

Town & Village of Woodstock
Select Board & Board of Trustees Joint Meeting
March 27, 2024
6:00 pm
Town Hall
Agenda

- A. Call to order
 - 1. Select Board
 - 2. Trustees

- B. Additions & deletions from agenda

- C. Citizen comments

- D. Discussions
 - 1. Conflict of interest refresher
 - 2. Short Term Rental Ordinance informational presentation from Planning Commission

- E. Votes
 - 1. Interim bylaw to prohibit new short term rentals through December, 31, 2024

- F. Other business
 - 1. Schedule of future joint board meetings

- G. Adjournment
 - 1. Select Board
 - 2. Trustees

This Meeting will be held in person and on Zoom.

The link to join us by Zoom is

<https://us02web.zoom.us/j/89303241344?pwd=bVpkZmF6dEJtcnpxSFBhOE1uWVlkUT09>

or from zoom.us you can enter these details to join the meeting

Meeting ID: 893 0324 1344

Password: 935173

You can also download the Zoom app on your smartphone

Short-term Rental Ordinance

Frequently Asked Questions (“FAQ”)

This FAQ is This FAQ is designed to help the public and the Town Selectboard and Village Trustees understand the proposed Short-term Rental Ordinance by the Planning Commission. It is a summary, not exhaustive, prepared by the Planning and Zoning Department staff. It is not intended to interpret the ordinance or serve as legislative intent.

Under the proposed Short-term Rental Ordinance:

What is a short-term rental (“STR”)?

An STR refers to renting out a furnished house, condo, or part of a house for less than 30 days but more than 14 days a year to vacationers or travelers.

A short-term rental is a “public building” subject to the jurisdiction of the State of Vermont Division of Fire Safety, pursuant to 30 V.S.A. §2730(a)(1)(D).

What is staying the same?

The previous regulations and proposed ordinance make exceptions for casual/seasonal operators who wish to rent their homes for 14 days or less a year or more than 30 days at a time. This is not only in-line with the definition of short-term rental at the state level but preserves the community’s request to generate additional income during our busiest times (like foliage) without creating a business use for their home.

What is changing?

Currently there are separate regulations for the Village and the Town, and limitations for times rented based on districts. The Planning Commission is proposing one unified ordinance instead of separate regulations or amending the current regulations. The Planning Commission is recommending removing the limitation on the number of times operators are allowed to rent, and implementing registration limits which will limit supply and drive demand for registration-holding operators. The fees and mechanism of enforcement are changing.

While there were previously one-time permit fees the Planning Commission is recommending an annual registration fee based on whether the short-term rental is owner-occupied and how many occupants it can be rented to.

The current average permit fee to operate a short-term rental cost is \$1,045.

Where are short-term rentals permitted in Woodstock?

Short-term rentals are no longer subject to the zoning regulations and are permitted across all zoning districts within both the Town and Village of Woodstock.

How many short-term rental registrations will the Town and Village be issuing each year?

A collective limit of 55 owner-occupied STR registrations and 55 non-owner occupied STR registrations each year.

110 registrations are roughly 5% of housing units in Woodstock (~2,100). We have seen and spoken with other communities who have seen detrimental impacts to their housing stock at 9%.

The Planning Commission has allocated 55 registrations for owner-occupied STRs and 55 for non-owner-occupied STRs.

What is the process for obtaining a short-term rental registration?

For “existing permit holders,” “preexisting multiple unit operators,” or “preexisting rural operators,” the application period is August 1 to September 15, 2024. Others can apply from November 1, 2024, to June 30, 2025. Applicants need to complete forms, pay fees, and provide necessary documents. If you do NOT qualify under those categories, your application window is November 1, 2024 – June 30, 2025 (subject to availability).

Can I convert multiple units on one property into STRs?

Typically, only one STR per property is allowed. However, exceptions exist for those who ran multiple units before September 1, 2023, or with over five distinct units on the same parcel.

If I own multiple properties, can I have an STR on each of my properties in Town?

Typically, only one STR per individual is permitted. Yet, exceptions apply for those with multiple units before September 1, 2023.

Are there other requirements (non-municipal) for obtaining an STR registration?

Yes, compliance with fire and safety codes, tax obligations, insurance, and adherence to the ordinance are mandatory.

NOTE: Some internet platforms, such as AirBnB have an agreement with the Vermont Department of Taxes to collect and remit tax on behalf of its operators. If you use a platform that remits the tax on your behalf, you must provide proof of registration as provided by the platform.

What interior signage is needed?

Every STR must display a valid certificate of occupancy, issued by the State of Vermont Fire Marshal, in a conspicuous place inside the dwelling unit.

Can a property owner use a representative, manager, or property management company for the unit?

Yes. In fact, every STR must appoint an “STR operator.” The STR operator must be able to respond to incidents and provide interior and exterior access to the STR within 30 minutes.

What are the costs associated with an STR registration process?

What are the costs associated with an STR registration? Fees vary based on owner type and occupancy. For owner-occupied STRs, the fee is \$750 plus \$250 per occupant, while for non-owner occupied STRs, it's \$3,000 plus \$250 per occupant. A nonrefundable \$250 processing fee is also applicable. If your application is denied you will only pay \$250 admin fee.

Failure to pay the correct fee amount on time will result in the denial of the application.

An STR that qualifies as both an owner-occupied and preexisting rural operator may submit a request for fee waiver up to \$2,000 (less the \$250 administrative processing fee).

What if I've been operating an STR without a permit?

First, please stop. You can apply for registration in November 2024 (pending availability). Operating without one after January 1, 2025, may result in fines up to \$800. Added fines apply for violations like noise disturbances or improper waste disposal.

Except in the Residential Five Acre and Forestry Reserve zoning districts, The Town of Woodstock has had some form of permit requirement since 2002. The Village has required conditional use approval in all zoning districts since 2005.

The Ordinance expressly defines an existing permit holder as “a short-term rental operator who applied for and received a zoning permit prior to September 1, 2023, as determined by the Short-term Rental Officer.”

If I sell or buy a property with an existing short-term rental registration, does that registration transfer to the new owner?

No. A STR Registration cannot be assigned by the owner and does not transfer with the land upon transfer of the property. This specifically important as it applies to STRs that qualify as “preexisting rural operators” and “preexisting multiple unit operators.” Upon the transfer of property, even to another individual that qualifies under one of these designations, that designation lapses upon transfer.

Are there occupancy standards for short-term rentals?

Yes. The maximum occupancy is figured out by the Fire Marshall’s certificate of occupancy.

Are there parking requirements for short-term rentals?

Yes. Every STR must provide at least one (1) on-site parking space for every four (4) allowable occupants.

What if I've recently gone through the zoning permit process and have a permit to run a short-term rental (STR)?

If you're advertising or running an STR in Woodstock, you need to apply for and get an STR registration under this new Ordinance. Even existing permit holders need to do this. For the first year (2025), you can apply between August 1, 2024, and September 15, 2024. We appreciate your cooperation, and we've made sure that if you want to apply, you'll get an STR registration. Plus, this new Ordinance removes the old limit on the number of times you can rent out your STR.

I've been running an STR without a permit, and nobody from the Municipality has told me to stop. How will this Ordinance be enforced differently than before?

Again, please stop. Also know that we have partnered with one of the top STR identification software tools in the market. Together, we will be scrubbing between 80-100 STR platform sites every 10 minutes. If you advertise a STR without an STR registration, we will find out about it. Assuming there is registration availability, we will work and prepare for you to submit your registration in November 2024.

If needed, the Ordinance allows the municipality to issue citations as follows:

Beginning Jan. 1, 2025, any person who is advertising or operating an STR without a valid STR registration may be cited up to \$800 per offense.

Other violations, such as: noise, trash, failure to respond, false advertising of occupancy, etc. may also result in a citation:

First offense - \$500

Second offense - \$500, plus a written warning

Third offense - \$800, plus potential revocation of any existing permit and potential ban (up to 12 months)

Fourth and later offenses - \$800, plus potential revocation of any existing permit and potential ban (up to 24 months)

DEFINITIONS

“Owner-occupied” means the owner lives in the property and meets Vermont's "homestead" criteria set by the Vermont Department of Taxes.

“Non-owner-occupied” means any property that does not meet Vermont's "homestead" criteria, according to the Vermont Department of Taxes.

“Preexisting multiple unit operator” means an “existing permit holder” who has been managing more than one short-term rental since before September 1, 2023.

“Preexisting rural operator” means any short-term rental owner whose property is in the Forest Reserve or Residential Five Acre Zoning District who has never applied for or received a zoning permit because under the earlier zoning regulations, the short-term rental was considered a legal preexisting nonconforming use.

“Existing permit holders” means any STR operator who applied for and received a zoning permit prior to September 1, 2023.

“Short-term rental operator” means the person appointed to manage the short-term rental property and communications.

Short-term Rental (“STR”) Ordinance Summary

The Short-term Rental Ordinance in Woodstock introduces several changes to how short-term rentals (“STRs”) are regulated. Here’s a breakdown of the key points:

Registration Requirements:

- Starting from January 1, 2025, anyone advertising or operating a STR must obtain an annual registration.
- There will be a limit of 55 registrations for [owner-occupied](#) and 55 registrations for [non-owner-occupied](#) STRs each year.
 - [Preexisting multiple unit operators](#) must apply for and receive a STR registration for all units but only their first counts toward the annual limit.
 - [Preexisting rural operators](#) but do not count towards the annual limit.

Application and Renewal Process:

- For STR Year 2025:
 - The application window for [existing permit holders](#), [preexisting rural operators](#), and [preexisting multiple unit operators](#) runs Aug. 1, 2024 – Sep. 15, 2024.
 - The application window for all other applicants (subject to availability) opens on Nov. 1, 2024, and runs until the respective registration limit is reached, or June 30, 2025, whichever comes first.
- For STR Year 2026 and beyond:
 - The renewal window for [existing registration holders](#) will run Aug. 1 – August 31 each year.
 - The application window for any remaining registrations (subject to availability) opens each year on Nov. 1 and runs until the respective registration limit is reached, or June 30 of the previous STR Year.

Transfer and Limitations:

- Registrations are non-transferable and do not transfer upon property sale.
- Only one registration per registrant unless qualified as a [preexisting multiple unit operators](#).
- Only one registration per parcel unless qualified as a [preexisting multiple unit operators](#) or the parcel has more than 5 distinct and individually rentable dwelling units.
 - If there are more than 5 units on a parcel, no more than 15% of the total number of units on that parcel can be STRs.

Fees:

- Annual Registration Fees:
 - For [owner-occupied](#) STRs: \$750 base fee plus \$250 per occupant fee.
 - For [non-owner-occupied](#) STRs: \$3,000 base fee plus \$250 per occupant fee.
- Administrative Processing Fee:
 - There’s a non-refundable \$250 administrative processing fee due at the time of application.
- Payment Procedure:
 - If the application or renewal is approved, the applicant must pay the remaining fee (minus the \$250 administrative processing fee) within 15 days of the payment request.
- Fee Waiver:
 - STRs that qualify as both [owner-occupied](#) and [preexisting rural operator](#) may submit a request for fee waiver up to \$2,000 (less the \$250 administrative processing fee).

Fines and Penalties:

- Beginning Jan. 1, 2025, any person who is advertising or operating an STR without a valid STR registration may be cited up to \$800 per offense.
- Other violations, such as: noise, trash, failure to respond, false advertising of occupancy, etc. may also result in a citation:
 - First offense - \$500
 - Second offense - \$500, plus a written warning
 - Third offense - \$800, plus potential revocation of any existing permit and potential ban (up to 12 months)
 - Fourth and subsequent offenses - \$800, plus potential revocation of any existing permit and potential ban (up to 24 months).

Definitions (In order of appearance in the summary)

“Owner-occupied” means a property owner whose home meets the definition of a Vermont “homestead” as determined by the Vermont Department of Taxes in accordance with 32 V.S.A. §5410.

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

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

“Preexisting rural operator” means any short-term rental owner whose property is in the Forest Reserve or Residential Five Acre Zoning District who has never applied for or received a zoning permit because under the previous zoning regulations, the short-term rental was considered a legal preexisting nonconforming use.

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

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

ORDINANCE TO REGULATE THE OPERATION OF SHORT-TERM RENTALS

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

1 TO THE TOWN OF WOODSTOCK SELECTBOARD AND WOODSTOCK BOARD OF
2 VILLAGE TRUSTEES:

3 The Woodstock Planning Commission and Planning & Zoning Department respectfully
4 reports that it has considered the regulation of short-term rentals in the Town and Village of
5 Woodstock and recommend that the following Ordinance be adopted as presented:

6 * * * Short-term Rentals * * *

7 **Sec. 1. AUTHORITY**

8 Under the authority granted in 24 V.S.A. § 2291(29) and §§1971 *et seq.*, the Selectboard of
9 the Town of Woodstock and the Board of Village Trustees for the Village of Woodstock hereby
10 collectively adopt the following civil ordinance requiring the annual registration and regulation
11 of all short-term rentals advertising or operating within the Town and Village of Woodstock,
12 Vermont.

13 **Sec. 2. PURPOSE**

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

- 16 (1) Promote and protect the public health, safety, welfare, and convenience of Woodstock's
17 residents and visitors;
- 18 (2) Preserve Woodstock's sense of place;

- 1 (3) Allow a limited number of short-term rentals to contribute to the local tourism economy
2 in a way that does not adversely impact the availability of long-term rental housing;
3 (4) Balance the needs and rights of property owners and neighbors; and
4 (5) Incentivizes the conversion of short-term housing to long-term housing.

5 **Sec. 3. SHORT TITLE**

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

7 **Sec. 4. DEFINITIONS**

8 As used in this ordinance:

- 9 (A) “Accessory dwelling unit” means a building that is clearly subordinate to a residential
10 building and has facilities for independent living, including sleeping, food preparation, and
11 sanitation.
- 12 (B) “Advertising” means any method used to promote the existence or availability of a short-
13 term rental. Advertising includes but is not limited to the use of websites, short-term rental
14 platforms, search engines, emails, signs, displays, radio and television broadcasts,
15 newspapers, periodicals, direct mail, other printed forms, and any electronic media.
- 16 (C) “Bed and breakfast” means a building that offers lodging for transient occupancy with at
17 least three (3) but no more than nine (9) distinct and individually rentable units, not to exceed
18 a total of sixteen (16) sleeping spaces within the building. Bed and breakfasts must:
- 19 (1) Be licensed by the Vermont Department of Health to operate a food and/or lodging
20 facility;
- 21 (2) Provide breakfast for guests in a common dining area;
- 22 (3) Not provide individualized cooking facilities for guests; and
- 23 (4) Have a caretaker who resides on-site.

- 1 (D) “Building” means a building or structure whose use or occupancy requires the construction
2 or modification of a potable water supply or wastewater system.
- 3 (E) “Department” means the Woodstock Planning & Zoning Department.
- 4 (F) “Dwelling unit” means a building or the part of a building that is used as a home, residence,
5 or sleeping space by one or more persons and has facilities for independent living, including
6 sleeping, food preparation, and sanitation. This definition does not include hotels, inns,
7 motels, or bed and breakfasts.
- 8 (G) “Existing permit holders” means any short-term rental operator who applied for and received
9 a zoning permit prior to September 1, 2023, as determined by the Short-term Rental Officer.
- 10 (H) “Existing registration holders” means any short-term rental operator who has an active and
11 in good standing Short-term Rental Registration at the time of renewal for the upcoming
12 short-term rental year.
- 13 (I) “Hotels,” “Inns,” and “Motels” means any business establishments that offer furnished
14 lodging to the transient, traveling, or vacationing public with ten (10) or more distinct and
15 individually rentable units.
- 16 (J) “Initial short-term rental year” means the initial period under this ordinance which runs from
17 January 1, 2025, to December 31, 2025.”
- 18 (K) “Issuing Municipal Official” means the Short-term Rental Officer, Municipal Manager,
19 Village of Woodstock Police Officers, or the Town of Woodstock Fire Chief.
- 20 (L) “Maximum occupancy” means the maximum number of short-term rental guests allowed per
21 unit as determined by the certificate of occupancy, issued by the State of Vermont Fire
22 Marshal.

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

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

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

7 (P) “Owner” means the person who is the owner of record of real property as documented by
8 deed or other document evidencing ownership recorded in the Woodstock Land Records.

9 (Q) “Owner-occupied” means a property owner whose home meets the definition of a Vermont
10 “homestead” as determined by the Vermont Department of Taxes in accordance with 32
11 V.S.A. §5410.

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

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

18 *For guidance on how to qualify as a preexisting multiple unit operator, please see Attachment B.*

19 (T) “Preexisting rural operator” means any short-term rental owner whose property is in the
20 Forest Reserve or Residential Five Acre Zoning District who has never applied for or
21 received a zoning permit because under the previous zoning regulations, the short-term rental
22 was considered a legal preexisting nonconforming use.

23 *For guidance on how to qualify as a preexisting rural operator, please see Attachment A.*

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

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

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

11 (W) “Short-term rental operator” means the person designated to manage the short-term rental
12 property and communications.

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

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

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

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

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

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

1 **Sec. 5. ADMINISTRATION.**

2 (A) The Short-term Rental Officer is the administrator of the Short-Term Rental Ordinance in the
3 Town of Woodstock and the Village of Woodstock.

4 (B) Appointment. Unless otherwise jointly appointed by the Town of Woodstock Selectboard and
5 Woodstock Board of Village Trustees, the Town and Village Administrative Officer serves as
6 the Short-term Rental Officer.

7 (C) Removal. The Short-term Rental Officer may be removed for cause at any time by a joint
8 vote of the Town of Woodstock Selectboard and Woodstock Board of Village Trustees.

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

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

12 (2) Establish rules and forms; and

13 (3) Conduct or delegate inspection and enforcement authority to Department staff or other
14 Municipal Issuing Officials.

15 **Section 6. SHORT-TERM RENTAL ANNUAL REGISTRATION.**

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

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

21 (1) A Short-Term Rental Registration:

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

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

3 (2) Only one (1) Short-Term Rental Registration is allowed per short-term rental registrant
4 unless the registrant qualified as a “preexisting multiple unit operator” prior to September
5 1, 2023.

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

7 (a) The registrant qualified as a “preexisting multiple unit operator” prior to September 1,
8 2023; or

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

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

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

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

17 (5) The Short-term Rental Officer is authorized to issue Short-Term Rental Registrations that
18 do not count toward the limitations as established by Section (6)(A)(4) if the short-term
19 rental registrant qualified as a “preexisting multiple unit operator” prior to September 1,
20 2023, or qualifies as “preexisting rural operator” prior to July 31, 2024.

21 (B) Application.

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

- 1 (1) A completed Short-term Rental Registration application form, signed by all persons and
2 entities that have an ownership interest in the property. This form must include the name,
3 address, telephone number, mailing address, and email address of the person or company
4 designated as the short-term rental operator;
- 5 (2) The accurate Short-term Rental Registration fee according to Section 9 of this Ordinance;
- 6 (3) Building floor plan, specifying the location of all proposed sleeping spaces and fire exits,
7 including egress windows;
- 8 (4) Current photographs of short-term rental unit that matches or will match any
9 advertisement of the property as a short-term rental;
- 10 (5) A site plan showing the proposed guest parking areas, specifying the number of available
11 on-site parking spaces;
- 12 (6) Self-certification of compliance affidavit, signed by the short-term rental registrant,
13 attesting that the property owner does not own or operate more than one (1) short-term
14 rental in the Town or Village of Woodstock, Vermont, under the pains and penalties of
15 perjury;
- 16 (7) A valid change of use permit and certificate of occupancy, issued by the State of Vermont
17 Fire Marshal;
18 *For existing permit holders, a change of use permit and certificate of occupancy is considered valid if*
19 *issued after May 1, 2023.*
- 20 (8) Proof of registration of a Vermont Meals and Rooms Tax account;
21 *If the operator uses an internet platform which has an agreement with the Vermont Department of Taxes to*
22 *collect and remit tax on behalf of its operators (i.e. Airbnb), then the short-term rental registrant must*
23 *provide the proof of registration as provided by the platform.*

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

3 (10) A statement of knowledge and compliance, signed by the short-term rental registrant,
4 attesting that the owner, short-term rental registrant, and short-term rental operator agree
5 to manage the short-term rental in compliance with this Ordinance and acknowledge that
6 non-compliance may result in civil penalties or the revocation of the Short-term Rental
7 Registration, pursuant to Section 10 of this Ordinance.

8 (C) Procedure Upon Filing a Complete Application.

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

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

14 (a) Inspect the property and short-term rental unit, after obtaining the express consent of
15 the owner, short-term rental registrant, or short-term rental operator;

16 (b) Attach reasonable conditions as deemed necessary to fulfill the intent of this
17 Ordinance;

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

19 (1) The application is deemed incomplete because information required by subsection
20 (6)(B) of this Ordinance was not included with the application;

21 (2) The applicant failed to pay the full permit fee, in an acceptable form of payment,
22 within 15 days of the request for payment as required by Section 9 of this
23 Ordinance;

1 (3) Within the previous twelve (12) months, the Short-term Rental Officer has
2 revoked a Short-term Rental Registration from any of the owners associated with
3 the application for cause; or

4 (4) The owner denies the Short-term Rental Officer, the Fire Marshal, or their
5 designee access to the property for the purposes of an inspection.

6 (D) Short-Term Rental Registration Application Windows.

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

8 (a) Application Window One (1). This application window opens on August 1, 2024, and
9 closes September 15, 2024. This application window includes the following short-
10 term rental pool of applicants:

- 11 (1) “Existing permit holders;”
12 (2) “Preexisting rural operators;” and
13 (3) “Preexisting multiple unit operators.”

14 (b) Application Window Two (2). This application window opens on November 1, 2024,
15 and closes on June 30, 2025, or until the authorized number of registrations has been
16 issued. This application window includes any short-term rental applicant that did not
17 receive a determination of qualified status as an “existing permit holder,” “preexisting
18 rural operator,” or “preexisting multiple operator” prior to August 1, 2024.

19 (2) Ongoing and Renewal Short-term Rental Application Windows. Following the initial
20 short-term rental year, the application windows will be as follows:

21 (a) Application Window One (1). This application window is for all “existing registration
22 holders” that are in good standing and applying to renew their Short-term Rental

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

3 (b) Application Window Two (2). This application window opens annually on November
4 1 and closes on June 30, or until the authorized number of registrations has been
5 issued. This application window includes any short-term rental operator that does not
6 qualify as an “existing registration holder” prior to June 30 of the previous short-term
7 rental year.

8 **Sec. 7. OPERATING STANDARDS AND RULES.**

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

11 (A) Maximum Occupancy. The advertised or actual operating occupancy must not exceed the
12 maximum occupancy;

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

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

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

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

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

23 (D) Parking. The Property must provide at least one (1) on-site parking space for every four (4)
24 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*
2 *to 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 Town-issued Short-
11 term Rental Registration Number included in the advertisement;

12 (B) Signage identifying, advertising, providing way of finding, or otherwise related to use of
13 the dwelling unit as a short-term rental, either on- or off-site;

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

16 (D) Use of the short-term rental to host parties, conferences, family reunions, weddings,
17 fundraisers, or similar gatherings of vehicles parked off site exceeds or is reasonably
18 anticipated to exceed the maximum allowable number of short-term guests; and

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

22 **Sec. 9. FEES.**

23 A non-refundable administrative processing fee of \$250 must be paid to the Town of
24 Woodstock with the submission of any Short-term Rental Registration application or annual

- 1 renewal. Upon approval of the Short-term Rental Registration application or renewal, the
- 2 applicant must pay any outstanding fee in accordance with Tables 9-1 and 9-2. The failure to pay
- 3 the entire fee within 15 days of the request for payment will result in a denial of the application.
- 4 A Short-term Rental Registration cannot be issued by the Short-term Rental Officer until the
- 5 correct fee amount is paid in full. See Tables 9-1 and 9-2 for a schedule of Short-term Rental
- 6 Registration fees.

SHORT-TERM RENTAL ANNUAL REGISTRATION FEES			
Table 9-1			
Short-term rental type	Base Annual registration fee	PLUS	Per allowable occupant fee
Owner-occupied	\$750		\$250/per occupants allowed
Non-owner-occupied	\$3,000		\$250/per occupants allowed

Table 9-2	
“Owner-occupied/preexisting rural operator” fee waiver request.	Any short-term rental unit that qualifies as both an “owner-occupied” and “preexisting rural operator” may submit a request for a Short-term Rental Registration fee waiver up to \$2,000, less the \$250 administrative processing fee.

1 **Sec. 10. VIOLATION AND ENFORCEMENT.**

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

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

10 (B) Civil Penalties

11 An Issuing Municipal Official is authorized to issue citations to recover civil penalties up to
12 the following amounts for each violation:

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

15 (2) All other violations:

16 (a) First offense – \$500

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

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

1 (d) Fourth and subsequent offenses – \$800, plus the Short-term Rental Officer may
2 revoke any existing Short-term Rental Registration and institute up to a twenty-
3 four (24) month ban on the eligibility to apply for a Short-term Rental
4 Registration under this Ordinance.

5 **Sec. 11. SEVERABILITY.**

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

10 **Sec. 12. EFFECTIVE DATE.**

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

ADOPTED at Woodstock, Vermont, this ____ day of _____, 2024 by the
Town of Woodstock Selectboard:

ADOPTED at Woodstock, Vermont, this ____ day of _____, 2024 by the
Woodstock Village Board of Trustees:
