

# **ORDINANCE TO REGULATE THE OPERATION OF SHORT-TERM-RENTALS**

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

1 **Sec. 1. AUTHORITY**

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

6 **Sec. 2. PURPOSE**

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

- 9 (1) Promote and protect the public health, safety, welfare, and convenience of Woodstock’s  
10 residents and visitors;
- 11 (2) Preserve Woodstock’s sense of place;
- 12 (3) Allow a limited number of short-term rentals to contribute to the local tourism economy  
13 in a way that does not adversely impact the availability of long-term rental housing;
- 14 (4) Balance the needs and rights of property owners and neighbors; and
- 15 (5) Incentivizes the conversion of short-term housing to long-term housing.

16 **Sec. 3. SHORT TITLE**

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

1 **Sec. 4. DEFINITIONS**

2 As used in this ordinance:

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

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

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

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

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

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

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

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

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

21 (F) “Dwelling unit” means a building or the part of a building that is used as a home, residence,  
22 or sleeping space by one or more persons and has facilities for independent living, including  
23 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.

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

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

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

7 (1) A Short-Term Rental Registration:

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

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

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

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

16 (a) The registrant qualified as a “preexisting multiple unit operator” prior to September 1,  
17 2023; or

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

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

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

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

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

7 (B) Application.

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

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

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

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

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

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

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

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

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

3 Vermont Fire Marshal;

4 *For existing permit holders, a change of use permit and certificate of occupancy is considered valid if*

5 *issued after May 1, 2023.*

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

7 *If the operator uses an internet platform which has an agreement with the Vermont Department of Taxes to*

8 *collect and remit tax on behalf of its operators (i.e. Airbnb), then the short-term rental registrant must*

9 *provide the proof of registration as provided by the platform.*

10 (9) Proof of short-term rental insurance or homeowners' insurance with short-term rental

11 endorsement; and

12 (10) A statement of knowledge and compliance, signed by the short-term rental registrant,

13 attesting that the owner, short-term rental registrant, and short-term rental operator agrees

14 to manage the short-term rental in compliance with this Ordinance and acknowledge that

15 non-compliance may result in civil penalties, revocation of an existing Short-term Rental

16 Registration, or the disallowance to apply for a Short-term Rental Registration pursuant

17 to Section 10 of this Ordinance.

18 (C) Procedure Upon Filing a Complete Application.

19 (1) Within sixty (60) days of receiving a completed Short-term Rental Registration

20 application, the Short-term Rental Officer must provide written notification of decision to

21 the applicant of record.

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

23 Officer may:

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



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

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

3 Ordinance;

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

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

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

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

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

9 term Rental Fee Schedule;

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

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

12 application for cause; or

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

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

15 property for the purposes of an inspection.

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

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

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

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

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

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

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

23 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, as determined by the State of Vermont Fire Marshal;

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-  
16          term 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, in a  
19                  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 the*  
22                  *Vermont Fire Marshal.*

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 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.

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

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

14 (2) All other violations:

15 (a) First offense – \$500

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

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

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

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

3   **Sec. 11. SEVERABILITY.**

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

8   **Sec. 12. EFFECTIVE DATE.**

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

**ADOPTED** at Woodstock, Vermont, this 8<sup>th</sup> day of October 2024 by the Woodstock Village

Board of Trustees:

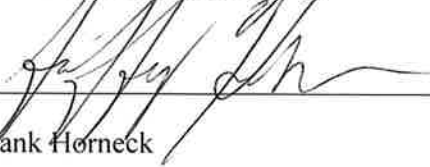
**Trustee members who voted in the**

**affirmative were:**

Seton McIlroy, Chair



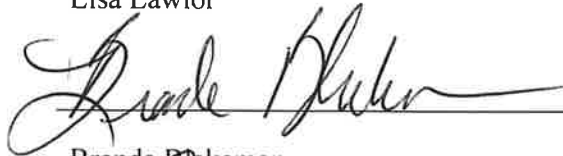
Jeffrey Kahn, Vice Chair



Frank Horneck



Lisa Lawlor



Brenda Blakeman

