A completed Short-term Rental Registration application form, signed by all persons and entities that have an ownership interest in the property. This form must include the name, address, telephone number, mailing address, and email address of the person or company designated as the short-term rental operator;

(2) The accurate Short-term Rental Registration fee according to the duly adopted Short-term Rental Fee Schedule;

(3) Building floor plan, specifying the location of all proposed sleeping spaces and fire exits, including egress windows;

(4) Current photographs of short-term rental unit that matches or will match any advertisement of the property as a short-term rental;

(5) A site plan showing the proposed guest parking areas, specifying the number of available on-site parking spaces;

(6) Self-certification of compliance affidavit, signed by the short-term rental registrant, attesting that the property owner does not own or operate more than one (1) short-term

rental in the Village of Woodstock, Vermont, under the pains and penalties of perjury;

(7) A valid change of use permit and certificate of occupancy, issued by the State of

Vermont Fire Marshal;

For existing permit holders, a change of use permit and certificate of occupancy is considered valid if issued after May 1, 2023.

(8) Proof of registration of a Vermont Meals and Rooms Tax account;

If the operator uses an internet platform which has an agreement with the Vermont Department of Taxes to collect and remit tax on behalf of its operators (i.e. Airbnb), then the short-term rental registrant must provide the proof of registration as provided by the platform.

(9) Proof of short-term rental insurance or homeowners' insurance with short-term rental endorsement; and

(10) A statement of knowledge and compliance, signed by the short-term rental registrant, attesting that the owner, short-term rental registrant, and short-term rental operator agrees to manage the short-term rental in compliance with this Ordinance and acknowledge that non-compliance may result in civil penalties, revocation of an existing Short-term Rental Registration, or the disallowance to apply for a Short-term Rental Registration pursuant to Section 10 of this Ordinance.

(C) Procedure Upon Filing a Complete Application.

(1) Within sixty (60) days of receiving a completed Short-term Rental Registration application, the Short-term Rental Officer must provide written notification of decision to the applicant of record.

(2) In reviewing the application for compliance with this Ordinance, the Short-term Rental Officer may:

(a) Inspect the property and short-term rental unit, after obtaining the express consent of

the owner, short-term rental registrant, or short-term rental operator;

(b) Attach reasonable conditions as deemed necessary to fulfill the intent of this

Ordinance;

(c) Deny a Short-term Rental Registration application for any of the following reasons:

(1) The application is deemed incomplete because information required by subsection

(6)(B) of this Ordinance was not included with the application;

(2) The applicant failed to pay the full permit fee, in an acceptable form of payment,

within 15 days of the request for payment as required by the duly adopted Short-

term Rental Fee Schedule;

(3) Within the previous twelve (12) months, the Short-term Rental Officer has revoked

a Short-term Rental Registration from any of the owners associated with the

application for cause; or

(4) The owner, short-term rental registrant, or short-term rental operator denies the

Short-term Rental Officer, the Fire Marshal, or their designee access to the

property for the purposes of an inspection.

(D) Short-Term Rental Registration Application Windows.

(1) Initial Short-term Rental Year Application Windows.

(a) Application Window. The application window opens on November 1, 2024, and

closes on June 30, 2025, or until the authorized number of registrations has been

(2) Ongoing and Renewal of Short-term Rental Application Windows. Following the initial

short-term rental year, the application windows will be as follows:

(a) Application Window One (1). This application window is for all “existing registration

holders” that are in good standing and applying to renew their Short-term Rental

Registration. After the initial short-term rental year, this application window opens annually on August 1 and closes on August 31.

(b) Application Window Two (2). This application window opens annually on November 1 and closes on June 30, or until the authorized number of registrations has been issued. This application window includes any short-term rental operator that does not qualify as an “existing registration holder” prior to June 30 of the previous short-term rental year.

Sec. 7. OPERATING STANDARDS AND RULES.

The operation or advertisement of a short-term rental is only allowed if it complies with the following operating standards and rules:

(A) Maximum Occupancy. The advertised or actual operating occupancy must not exceed the maximum occupancy, as determined by the State of Vermont Fire Marshal;

(B) Tax Remittance. The owner, short-term rental registrant, or their registered platform must collect and remit all applicable state and municipal taxes, including, but not limited to the State of Vermont 9% Meals and Rooms Tax and the 1% local options tax on every short-term rental reservation;

(C) Fire and Life Safety. Every registered short-term rental unit must:

(1) Display a valid certificate of occupancy, issued by the State of Vermont Fire Marshal, in a conspicuous place inside the dwelling unit; and

(2) Complete a fire & life safety inspection at least every five (5) years.

Any change of ownership, occupancy, or construction requires a new fire & life safety inspection from the Vermont Fire Marshal.

(D) Parking. The Property must provide at least one (1) on-site parking space for every four (4) permitted short-term rental guests, as determined by the maximum occupancy.

1 *For example, if the maximum occupancy for a short-term rental unit is eight (8), the Property must be able to*
2 *provide at least two (2) 9' X 18' on-site parking spaces.*

3 (E) All registered short-term rentals must designate a short-term rental operator. Short-term
4 rental operators must be able to respond to incidents and provide interior and exterior access
5 to the short-term rental within thirty (30) minutes.

6 (F) Good Neighbor Policy. Display a completed copy of the “Good Neighbor Policy,” signed by
7 the short-term rental registrant.

8 **Sec. 8. PROHIBITED ACTIVITIES.**

9 The following activities are prohibited under this Ordinance:

10 (A) The advertisement or operation of a short-term rental without a valid Village-issued Short-
11 term Rental Registration Number included in the advertisement;

12 (B) The sublease, sublicense or assignments of any or all portions of the short-term rental by the
13 short-term rental guests to another person during the rental period;

14 (C) Use of the short-term rental where the number of vehicles parked off site exceeds or is
15 reasonably anticipated to exceed the maximum allowable number of short-term guests; and

16 (D) The preparation or service of food to any short-term rental guests by the short-term rental
17 operator that would require a license to operate as a food service establishment, according to
18 the Vermont Department of Health.

19 **Sec. 9. FEES.**

20 The Selectboard and Trustees may, from time to time, establish and adopt fees related to the
21 administration of this Ordinance, including STR registration and renewal fees, and may
22 incorporate all such fees into a duly adopted fee schedule, which may be amended at the sole
23 discretion of the Selectboard and Trustees.

Sec. 10. VIOLATION AND ENFORCEMENT.

Any person who violates any provision of this Ordinance is subject to a civil penalty of not more than \$800 per day for each day that such violation continues. Each day the violation continues is a separate offense.

(A) Issuing Municipal Officials. The Short-term Rental Officer, Municipal Manager, Village of Woodstock Police Officers, and the Town of Woodstock Fire Chief are designated and authorized to act as Issuing Municipal Officials to issue and pursue civil penalties before the Vermont Judicial Bureau, or other court having jurisdiction over a municipal complaint.

(B) Civil Penalties. An Issuing Municipal Official is authorized to issue citations to recover civil penalties up to the following amounts for each violation:

(1) The advertisement or operation of a short-term rental without a valid Short-term Rental Registration number – \$800 per offense.

(2) All other violations:

(a) First offense – \$500

(b) Second offense – \$500, plus the Short-term Rental Officer must provide a written warning that the existing registration and the future eligibility to apply or operate a short-term rental under this Ordinance may be revoked.

(c) Third offense – \$800, plus the Short-term Rental Officer may revoke any existing Short-term Rental Registration and institute up to a twelve (12) month ban on the eligibility to apply for a Short-term Rental Registration under this Ordinance.

(d) Fourth and subsequent offenses – \$800, plus the Short-term Rental Officer may revoke any existing Short-term Rental Registration and institute up to a twenty-

four (24) month ban on the eligibility to apply for a Short-term Rental
Registration under this Ordinance.

Sec. 11. 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.

Sec. 12. EFFECTIVE DATE.

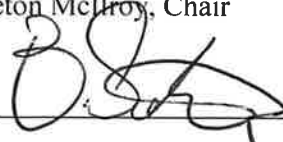
Unless a petition is filed in accordance with 24 V.S.A. §1973, this Ordinance shall become
effective 60 days after the date of its adoption, or at such time following the expiration of 60
days from the date of its adoption as is determined by the legislative body.

ADOPTED at Woodstock, Vermont, this 8th day of October 2024 by the Woodstock Village

Board of Trustees:

**Trustee members who voted in the
affirmative were:**

Seton McIlroy, Chair



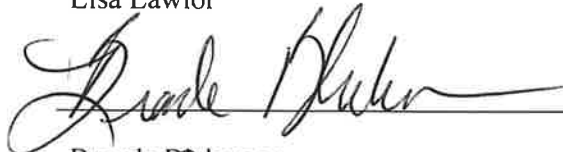
Jeffrey Kahn, Vice Chair



Frank Horneck



Lisa Lawlor



Brenda Blakeman



Town of Pawlet

Short -Term Rental Ordinance

Purpose:

To promote the health, safety and welfare of the Town of Pawlet, its residents, and visitors.

To ensure the safety of occupants of Short-Term Rentals and the wellbeing of the community/neighborhood

To preserve the character of the neighborhood, guests shall not have an adverse effect on the character of the neighborhood and surrounding property

Section 1: Authority

a. This ordinance is enacted pursuant to the authority granted to the Town under 20 V.S.A. 2736 & 24 V.S.A. Chapter 59.

Section 2: Definitions

a. "Short-Term Rental" is defined, in accordance with 24 V.S.A. 1971 "Short-Term Rental" means a furnished house, condominium, or other dwelling room or self-contained dwelling unit 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.

Section 3: STR Requirements

a. Short -Term Rental (STR) of a property in all Districts is permitted. STR does not run with the land. A change of ownership shall require a new STR registration.

b. The contact information required by 18 V.S.A. 4467 shall be displayed in plain sight within the STR.

c. The owner of the STR or the owner's designated manager must be geographically proximate and available and on call 24 hours a day, seven days a week to respond in the event of an incident.

d. The Vermont Short-Term Rental Safety, Health and Financial Obligations Form, as required by 18 V.S.A. 4468(b), shall be completed and displayed in plain sight within the STR.

e. The owner shall obtain the educational information packet regarding Short-Term Rentals provided by the Vermont Division of Fire Safety, as required by 18 V.S.A. 4468(a).

f. The owner of the STR is responsible for the collection and payment of applicable Vermont Taxes.

g. Provisions must be in place for timely trash removal after each rental.

Section 4: Permit Application Requirements

- a. Submission of Vermont Short Term Rental Safety, Health and Financial Obligations Form, as required by 18 V.S.A. 4468(b).
- b. The Owner of the STR is responsible for completing The Town of Pawlet Short Term Registration Form and payment of registration fee.
- c. Meals and Rooms Tax ID Number from the Vermont Department of Taxes as required by 32 V.S.A. 9282.
- d. Any owner of a STR who fails or refuses to complete a Short-Term Rental Registration form shall be in violation of this ordinance.

Section 5: Enforcement

- a. The Pawlet Zoning Administrator shall be responsible for identifying violations of this ordinance.
- b. Penalty – This is a civil ordinance, 24 V.S.A. 1974a, a penalty of up to \$200/day may be imposed for a violation of this ordinance. Each day the violation continues shall constitute a separate violation.

Effective date of this ordinance: April 16,2024

Town of Pawlet, VT

DRAFT SHORT TERM RENTAL ORDINANCE FOR TOWN OF WARREN VT

July 19, 2024 version

§ 1. Authority

§ 2. Purpose

§ 3. Definitions

§ 4 Regulations

§ 5. Permit application requirement

§ 6. Standards

§ 7. Procedure upon filing application

§ 8. Inspection

§ 9 Recordkeeping Requirements

§ 10. Compliance, hearings and penalties

§11. Expiration

§ 1. 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). This Ordinance is a civil ordinance under 24 V.S.A. § 1971(b).

§ 2. Purpose.

Given the rise in popularity of online platforms like Airbnb and HomeAway/ VRBO, the Town of Warren (the “Town”) is examining the economic and social impacts of short-term rentals.

STRs provide property owners with the opportunity to earn income. STRs also benefit Warren’s and the whole Mad River Valley’s tourism economy and provide guests with a convenient, and sometimes more affordable, place to stay when traveling. However, along with the benefits of STRs, there may be associated negative impacts, such as reducing the number of dwelling units available for long-term occupancy and impacts on neighbors and the character of a neighborhood. By establishing a permitting process for short-term rental properties, the Town of Warren seeks to:

- (a) Gather Data: Collect information about STRs in Warren to inform future decisions; and
- (b) Ensure Safe and Responsible Operation by collecting emergency contact information, promoting good neighbor practices, and ensuring safety standards are met.

§ 3 Definitions.

(1) “Short-Term Rental (STR)” means a furnished residence rented for fewer than 30 consecutive days and for more than 14 days per calendar year, excluding commercial lodging establishments (e.g., hotels, motels, inns and bed and breakfasts).

- (2) “Property Owner” means the individual(s) or entity/entities that hold legal title to the STR property.
- (3) “Local Host” means an individual designated by the property owner who can respond on-site to the STR property within one hour (by automobile) in case of emergencies.
- (4) “Zoning Administrator” means the Town official responsible for administering and enforcing this ordinance.

§ 4 Regulations.

Property owners must obtain a permit whenever a dwelling unit is to be used as a short-term rental.

- (a) A short-term rental permit shall be obtained prior to using the unit as a short-term rental.
- (b) The Zoning Administrator may inspect the short-term rental for compliance with Town and state codes. The short-term rental shall not operate unless it is in full compliance with Town and state codes.
- (c) A short-term rental permit shall be valid for one calendar year, shall expire on December 31 of the year it is in effect, and must be renewed upon expiration as long as the unit is to be continued to be used as a short-term rental.
- (d) The short-term rental permit is transferable to a new owner, so long as the new owner registers with the Town, updates the short-term rental permit application and agrees in writing to comply with the requirements of the short-term rental permit and these regulations within 30 days of sale.

§ 5. Permit application requirement.

An application for (or renewal of) a short-term rental permit shall be submitted to the Town Zoning Administrator. The application/renewal must be completed on the form provided by the Town. It must be accompanied by payment of a permit fee, as determined by the Town Select Board. If relevant circumstances on the property change or for any reason the certification is or becomes inaccurate, a new certification shall be submitted.

The application shall provide the following information:

- (a) List of all the property owners of the short-term rental including names, residential addresses, telephone numbers and email addresses. Each property owner must also provide the address of their principal residence if it is different from that of the short-term rental. (In the event the property is owned by an entity such a trust or LLC, the ultimate owners and/or beneficiaries of such entity shall provide the information required by this paragraph.)
- (b) Completion of a signed affidavit by the property owners certifying the following:
 - (1) The number of sleeping rooms within the short-term rental, as defined in this section.
 - (2) The number of parking spaces on the property that meet the standard set forth below.
 - (3) The septic capacity of the STR property.
 - (4) Compliance with the following standards:
 - A. The Short-Term Rental Safety, Health and Financial Obligations of the Vermont Departments of Health and Fire Safety [See the Vermont Division of Fire Safety at: [Safety Consideration sort term rentals.pdf](https://www.vermont.gov/division-of-fire-safety/safety-considerations-for-short-term-rentals.pdf) ([vermont.gov](https://www.vermont.gov))

- B. All exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
 - C. Electrical systems shall be serviceable with no visual defects or unsafe conditions.
 - D. All solid fuel-burning appliances (i.e., a chimney-connected device that burns solid fuel designed for purposes of heating, cooking, illumination, decoration or ambiance, including but not limited to wood stoves and heaters, fireplace inserts, masonry chimneys or fireboxes and pellet stoves) must be inspected in accordance with the Town of Warren Solid Fuel Burning Appliance Ordinance (<https://www.warrenvt.org/wp-content/uploads/2018/03/Solid-Fuel-Burning-Ordinance.pdf>)
- (c) A property map showing the location of buildings, required parking and, if not served by a public sewer, the location of the septic system and leach field. An accurate, suitable plan need not be prepared by a professional.
 - (d) For owner-occupied short-term rentals, the owner must provide their name, address, telephone number and email address. For non-owner-occupied short-term rentals, the owner must designate a local (i.e., within 60 minutes by automobile) host and provide the name, address, telephone number and email address of the local host, who shall be responsible, and authorized, to act on the owner's behalf to promptly remedy any violation of these standards or the permit. The host may be the owner, or a local host or agent designated by the owner to serve as a contact person.
 - (e) A declaration of insurance coverage specific to the renting of short-term vacation rentals is required
 - (f) Payment of a fee which has been set by the Town Selectboard.

§ 6. Standards.

All short-term rentals must meet the following standards:

- (a) The maximum occupancy for each short-term rental unit shall be the number of people calculated based on two persons per sleeping room (unless the room size is below 100 square feet) plus an additional two persons. In all cases, maximum occupancy must be within the septic capacity of the short-term rental unit.

For this purpose, a "sleeping room" is defined as fully enclosed habitable space of at least 70 square feet for one person and 100 square feet for two persons, with an emergency escape or rescue opening.
- (b) The property must have sufficient off-street parking spaces to accommodate the maximum occupancy.
- (c) Tenants and guests shall park in the off-street parking spaces.
- (d) A house number visible from the street or road shall be maintained.
- (e) Provisions shall be made for weekly garbage removal during rental periods. Garbage containers shall be animal proof and always secured with tight-fitting covers to prevent leakage, spilling or odors.
- (f) Advertisements for the short-term rental must conform to what is allowed under these regulations and the short-term rental permit.

- (g) In the event of a federal, state or local disaster declaration, all owners and guests must comply with federal, state and/or local disaster orders.

§ 7. Procedure upon filing application.

- A. Upon the filing with the Town Zoning Administrator of the permit application, permit fee, and all documents and information required by this ordinance, the Town Zoning Administrator shall have 45 days to review the application and then either issue the permit, with or without conditions, or notify the applicant in writing that the application has been denied along with the reason or reasons for denial.
- B. The Town Zoning Administrator may decline an application for any of the following reasons:
 - (1) If the application is incomplete, the documentation required by this ordinance was not included with the application or the application or the full permit fee, in payment form acceptable to the Town Treasurer, was not included with the application.
 - (2) If the Town of Warren issued a short-term rental permit to any of the owners needing to sign the short-term rental permit application and any of such owners had a short-term rental permit revoked within the previous year.
- C. Short-term rental permits issued pursuant to this section shall state the following:
 - (1) The names, addresses and phone numbers of every person or entity who has an ownership interest in the short-term rental property and the host who shall be available during the entire time the short-term rental property is being occupied.
 - (2) The maximum occupancy and vehicle limits for the short-term rental unit.
 - (3) Identification of the number of and location of parking spaces available.
 - (4) A statement that no outdoor fires are allowed, except as permitted by local and state law. Outdoor barbecues and supervised fires in fire pits are permitted.
 - (5) No tents will be allowed as overnight quarters.
 - (6) Any animals which are pets of guests shall not leave the subject parcel except when under control by leash.
 - (7) A statement that no noise beyond normal levels shall emanate between 10:00 p.m. and 9:00 a.m.
 - (8) A statement that the short-term rental permit may be revoked for violations.

§ 8. Inspection

The Zoning Administrator may inspect any property before issuing a permit, or at any time thereafter. The Town reserves the right to validate via inspection or otherwise any information contained in the permit application.

§ 9. Recordkeeping Requirements

- A. Owners and operators of short-term rentals are required to keep written (including electronic) records of advertising information and rental activity (i.e., number of

bookings, name of booking guest, number of people, length of stay, amount collected, amount of tax collected or remitted) for a minimum of three years.

- B. In the event of a dispute with the owner(s) of a short-term rental as to the need for a permit or as to compliance with this ordinance, the Zoning Administrator shall have the right to inspect the written records upon reasonable notice.

§ 10. Compliance, hearings and penalties.

- A. Owners of short-term rental units must obey all applicable laws, ordinances and regulations of the Town of Warren, Washington County, Vermont, and the United States of America, and shall be subject to the enforcement and penalty proceedings contained in this ordinance.
- B. If the Town Zoning Administrator determines a violation of the permit or of this Ordinance or the Town's Land Use and Development Regulations, the Zoning Administrator may do any of the following depending on the circumstances:
- (1) Issue a Notice to Remedy;
 - (2) Impose a fine or suspension pursuant to the Schedule below;
 - (3) Initiate a hearing before the Selectboard; and/or
 - (4) Attach reasonable conditions to the existing short-term rental permit.

Fine Schedule

	1 st violation	2 nd violation	3 rd violation	
Fine for advertising a property for short-term rent (online or offline) without first having obtained a permit or complying with local listing requirements	\$300	\$600	\$900	Upon the fourth or subsequent violation in any twenty- four-month period, the Town may suspend or revoke any permit. The suspension or revocation can be appealed
Fine for violating any other requirements of this short-term rental regulation	\$150	\$300	\$450	

Notes:

- a. Any person found to be in violation of this ordinance shall be ordered to remit all illegally obtained short-term rental revenue proceeds to the Town.
- b. Any unpaid fine will be subject to interest from the date on which the fine became due and payable to the Town until the date of payment.
- c. The remedies provided for in this fine schedule are in addition to, and not in lieu of, all other legal remedies, criminal or civil, which may be pursued by the Town to address any violation or other public nuisance.

§11. Expiration

This ordinance will expire in two years after its initial adoption to allow for a period of data gathering and analysis. Upon expiration of this ordinance, the Selectboard will revisit the issue of STRs and adopt a new ordinance to replace this one.

Town Zoning Regulations
Adopted: February 11, 2020
Section 526; Short Term Rentals

The Town recognizes the benefit of Short Term Rentals to homeowners, visitors and the community. However, it is important not to create a nuisance or change the residential character of the area. A permit is not required during foliage season (September 15 - October 21) when the owner or primary tenant is in residence throughout the rental period and provisions "C. - I." are met.

The following provisions shall apply to ensure that the commercial use of residential property does not adversely affect the neighborhood in which short-term rentals are located. In addition, homeowners have the responsibility to comply with the Vermont Department of Taxes re: rooms and meals tax rules and regulations.

- A. Conditional Use Approval is required for rental periods of fewer than thirty (30) days.
- B. Short Term Rentals are allowed no more than ten (10) times in a calendar year with a two-night minimum stay, excluding foliage season. When the owner is in residence, five (5) additional rentals are allowed for up to a total of 15 rentals per calendar year.
- C. In Residential Five Acre and Forestry zones, Short Term Rentals are allowed no more than 15 times in a calendar year with a two-night minimum stay. When the owner is in residence, Short Term Rentals are unlimited.
- D. All Short Term Rental units shall be inspected and approved by the Fire Chief before the use is allowed.
- E. Only one Short Term Rental use is allowed per property.
- F. Occupancy shall be restricted to two persons per bedroom, with a six person maximum per household.
- G. All associated parking shall be on-site in designated spaces and comply with Section 521 Off-street Parking.
- H. Rubbish service shall be provided, and containers shall be maintained out-of-sight, not viewed from the street.
- I. Prohibitions:
 - 1. Weddings, parties, catered events, and similar events.
 - 2. Signs and other outside indications the dwelling is used as a short term rental.
 - 3. Outdoor activities between 9 PM and 7 AM.
- J. Notice to renters of house rules pertaining to parking, rubbish, noise, parties etc. shall be visibly displayed in the dwelling.
- K. Name, address and telephone number of a manager shall be filed with the application and kept up to date. The manager shall live within 30 minutes of the property and shall be able to respond 24 hours per day 7 days per week.
- L. A Section 526 report shall be filed by the permit holder with the Planning & Zoning Office by January 31 of each year. Failure to file the annual report and failure to meet the above standards shall require revocation of permit. After revocation of permit, a property owner shall not be able to reapply for one year. One may appeal a revocation notice to the TDRB via Section 817 Appeals from Decisions of Administrative Officer.

From: [Alice Peal](#)
To: [Brian Shupe](#)
Cc: [York Haverkamp](#); [Brian Shupe](#); [Jonathan Ursprung](#); [JB](#); [Brian Voigt](#)
Subject: Re: Scheduling the Land Use Mtg.
Date: Friday, August 8, 2025 11:06:12 AM

Brian S picked the date. - Thanks

Land Use Tier Meeting will be October 27 at the Select Board Meeting

York - this will need to be on the SB 10/27 agenda
Jonathan/JB - inform the Planning Commission of this date

Thanks,

-Alice

On Aug 7, 2025, at 4:06 PM, Brian Shupe <bshupe@madriver.com> wrote:

My preference is 10/27.

Sent from my iPad

On Aug 7, 2025, at 4:04 PM, Alice Peal <atpeal@gmavt.net> wrote:

Read Brian's email below.

Please Schedule the Land Use/Tier meeting for a Selectboard Meeting on October 27 or November 10

-Alice

Begin forwarded message:

From: Brian Voigt <Voigt@cvregion.com>
Subject: **Re: Scheduling the Land Use Mtg.**
Date: August 7, 2025 at 3:16:07 PM EDT
To: Alice Peal <atpeal@gmavt.net>

Hi Alice - Please note that we do not have the bandwidth to schedule two meetings for a community, so either the PC can attend a Selectboard meeting or vice versa. Available dates for attending a Selectboard meeting include: 27 October and 10 November. If Waitsfield intends to pursue Tier 1B status, we'll need to know that as soon as possible after we meet with the town.
brian
