

Town of Londonderry, Vermont

Short-Term Rental Working Group Meeting Agenda

Monday, April 6, 2026 – 4:30 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 16, 2026 meeting
4. Consider areas of possible change to STR Ordinance
5. Next regular meeting: TBD (April 13 or 20)
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

Posted and distributed on April 3, 2026

Short-Term Rental Working Group Meeting
DRAFT Minutes
Monday, March 16, 2026 – 5 PM
100 Old School St, South Londonderry, VT 05155

Members* present: Trevor Powers, Tom Cavanagh, Andy Dahlstrom, and [remote] Patty Eisenhour
Members missing: Brent Bammarito and Maryann Morris
Others present: Pam Spaulding; [remote] Doria Habib, Matthew and Kara Pachniuk

1.Call Meeting to Order: Chair Cavanagh called meeting to order at 5pm.

2.Additions or Deletions to the Agenda: none

3.Approve minutes from March 3, 2026 meeting: moved by Powers, seconded by Eisenhour: unanimous vote to approve.

4.Consider areas of possible change to STR Ordinance:

Before looking at the meeting packet documents, Dahlstrom asked for Group review of the proposed meeting calendar. There was agreement to meet Monday, April 6 (a vote later set the meeting start time at 4:30pm), to hold Monday, April 13 as a possible extra meeting day if needed, and to meet April 20 when the proposal of any STR Ordinance changes will be made to the Selectboard.

Turning to the revised “Get the Green Light” document, with an expanded description of a Rental Housing Appeals Board and process, and new language describing the Compliance Plan path for STR applicants:

Eisenhour asked about the proposed STR enrollment calendar: 1) for background on the choice to license STRs for a fiscal year rather than a calendar year, and 2) for clarification of the proposed enrollment windows for future STR applications. Dahlstrom will clarify in the Get the Green Light doc and in future publications—should this suggestion be supported—that any new applicant could submit at any time of year. Only the license renewal applications would be given re-enrollment periods (possibly May 15-June 15 and November 1 - December 1). The Group discussed the busy and slow seasons for Londonderry tourist visitors, both for the best timing to STR inspections and with the aim of allowing an STR licensee to capture either the whole 12-month year or the most lucrative winter season. Powers reminded the Group of the rental rate figures for Londonderry from the VT Housing Finance Agency shared at an earlier meeting.

Eisenhour asked about a checklist for an applicant to work through, for the content of an application and sequence of steps. Dahlstrom added that the one goal of the Get the Green Light doc is to have one publication for each type of applicant. In final form, the Get the Green Light would be simplified for the purpose Eisenhour identified.

Discussion turned to clarification of the two categories of a Compliance Plan.

Dahlstrom asked the Group for thoughts on the existing Article 7 of the STR Ordinance, which states that an STR shall be made available by the owner for inspection within one week of a request by the STR Administrator. Eisenhour suggested treating an Article 7 violation as an "Amber" status rather than just a ticketable offense, requiring immediate compliance action with potential license revocation if violations persist. Powers spoke in agreement.

Turning to the Rental Housing Appeals Board topic, Dahlstrom shared that Town Attorney Fisher had today given the draft document about the Appeals Board a first reading and found it generally

acceptable, with a few minor wording adjustments and deletions. The Town Attorney suggests a Board of three people appointed by the Selectboard and comprised of 1 Selectboard member, 1 STR Working Group member, and 1 member of the Town public. Habib raised a question about the Appeals Board handling unique cases not fitting typical denial scenarios, and asked about a bucket her appeal would go in.

Because the Appeals Board is derived from the ZBAs and DRBs that are directed by Zoning Bylaws, the question came up—both from Attorney Fisher and the Working Group—if the “variance” language used to settle a zoning dispute would or would not be applicable to an STR Appeals Board that is directed by the Ordinance.

Pachniuks raised a question about a town official using an STRs driveway, and if that should be by owner permission or appointment only. Dahlstrom replied that he would ask the Town Attorney opinion on this, for possible addition or clarification in the Ordinance.

5. Next regular meeting, April 6, 2026, 5pm: Motion to change April 6 meeting start time to 4:30pm, moved by Dahlstrom, seconded by Powers: unanimous vote to set next meeting start at 4:30pm

6. Adjourn: Cavanagh moved to adjourn the meeting at 5:59pm, Powers seconded, and all voted yea.

* STR Working Group member Martha Dale is on the Londonderry Selectboard agenda for re-appointed to this working group. Dale was subsequently—in the 6pm Selectboard mtg—appointed by the SB to Londonderry’s Housing Commission and then as the Housing Commission representative to the STR Working Committee (Group).

MEETING PACKET INFORMATION

To the Short-Term Rental Working Group and interested members of the public:

This packet contains two versions of a same STR Ordinance proposal for amendments, not two different proposals.

VERSION 1 includes the entire STR Ordinance already in effect, with some of the current language highlighted and with a strikethrough line; those portions in purple highlighting would be removed. The proposed replacement language, plus some additional language, is in bold, red type. All language in black type is already in the STR Ordinance, in effect; this proposal is to leave the black-type language as is.

VERSION 2 is a version of the proposal for the amended STR Ordinance as it would read if the additions and deletions were adopted. The additions in VERSION 2 appear in bold, red type; the suggested deletions do not appear in VERSION 2.

NOTE: Both versions are in draft form, meant solely for the meeting of the STR Working Group on April 6, 2026.

Questions about the proposed amendments to the STR Ordinance can be submitted via email to stradmin@londonderryvt.gov. Questions will be addressed as time allows in the public meetings of the STR Working Group.

Respectfully, Andy Dahlstrom, Londonderry STR Administrator

ORDINANCE TO REGULATE THE OPERATION OF SHORT-TERM RENTALS

Town of Londonderry, Vermont Adopted December 19, 2023 (effective February 17, 2024)
Amended March 25, 2023 (effective May 24, 2024);
Amended June 3, 2024 (effective August 2, 2024);
Amended April 21, 2025 (effective July 1, 2025);
Amended April ____ . 2026 (effective July 1, 2026).

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 the loss of available housing stock for long term rentals or for purchase by those who wish to reside in Londonderry 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. “Owner” means a person who holds title to the property on which a short-term rental is operated. The Owner/~~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, which in all cases shall be deemed an Owner, but which shall exclude from the definition any tenant or lessee of a lease.

B. “Short-term rental” or “STR” means a **furnished house, condominium, apartment, cabin, or other** dwelling unit rented to the transient, traveling, or vacationing public for periods of fewer than 30 consecutive days and for more than 14 days per calendar year, and is either:

1. “Hosted” meaning a **dwelling unit** ~~room or group of rooms located within an Owner’s primary residence (a Homestead) or an accessory dwelling or cabin~~ on the premises of the Owner’s primary residence; [**consider this replacement: Hosted means that the owner of the STR or another person authorized by the owner to act on their behalf, will be present at and residing on the property where the STR is located during every rental period**]; or,

2. “Unhosted” meaning a **dwelling unit** ~~furnished house, condominium, apartment, or an accessory dwelling or cabin that is not the Owner’s primary residence (not a Homestead) or located~~ on the premises or property of the Owner’s primary residence. [**consider this replacement: Unhosted means that neither the owner nor another person authorized by the owner to act on their behalf, will be present at and residing on the property where the STR is located during every rental period**]

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. Dwelling Unit Capacity or DUC means the total occupancy limit for a short-term rental as determined by the maximum capacity of one of the following:
a. the property’s wastewater disposal system based upon a State of Vermont Wastewater and Potable Water Supply Permit for the property for dwelling units or wastewater and potable water supply systems constructed, modified, or

occupied after June 30, 2007;

b. the local zoning or septic permit for dwelling units constructed before July 1, 2007;
or

c. 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. [In the absence of a. or b., such that c. determines DUC, it shall be a maximum of two occupants for every bedroom in the listers' property database, plus an additional two occupants.]

[If added, update lettering for every definition to follow.]

D. "STR Administrator" means a person or persons designated by the Selectboard of the Town of Londonderry to administer and enforce this Ordinance.

E. Short-Term Rental (STR) License means authorization from the Town to operate a short-term rental in accordance with 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.

G. "Rental Arbitrage" is the practice of a long-term lease-holder converting the leased property into a short-term rental, for the purpose of the income that results from the difference between the two rental rates: a form of subletting a leased property by a lessee.

H. "Knox Lock Box" means is a small, secure holder for a house key, used by firefighters and/or emergency medical personnel to access a residence in the event

of an emergency when the residence is unoccupied, or its occupants are unable to open the residence to First Responders.

I. **Good Standing** for the purpose of STR licensing describes a current STR licensee seeking to renew a license, or a new applicant, who: owes no late or delinquent taxes to the Town; has no outstanding municipal violations from the Town; has no open Division of Fire Safety inspection report for the STR property; and meets all conditions in this Ordinance.

J. **Designated Agent** means a person authorized by an Owner with responsibilities to include: facilitating access to the property for first responders and the STR Administrator; responding to complaints about the property due to rental activity, responding to STR guest issues at the property, and residing within a 45 minutes driving distance of the STR. Windsor, Bennington or Windham Counties

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 License** from the STR Administrator. A person shall not commence the use of a dwelling unit as a short-term rental **or advertise for STR activity** unless and until the STR Administrator issues the requisite Short Term Rental **Registration License**.

B. **An STR License will include an annual license number that shall be included in all advertising and listings of the property for STR use. An STR License will also include a physical placard that shall be displayed plainly inside the STR.**

C. 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.

D. All STRs must be rented via an **STR online** rental platform to satisfy any reporting requirements and the payment of any municipal, state and federal taxes.

E. **An applicant for an STR License may only register one STR dwelling unit in the Town of Londonderry in any calendar year. For the purposes of this section, STR dwelling units licensed by an entity the applicant has an ownership interest shall be counted toward this limit. An STR registrations license** may be issued for one STR unit on a property, provided:

1. The property Owner is in good standing with the Town of Londonderry; and

2. An Owner who has more than one Unhosted property or rental unit currently registered ~~and who is in good standing with the Town of Londonderry at the time of the enactment of this amended section~~ shall be entitled to renew the pre-existing STR licenses for so long as the Owner is the record Owner of the Property and so long as the Owner meets all other requirements of this Ordinance. Such pre-existing, nonconforming status shall automatically cease upon any failure to continue to register license the Property or upon any conveyance of the Property; and

3. An Unhosted property may not be registered licensed as an Unhosted STR within one calendar year of its transfer to a new Owner; and

4. An Unhosted property being registered licensed as an Unhosted STR for the first time shall not exceed the maximum permitted 50 STR rental days nights within any calendar year.

~~F. 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.~~

E. An Owner shall not advertise or permit occupancy by more than the Dwelling Unit Capacity set forth in this section.

~~G. The number of persons present at an STR property between the hours of 10pm and 7am cannot exceed the overnight capacity, plus 2 visitors. (No parties or events). For example, a three bedroom STR cannot have more than 10 people on the property during these hours.~~

H. A ~~Knøx~~ Lock Box shall be installed at any Short-term rental property with an automatic fire alarm system. Whether the automatic fire alarm is required by Fire Safety code or not, a ~~Knøx~~ Lock Box will be available for use in an emergency by the Londonderry and South Londonderry Fire Companies and Londonderry Volunteer Rescue Squad.

I. Rental Arbitrage is not permitted in Londonderry. No long-term lessee or tenant may receive a short-term rental license or engage in short-term subletting; only a property owner can be granted a short-term rental license.

J. An Owner 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 License**.

~~2. The Owner'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 use unit is being rented. [Cut? 24/7 availability is covered in definition now]~~

3. The property Owner'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 Vermont Judicial Bureau).

4. Property owners ~~who are not in residence at the property the entire time it is being rented~~ of an Unhosted STR shall ~~designate and~~ provide the name and contact information of a designated agent, and a **signed statement from their designated agent accepting responsibility for this role as part of their required STR registration**. ~~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 **Owner's** self-certification form pertaining to health and safety precautions that Owners must take into consideration prior to renting a dwelling unit required by 18 V.S.A. § 4468(b).

7. Confirmation of commercial liability insurance, with proper notification of short-term rental activity to that insurer of not less than \$1,000,000 per occurrence 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 Owner 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.

9. Proof, satisfactory to the Town, that every sleeping space in the registered STR contains a secondary means of escape (egress) with measurements meeting code defined by VT Fire and Building Safety Code, and that all photoelectric smoke detectors and CO detectors in the registered rental are operational, **meet current VT Division of Fire Safety specifications**, and are within their expiration date.

10. The owner of a licensed STR is responsible for keeping a registry of STR guests, including the dates and duration of each guest stay, and the number in each guest group. That registry will be maintained for a minimum of two years, and shall be available upon request of the STR Administrator within seven days. Annually, beginning with the first renewal of said ~~registration~~ **STR license**, the owner shall file with the Town a **copy of their STR rental registry from the proceeding twelve months, signed to attest to its accuracy.** ~~an accounting/printout of the total number of days the property was rented on a short-term basis during the previous year.~~

11. The failure to submit all required information or comply with the application requirements—including fee payment—shall result in a denial of a license. Submission of false or misleading information on an STR application shall be considered a violation subject to a fine, and may result in a denial of a license or the suspension or revocation of an existing license.

J. An application for Short-Term Rental Registration, for dwelling units with a capacity of greater than 8 occupants, shall require compliance with subsection I above, plus the following:

~~12. 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.~~ **[COVERED EARLIER IN STRO NOW]**

An inspection report, showing satisfactory inspection results for the most recent inspection, with **unconditional** occupancy approved from the State of Vermont Division of Fire Safety for the requested short-term rental **Dwelling Unit Capacity**. **Safety violations and an open rather than closed, final report shall not be accepted as satisfactory for STR licensing or renewal.**

K. ~~No registration for the short-term rental of a dwelling unit~~ **No STR License** shall be issued unless the applicant has complied with subsection I above (for ~~dwelling units with an occupancy DUC~~ of 8 or less) or has complied with subsection J above (for ~~dwelling units with a capacity DUC~~ of greater than 8 occupants).

L. **A Short-Term Rental Registrations License** shall expire on June 30 of each year and require renewal **a minimum of fifteen days before the expiration date** 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 shall file a new application for a new Short-Term Rental registration subject to Article 4 (D) above.~~ **An STR license expires upon the transfer of the property to a new owner.**

M. ~~The number of lessees, guests, or other persons using a dwelling unit pursuant to the short-term rental lease or other agreement with the Owner shall not exceed the approved dwelling unit capacity on the Short-Term Rental Registration.~~ [covered by Article 4, E]

N. Disposal: Recycling, Food Waste, Ash and Coals, Trash.

An STR owner shall provide for the separation and disposal of trash, food waste, and recyclable material utilizing secure, 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. The owner is responsible for the timely removal of these items, in accordance with Vermont State Law (10 V.S.A. § 6621a).

ARTICLE 5. LICENSE FEES. A fee for a License 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:

	st 1 Offense	nd 2 Offense	rd 3 Offense	th 4 Offense
Waiver fee for				\$650 per day plus
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	revocation for 12 months before a new STR 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:

	st 1 Offense	nd 2 Offense	rd 3 Offense	th 4 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 12 months before a new STR 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.

The fees associated with serving a property owner with a Short-Term Rental Ordinance non-compliance violation will be borne by the ticketed party, unless the ticketed party is found by the Vermont Court not to be in violation of the Ordinance or subject to it.

ARTICLE 10 [if accepted, update Article numbering below]

A Short-Term Rental Administrator shall be appointed by the Town of Londonderry Selectboard and shall report to them on a regular basis. Provisions of this Ordinance shall be interpreted literally, and administered and enforced by the STR Administrator. Actions of the STR Administrator may be appealed by an interested

party to a Town of Londonderry Rental Housing Appeals Board, which shall be structured and staffed by Selectboard action.

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 judgement 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, 2025, though registration applications may be accepted by the STR Administrator beginning May 1, 2025.~~

* * *

ORDINANCE TO REGULATE THE OPERATION OF SHORT-TERM RENTALS

Town of Londonderry, Vermont Adopted December 19, 2023 (effective February 17, 2024)
Amended March 25, 2023 (effective May 24, 2024);
Amended June 3, 2024 (effective August 2, 2024);
Amended April 21, 2025 (effective July 1, 2025);
Amended April ____ . 2026 (effective July 1, 2026).

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 the loss of available housing stock for long term rentals or for purchase by those who wish to reside in Londonderry 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. “Owner” means a person who holds title to the property on which a short-term rental is operated. The Owner 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, which in all cases shall be deemed an Owner, but which shall exclude from the definition any tenant or lessee of a lease.

B. “Short-term rental” or “STR” means a **furnished house, condominium, apartment, cabin, or other** dwelling unit rented to the transient, traveling, or vacationing public for periods of fewer than 30 consecutive days and for more than 14 days per calendar year, and is either:

1. **“Hosted” means that the owner of the STR or another person authorized by the owner to act on their behalf, will be present at and residing on the property where the STR is located during every rental period;** or,
2. **“Unhosted” means that neither the owner nor another person authorized by the owner to act on their behalf, will be present at and residing on the property where the STR is located during every rental period**

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. Dwelling Unit Capacity or DUC means the total occupancy limit for a short-term rental as determined by the maximum capacity of one of the following:

- a. **the property’s wastewater disposal system based upon a State of Vermont Wastewater and Potable Water Supply Permit for the property for dwelling units or wastewater and potable water supply systems constructed, modified, or occupied after June 30, 2007;**
- b. **the local zoning or septic permit for dwelling units constructed before July 1, 2007; or**
- c. **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. [In the absence of a. or b., such that c. determines DUC, it shall be a maximum of two occupants for every bedroom in the listers’ property database, plus an additional two occupants.]**

[If added, update lettering for every definition to follow.]

D. “STR Administrator” means a person or persons designated by the Selectboard of the Town of Londonderry to administer and enforce this Ordinance.

E. Short-Term Rental (STR) License means authorization from the Town to operate a short-term rental in accordance with 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.

G. “Rental Arbitrage” is the practice of a long-term lease-holder converting the leased property into a short-term rental, for the purpose of the income that results from the difference between the two rental rates: a form of subletting a leased property by a lessee.

H. **Lock Box**” means is a small, secure holder for a house key, used by firefighters and/or emergency medical personnel to access a residence in the event of an emergency when the residence is unoccupied, or its occupants are unable to open the residence to First Responders.

I. **Good Standing for the purpose of STR licensing describes a current STR licensee seeking to renew a license, or a new applicant, who: owes no late or delinquent taxes to the Town; has no outstanding municipal violations from the Town; has no open Division of Fire Safety inspection report for the STR property; and meets all conditions in this Ordinance.**

J. **Designated Agent means a person authorized by an Owner with responsibilities to include: facilitating access to the property for first responders and the STR Administrator; responding to complaints about the property due to rental activity, responding to STR guest issues at the property, and residing within a 45 minutes driving distance of the STR.**

ARTICLE 4. SHORT TERM RENTAL REGISTRATION.

A. The short-term rental of a dwelling unit requires the annual issuance of a Short-Term Rental **License** from the STR Administrator. A person shall not commence the use of a dwelling unit as a short-term rental **or advertise for STR activity** unless and until the STR Administrator issues the requisite Short Term Rental **License**.

B. An STR License will include an annual license number that shall be included in all advertising and listings of the property for STR use. An STR License will also include a physical placard that shall be displayed plainly inside the STR.

C. 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.

D. All STRs must be rented via an **online** rental platform to satisfy any reporting requirements and the payment of any municipal, state and federal taxes.

E. **An applicant for an STR License may only register one STR dwelling unit in the Town of Londonderry in any calendar year. For the purposes of this section, STR dwelling units licensed by an entity the applicant has an ownership interest shall be counted toward this limit. An STR license** may be issued for one STR unit on a property, provided:

1. The property Owner is in good standing with the Town of Londonderry; and

2. An Owner who has more than one property **or rental unit** currently registered shall be entitled to renew the pre-existing STR licenses for so long as the Owner is the record Owner of the Property and so long as the Owner meets all other requirements of this Ordinance. Such pre-existing, nonconforming status shall automatically cease upon any failure to continue to **license** the Property or upon any conveyance of the Property; and

3. A property may not be **licensed** as an **Unhosted** STR within one calendar

year of its transfer to a new Owner; and

4. A property being **licensed as an Unhosted STR** for the first time shall not exceed the maximum permitted 50 STR rental **nights** within any calendar year.

F. An Owner shall not advertise or permit occupancy of more than the Dwelling Unit Capacity

F. A **Lock** Box shall be installed at any Short-term rental property with an automatic fire alarm system. Whether the automatic fire alarm is required by Fire Safety code or not, a **Lock** Box will be available for use in an emergency by the Londonderry and South Londonderry Fire Companies **and Londonderry Volunteer Rescue Squad**.

G. Rental Arbitrage is not permitted. No long-term lessee or tenant may receive a short-term rental license or engage in short-term subletting; only a property owner can be granted a short-term rental license.

H. An Owner 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 **License**.

2. The property Owner'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 Vermont Judicial Bureau).

3. Property owner of an Unhosted STR shall provide the name and contact information of a designated agent, and a **signed statement from their designated agent accepting responsibility for this role as part of their required STR registration**.

4. The Posting of Contact Information required by 18 V.S.A. § 4467 within the short - term rental dwelling unit.

5. The education materials required by 18 V.S.A. § 4468(a), including without limitation the **Owner's** self-certification form pertaining to health and

safety precautions that Owners must take into consideration prior to renting a dwelling unit required by 18 V.S.A. § 4468(b).

6. Confirmation of commercial liability insurance, with proper notification of short-term rental activity to that insurer of not less than \$1,000,000 per occurrence 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.

7. Proof, satisfactory to the Town, that the Owner 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.

8. Proof, satisfactory to the Town, that every sleeping space in the registered STR contains a secondary means of escape (egress) with measurements meeting code defined by VT Fire and Building Safety Code, and that all photoelectric smoke detectors and CO detectors in the registered rental are operational, **meet current VT Division of Fire Safety specifications**, and are within their expiration date.

9. The owner of a licensed STR is responsible for keeping a registry of STR guests, including the dates and duration of each guest stay, and the number in each guest group. That registry will be maintained for a minimum of two years, and shall be available upon request of the STR Administrator within seven days. Annually, beginning with the first renewal of said **STR license**, the owner shall file with the Town a **copy of their STR rental registry from the preceding twelve months, signed to attest to its accuracy.**

10. The failure to submit all required information or comply with the application requirements—including fee payment—shall result in a denial of a license. Submission of false or misleading information on an STR application shall be considered a violation subject to a fine, and may result in a denial of a license or the suspension or revocation of an existing license.

J. An application for Short-Term Rental Registration, for dwelling units with a capacity of greater than 8 occupants, shall require compliance with subsection I above, plus the following: An inspection report, showing satisfactory inspection results for the most recent inspection, with **unconditional** occupancy approved

from the State of Vermont Division of Fire Safety for the requested short-term rental **Dwelling Unit Capacity**. **Safety violations and an open rather than closed, final report shall not be accepted as satisfactory for STR licensing or renewal.**

K. **No STR License** shall be issued unless the applicant has complied with subsection I above (for **DUC** of 8 or less) or has complied with subsection J above (for **DUC** of greater than 8 occupants).

L. **A Short-Term Rental License** shall expire on June 30 of each year and require renewal **a minimum of fifteen days before the expiration date** to continue use of a dwelling unit as a short-term rental. **An STR license expires upon the transfer of the property to a new owner.**

M. Disposal: Recycling, Food Waste, Ash and Coals, Trash.

An STR owner shall provide for the separation and disposal of trash, food waste, and recyclable material utilizing secure, 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. The owner is responsible for the timely removal of these items, in accordance with Vermont State Law (10 V.S.A. § 6621a).

ARTICLE 5. LICENSE FEES. A fee for a License 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:

	st 1 Offense	nd 2 Offense	rd 3 Offense	th 4 Offense
Waiver fee for				\$650 per day plus
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	revocation for 12 months before a new STR 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:

	st 1 Offense	nd 2 Offense	rd 3 Offense	th 4 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 12 months before a new STR 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.

The fees associated with serving a property owner with a Short-Term Rental Ordinance non-compliance violation will be borne by the ticketed party, unless the ticketed party is found by the Vermont Court not to be in violation of the Ordinance or subject to it.

ARTICLE 10 [if accepted, update Article numbering below]

A Short-Term Rental Administrator shall be appointed by the Town of Londonderry Selectboard and shall report to them on a regular basis. Provisions of this Ordinance shall be interpreted literally, and administered and enforced by the STR Administrator. Actions of the STR Administrator may be appealed by an interested

party to a Town of Londonderry Rental Housing Appeals Board, which shall be structured and staffed by Selectboard action.

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 judgement 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.

* * *