

Town of Londonderry, Vermont

Short-Term Rental Working Group Meeting Agenda

Monday, March 16, 2026 – 5 PM
100 Old School St, South Londonderry, VT 05155

1. Call Meeting to Order
2. Additions or Deletions to the Agenda [\[1 VSA 312\(d\)\(3\)\(A\)\]](#)
3. Approve minutes from March 3, 2026 meeting
4. Consider areas of possible change to STR Ordinance
5. Next regular meeting, April 6, 2026, 5pm
6. Adjourn

Meeting may be attended remotely as follows:

Via web: <https://us06web.zoom.us/j/4104075916>

Via telephone: 309 205 3325 US

Meeting ID: 410 407 5916

Passcode: ny5GX0

It is strongly recommended that potential participants familiarize themselves with Zoom software (<https://zoom.us/>) prior to the meeting as the Board will not dedicate time to educating the public in its use

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Town of Londonderry, Vermont
Short-Term Rental Working Group Meeting Agenda
Monday, March 2, 2026 – 5 PM
100 Old School St, South Londonderry, VT 05155

Members present: Brent Bammarito, Trevor Powers, Martha Dale, Tom Cavanagh, Andy Dahlstromg,[remote] Patty Eisenhaur and Maryann Morris
Others present: Pam Spaulding; [remote] Doria Habib and Tyler Fisher

Call Meeting to Order: 5pm

Additions or Deletions to the Agenda: none

Approve minutes from Feb 16, 2026: moved by Brent, second by Trevor: all voted in favor

Consider areas of possible change to STR Ordinance:

The Working Group considered a first draft of a document called “Get the Green Light”, which contains a framework for a Rental Housing Appeals Board (working title), as part of the Short-Term Rental program in Londonderry. (See draft of “Get the Green Light” in these minutes.)

The draft follows from Martha’s request to clarify or name the kinds of things an appeals board would consider, before the Group looks at the specific structure and process for the appeals board. (Brent has suggested priorities for what a written appeal and appeal hearing would look like. The Group will turn to that in a subsequent meeting.)

For the framing of this discussion, Andy directed the Group to page 4 of the draft, to distinguish between two categories of “Red Light”: what creates noncompliance with the STR Ordinance and what puts a stop to the registration of a property for STR use. The two categories are: 1) the actions or inactions that lead to a issuance of a municipal violation (ticket) through the VT Judicial Bureau, and 2) the events that could produce an appeal to the Rental Housing Appeals Board (RHAB): when an STR application is denied or when an issued STR license is revoked. (These are not necessarily the only topics that the RHAB might take up, but they are two that fit with the first 20 months of STR regulation in Londonderry.)

Martha asked if any of the 11 listed noncompliance items in the ticketing section represent a change to the existing ordinance, or if they are already part of it already. Andy worked through the list, to answer that question. #2—including STR license number in advertising for the STR—may be an addition, or may be a practice that follows from the ordinance as already worded. #4 & #5 would be a practice not an ordinance revision. Trevor and Brent asked if #5 is an addition, concerning life-safety equipment removal or disabling. Andy suggests it follows from the most recent set of amendments to the ordinance, [Article 4, I, 8&9].

9, 10, and 11 represent proposed practices in the regulation of STRs. # 8, on the topic of reporting the previous year rental activity was discussed thoroughly due to the concern of an invasion of privacy. Andy summarized the STR Ordinance in Princeton, NJ that calls for STR guest contact information, Martha said we might get pushback on that request. Maryann agreed it could be a privacy concern. Brent asked if a hotel or motel would be required to furnish guest information. Martha wondered about being able to request the information of a host in a case where over-occupancy is suspected. Maryann agrees that a requirement for a host to keep rental records for a period of time might be the way to go.

On the topic of accuracy in reporting the volume of rentals (connecting to the 50-night limit on new STRs), Trevor noted that we need to be able to double-check the count.

11 required explanation; it calls for Londonderry to adapt a code-compliance tool from the VT Division of Fire Safety, (also a feature of the Princeton ordinance): it would allow an STR applicant to submit a detailed plan to correct minor deficiencies at their property—not life-safety violations—so their STR application could proceed pending corrections rather than being rejected to code violations.

Concerning #10—a license placard to be displayed in each rental: Brent suggested that a license equates to safety. So a displayed placard that states that a place is currently licensed and has met requirements is positive.

Page 5 contains two categories of Plan for Compliance. The Group agreed that it is desirable to offer a clear plan for applicants to achieve compliance for their intended rental property and also that life safety violations in a rental property should stop rentals immediately. Trevor added that enforcing the STR rules is how the town keeps things fair for the majority of people who are already following the rules.

Concerning the STR operator's *Safety, Health and Financial Obligations* form—required by the State of VT—there was general approval for the efficiency and sense of delaying that application step until after the walkthrough inspection so that property owners have better information about condition of their house related to life-safety requirements.

Martha reiterated that our mission is safety. Trevor agreed.

The existing ordinance language states one kind of appeal the Londonderry Selectboard would hear concerning STRs—a one year revocation after four municipal violations. Brent noted that appeal would transfer to the new Rental Housing Appeals Board. (This would need an ordinance update.)

Based on the feedback on this first draft, revisions will be made to the proposal before the next meeting of the STR Working Group.

Next regular meeting, March 16, 2026, 5pm

Motion to end the meeting was made by Martha at 5:55pm and seconded by Trevor. All agreed.



Get the Green Light: How to apply for a Londonderry Short-Term Rental permit

(And how to avoid noncompliance with the Short-Term Rental Ordinance)

Steps to reach compliance rather than a municipal ticket, a VT Judicial Bureau hearing, or a Rental Housing Appeals Board hearing [see pages 4, 6, and 7]

NOTE: All owners and operators of STRs are obligated to read the STR Ordinance, which provides the legal requirements and guidelines to STR activity in Londonderry. The application steps outlined below do not represent or replace the full STR Ordinance.

First-time applicant steps: HOSTED STR (rental will be overseen by the owner - operator who lives on the rental property as a primary residence and will be on-site during rental activities)

- * Property taxes and municipal fines: no overdue or delinquent taxes or fines at the time of application
- * Application fee of \$150 paid to Town of Londonderry; fee is non-refundable
- * Application form completed and submitted to STR Administrator
- * On-site inspection (schedule by mutual agreement between Town and STR applicant)
- * The State of Vermont self-reporting form for STR will be submitted to the Town and posted in the rental. (This form should not be completed until AFTER the on-site inspection, to ensure accurate reporting on safety and health conditions.)

NOTE: the on-site inspection will result in a status update from the STR Administrator:



if GREEN status, applicant will receive an STR license number and physical license certificate; \$150 application fee will be credited as full payment for Hosted STR, for the July 1 - June 30 STR licensing year. (The STR license number must appear in all online advertising of the rental; the license certificate must be displayed in plain view in the STR.) Then, rental activity may begin.



if AMBER status, the applicant will receive a license application hold (with a 30-day expiration), requiring corrections or additions to the STR unit specified by the STR Administrator: see Compliance Plan, category 2, page 5. AMBER status means a minor deficiency, with an easily corrected omission or condition that does not substantially affect life-safety or health. Once that minor deficiency is corrected to the satisfaction of the Town, status will change to GREEN and an STR license number and license certificate will be issued, following annual fee payment to the Town. Then, rental activity may begin.



if RED status, the applicant will receive a denial of STR license due to a specified life-safety violation(s). If an applicant receives a denial, they may submit a Compliance Plan petition to the STR Administrator (see Compliance Plan, category 1, page 5). If a Compliance Plan is accepted, the application fee will remain as a credit toward the annual license fee. If the Plan is rejected, the application fee will be forfeited to the Town.

First-time applicant steps: UNHOSTED STR (rental will not have the owner or operator on the premises or property during rental activity)

- * Property has been owned a minimum of one year
- * Property taxes and municipal fines: no overdue or delinquent taxes or fines at the time of application
- * Application fee of \$150 paid to Town of Londonderry; fee is non-refundable
- * Application form completed and submitted to STR Administrator
- * On-site inspection (schedule by mutual agreement between Town and STR applicant)
- * The State of Vermont self-reporting form for STR will be submitted to the Town and posted in the rental. This form should not be completed until AFTER the on-site inspection, to ensure accurate reporting on safety and health conditions.

NOTE: the on-site inspection will result in a status update from the STR Administrator:



if GREEN status, applicant will be provided with an invoice for the annual Unhosted STR permit fee (\$150 application fee will be credited toward that fee) at a rate of \$250/bedroom. After payment to the Town, the applicant will receive an STR license number and license certificate for an Unhosted STR for the July 1 - June 30 STR licensing year. (The STR license number must appear in all online advertising of the rental; the license certificate must be displayed in plain view in the STR.) Then, rental activity may begin.



if AMBER status, the applicant will receive a license application hold (with a 30-day expiration), requiring corrections or additions to the STR unit specified by the STR Administrator (see Compliance Plan, category 2, page 5). AMBER status means a minor deficiency, with an easily corrected omission or condition that does not substantially affect life-safety or health. Once that minor deficiency is corrected to the satisfaction of the Town, status will change to GREEN and an STR license number and license certificate will be issued, following annual fee payment to the Town. Then, rental activity may begin.



if RED status, the applicant will receive a denial of STR license due to specified life-safety violations. If an applicant receives a denial, they may submit a Plan for Compliance petition to the STR Administrator (see Compliance Plan, category 1, page 5). If a Compliance Plan is accepted, the application fee will remain as a credit toward the annual license fee. If the Plan is rejected, the application fee will be forfeited to the Town.

Renewal applicant steps: UNHOSTED or HOSTED STR

- * Property taxes and municipal fines: no overdue or delinquent taxes or fines at the time of application
- * Renewal fee of \$150 paid to Town of Londonderry; fee is non-refundable
- * Renewal form completed and submitted to STR Administrator
- * Written records of all STR activity in preceding twelve months; see STR Ordinance for record-keeping requirements
- * There are two periods for STR permit renewal: May 15 - June 15 (period 1) and November 1 - December 1 (period 2). Any STR owner-operator wishing to continue rental activity in July—the new STR licensing year—must apply in period 1. Any applicant focused only on winter-season rentals or who misses the period 1 deadline, may apply in period 2. There is no change of annual fee based on renewal date (period 1 or 2). (An STR license holder who does not renew in either period will be treated as a first-time applicant if or when they apply again.)
- * On-site inspection (schedule by mutual agreement between Town and STR applicant)
- * The State of Vermont self-reporting form for STR will be updated if necessary and submitted to the Town and posted in the rental. Owner-operator will attest that the self-reporting form remains true and accurate.

NOTE: the on-site inspection will result in a status update:



if GREEN status, applicant will be provided with an invoice for the annual STR permit renewal fee (\$150 application fee will be credited toward that fee) at a rate of \$250/bedroom for Unhosted STRs; Hosted STRs will be paid in full through the application fee. After payment to the Town, the applicant will receive an STR license number and license certificate for an Unhosted STR for the July 1 - June 30 STR licensing year. (The new STR license number must appear in all online advertising of the rental; the updated license certificate must be displayed in plain view in the STR.) Then, rental activity may continue.



if AMBER status, the applicant will receive a license application hold (with a 30-day expiration), requiring corrections or additions to the STR unit specified by the STR Administrator (see Compliance Plan, category 2, page 5). AMBER status means a minor deficiency, with an easily corrected omission or condition that does not substantially affect life-safety or health. Once that minor deficiency is corrected to the satisfaction of the Town, status will change to GREEN and an STR license number and license certificate will be issued, following annual fee payment to the Town. Then, rental activity may continue.



if RED status, the applicant will receive a denial of STR license due to specified life-safety violations. If an applicant receives a denial, they may submit a Plan for Compliance petition to the STR Administrator (see Compliance Plan, category 1, page 5). If a Compliance Plan is accepted, the application fee will remain as a credit toward the annual license fee. If the Plan is rejected, the application fee will be forfeited to the Town.

Noncompliance with STR Ordinance:



*Action or inaction that results in a municipal violation (a ticket), which must either be paid through the Vermont Judicial Bureau or contested through a VJB hearing

- 1) Advertising an STR before receiving a town-issued STR license: the STR Ordinance requires registration, which includes receiving a license from the Town of Londonderry and an individual license number valid for one year (July 1-June 30).
- 2) Advertising an STR without including a current, valid STR license number.
- 3) Short-Term Rental activity before receiving a town-issued STR license, either a first-year license or an annual renewal. Each license expires on June 30.'
- 4) Booking STR activity without using an online lodging platform, or offering off-platform reservations and rentals. (See STR Ordinance for lodging platform requirement)
- 5) Exceeding rental occupancy, as specified on STR license. Either by advertising—via verbal description or photographic presentation—for more guests than the issued STR license, or by adding sleeping space capacity greater than the issued STR license allows. (See Londonderry STR Ordinance rental occupancy guidelines.)
- 6) Removal or disabling the life-safety equipment after inspection; any change to smoke or CO alarms that renders them inoperable after State Fire Marshal or Town of Londonderry safety survey, or any obstruction of the required two exits from a sleeping space
- 7) Failure to provide on-site inspection access to town official
- 8) Failure to provide adequate documentation of rental history, when requested by town official
- 9) Failure to display current, valid STR license certificate plainly inside STR

*Action or inaction that results in the denial of an STR license application or in the revocation or suspension of an existing STR license: events that may be presented to the Londonderry Rental Housing Appeals Board:

[See Londonderry Rental Housing Appeal Board procedures document, page 5]

* False documentation or information at any step of the application process (this includes posting false information on the required *VT Short-Term Rental Safety, Health and Financial Obligations* form)

* A notice of application denial by STR Administrator

* A notice of STR license revocation or suspension by STR Administrator

* A Compliance Plan, category 1 application, if denied by the STR Administrator, may be appealed to the RHAB

* A one-year ban from STR licensing and activity due to accumulation of municipal violations



[Note: The Board will not hear an appeal from a first-time applicant whose STR license application was denied because it was submitted incompletely or—in the case of a renewal application—after the published deadlines. See page 3 for period 1 and 2 STR renewal calendar.]



***Compliance Plan, category 1:** when an STR applicant fails the life-safety requirements of a property inspection, they are not granted an STR license. An application denial will be issued. (The requirements could mean replacing a bedroom window for legal egress, hiring a licensed electrician to hardwire smoke and CO alarms, or—on large rental houses—installing a commercial smoke alarm system and/or sprinkler system: those are major life-safety requirements, so no STR license will be issued before the requirements are met.) Within thirty (30) days of receiving this denial, an applicant may submit a written Compliance Plan to the STR Administrator.

If the Plan is accepted, the application fee will be held as a credit and the application will be placed on hold pending the satisfactory completion of the Compliance Plan. If the Plan is denied, the applicant may submit a written appeal to the Rental Housing Appeals Board, as detailed in that section.



***Compliance Plan, category 2:** when an AMBER status is issued, it will specify minor corrections that must be made within 30 days. If those corrections are not made within 30 days, an extension request must be filed by Day-30, to avoid denial of the STR application. This is a category 2 plan. An category 2 plan accepted by the Town will maintain an active application.

Compliance Plan submission requirements:

Applicant will submit in writing complete statements to address the following:

1. What changes to the property are required for compliance? List all items, if more than one.
2. Detail the steps taken before this date toward the changes required: Who has been contracted for the work; who has been contacted for an estimate for the work; what materials have been ordered or obtained for installation?
3. Include all documentation and communication to show that a builder, contractor, or tradesperson has committed to the compliance project. (If the owner will accomplish the work themself, state that.)
4. Include all communication with officials of the Town, concerning this compliance project.
5. What is the start date for work on this compliance project, either by hired professionals or owner?
6. What is the estimated finish date for this compliance project?

After completing the requirements above, sign and date to acknowledge that short-term rental activity is not approved by the Town of Londonderry until after an STR license is issued, which will not occur without a satisfactory inspection visit by a representative of the Town.

Name:

Signature:

Large-capacity STRs: A first-time STR applicant for a dwelling unit with four bedrooms or more may apply to rent to 9 guests or more, using a supplemental application. The STR Ordinance outlines the extra inspection and permitting requirements for a rental unit offered to 9 guests or more. The applicant for a large-capacity STR will follow the same steps outlined on pages 1-3, and after the on-site inspection will receive the supplemental application, with further instructions concerning the required State Fire Marshal inspection report and wastewater permit protocol that apply to large-capacity STR permitting.

The applicant for a large-capacity rental house may be granted an 8-guest permit while moving through the additional requirements for a large-capacity rental, assuming GREEN status during the regular STR application.

Large-capacity rentals that are renewing an STR license from the previous year will have already met the extra inspection and permitting steps. Large-capacity STR renewal follows the steps on page 3.

Rental Housing Appeal Board application: If an STR applicant is denied a permit based on the on-site inspection report, or a licensee receives a notice of revocation or suspension of an STR license, or their Compliance Plan, category 1 is denied, the applicant may appeal in writing by filing an appeal with the Rental Housing Appeals Board by writing to TOWNCLERK@LONDONDERRYVT.ORG. The appeal shall state the pertinent facts of the case and the basis for the appeal. The Rental Housing Appeals Board will—via the Town Clerk—acknowledge receipt of the written appeal within thirty days and schedule a hearing at the next quarterly meeting of the Board. The Town Clerk will alert the appellant to the hearing date, time, and place a minimum of 10 days before the scheduled hearing. At the hearing, the appellant shall have the right to testify, to present witnesses on the appellant's behalf, to cross-examine all other witnesses, and to present oral and written evidence on the issues, provided that no new evidence is introduced or presented on appeal that was not previously introduced or presented to the Town Clerk in connection with the hearing before the Rental Housing Appeal Board.

The Rental Housing Appeals Board decision will be issued after a hearing and will be final.

No Short-Term Rental activity will be allowed at the property of the appellant during an appeal process.

[Below is draft-only. It has been submitted to the Londonderry Town Attorney for review.]

The Short-Term Rental Administrator. The STR Administrator provides assistance to individuals who wish to short-term rent their property by providing the necessary forms to obtain the required municipal license, and when necessary by referring them to the state authorities that must be contacted to obtain necessary state permits. The STR Administrator is required to literally administer the STR Ordinance, and may not license any property or permit any rental activity that does not conform to the Ordinance. The administrator enforces violations of the Ordinance. The administrator provides the clerk with a registry of rental licenses, violations of the Ordinance, denials of STR applications and revocations of STR licenses for recording.

Enforcement. The STR Administrator must act to stop or prevent violations of the STR Ordinance. To do this, the administrative officer must institute in the name of the municipality an action, injunction or other proceeding to prevent or abate violations. The administrator has no discretion, and must enforce all Ordinance violations in the municipality.

Appeals. Actions of the STR Administrator may be appealed by an “interested party” to the Rental Housing Appeals Board. The administrator participates in the appeal by explaining his or her action (or failure to act – as in deciding not to enforce in a particular matter) that is under appeal. In addition, the administrator may present

evidence to support his or her decision and may question any witness or evidence presented during the hearing by the person bringing the appeal.

The Rental Housing Appeals Board. This board is a municipal panel that performs a quasi-judicial permitting function (acts like a court) and hears appeals from actions or decisions of the Short-Term Rental Administrator.

It may also consider variance requests.

Purpose for a Variance: To provide relief when strict enforcement of the STR Ordinance would deny a property owner all reasonable use of their property.

The "Hardship" Requirement: Under Vermont law, a variance can only be granted if there is "unnecessary hardship" resulting from unique circumstances of the property, not from personal circumstances of the owner.

Criteria for Approval of Variance: RHA Board must find that all the following are true:

- There are unique circumstances or conditions peculiar to the property.
- Because of these conditions, the property cannot be rented in strict conformity with the Ordinance.
- The hardship was not created by the applicant.
- The variance will not alter the essential character of the neighborhood.
- It represents the minimum variance necessary to afford relief.

Note: these definitions are derived from a publication by Vermont's Office of the Secretary of State, entitled *The Players: A review of the roles and responsibilities of local officials with respect to land use regulation in our municipalities*. 24 V.S.A. § 4460. The Rental Housing Appeal Board function and purpose is derived from Vermont statutes concerning a municipal Zoning Board of Adjustment.