



GEORGIA VERMONT

Selectboard Special Meeting Monday, December 15, 2025 at 6:00 PM Chris Letourneau Meeting Room and via Zoom Agenda

Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWVadz09>

Meeting ID: 616 584 3896 | **Passcode:** 5243524

Dial by your Location: 1 929 205 6099 (New York)

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. BOARD BUSINESS
 - A. SHORT TERM RENTAL ORDINANCE - Action to Approve
 - B. FY26 BUDGET DISCUSSION
4. PLAN NEXT MEETING AGENDA
 - A. December 22, 2025: Regular Selectboard Meeting
5. ADJOURN

Agendas are posted to the Town website, four designated places within the Town of Georgia (Town Clerk's Office, Georgia Public Library, Maplefields & Georgia Market), and e-mailed to the local media. Meeting videos are posted on the Town of Georgia website.

Minutes and videos are posted on the Town of Georgia website.

Signed: Stacy Katon, Town Administrator

Phone: 802-524-3524 | Fax: 802-524-3543 | Website: townofgeorgia.com



GEORGIA VERMONT

Short Term Rental (STR) Licensing Ordinance

I. **Authority:**

This Ordinance is adopted pursuant to the authority set forth in Chapters 59 and 61 of Title 24 of the Vermont Statutes An- notated, including specifically 24 VSA § 2291(29). This Ordinance shall be designated as a civil ordinance under 24 V.S.A. § 1971(b).

II. **Purpose:**

The purpose of this ordinance is to seek to balance the well-established practice of renting residential dwelling units to travelling transients and the visiting public, while preserving the character of residential neighborhoods and minimizing potential negative impacts of Short-Term Rentals, and continuing to promote public health, safety and welfare of visitors and residents, both full-time and part-time. By establishing an orderly process for identifying Short-Term Rental properties in the Town and compiling a database of the Designated Responsible Persons and emergency contact information for each Short-Term Rental property, the Town intends to ensure an effective and expedient response to an emergency that may arise in connection with the Short-Term Rental property.

Furthermore, through the establishment of a dynamic Registry of Short-Term Rental properties, the Town seeks to gather information regarding the practice of renting residential dwelling units on a short-term basis, so the Town may better evaluate and determine through data what regulation of such rental properties, if warranted, is appropriate and consistent with the best interests of the Town, its residents (full-time and part-time) and visitors.

III. **Definitions:**

The following definitions shall apply to this Ordinance.

- A. "Advertising" shall mean any method used to promote the existence or availability of a STR. Advertising includes but is not limited to the use of websites, STR platforms, search engines, emails, signs, displays, radio & television broadcasts, newspapers, periodicals, direct mail, or other printed and electronic media.
- B. "Designated Responsible Person" shall mean a Person or Persons designated and authorized by the Owner to act as their agent, or that Person's employee or agent, capable of and responsible for responding to emergency situations and other issues related to the STR when the property is being rented or leased as an STR, including providing first responders with timely interior and exterior access to the Short-Term Rental. For the sake of clarity, the Designated Responsible Person may be the Owner of the STR.
- C. "Dwelling Unit" shall mean one or more rooms, connected together, constituting a separate, independent house-keeping unit or establishment for Owner occupancy, rental, or lease, physically separated from any other rooms or dwelling units which may be in the same building, and containing independent cooking, sanitation, and sleeping facilities.
- D. "Enforcement Officer" shall mean the Town Zoning Administrator or any other person designated as an Enforcement Officer by the Selectboard.
- E. "Person" shall include any natural person, corporation, municipality, the State of Vermont, or any department, agency, or subdivision of the State, and any partnership, unincorporated association, or other legal entity.
- F. "Owner" shall mean the Person(s) in whom is vested title to real property in or on which an STR is

located, or that is rented as an STR, regardless of whether that title is undivided or fractional. While an Owner may be represented by, and Owner obligations under this Ordinance may be performed by, an agent, the Owner is ultimately responsible for the STR and compliance with this Ordinance.

- G. "Short-Term Rental Registration Form" shall mean the form that the Owner of a Short-Term Rental property must submit to the Town or its designee, containing required information related to the Short-Term Rental property.
- H. "Short-Term Rental" or "STR" or "Short-Term Rental property" means any lease or rental of residential real property, including a furnished house, condominium, or other dwelling room or self-contained Dwelling Unit, or a portion thereof, to the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days and for more than 14 days per calendar year, but specifically excluding commercial lodging establishments such as hotels, motels, inns and bed and breakfasts. For the sake of clarity, the definition of Short Term Rental shall include residential real property located within a Commercial Lodging Facility that is held in separate and unaffiliated ownership from the Commercial Lodging Establishment itself, as in the case of individually owned rooms within a so-called condominium hotel, where said residential real property is rented to the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days and for more than 14 days per calendar year.

IV. Short-Term Rental Registration Form

- A. Prior to renting an STR property, the Owner of the property proposed for STR, or their authorized agent, shall complete and submit to the Town an STR Registration Form and pay any required fee(s) for each Dwelling Unit they may separately rent as an STR. An authorized agent may register and pay required fees on behalf of multiple STR owners provided the required fees are paid for each Dwelling Unit. An STR Registration Form may be completed and submitted at any time during the calendar year, provided that submission of a complete form as determined by the Zoning Administrator precedes rental of the involved STR Dwelling Unit. The STR Registration Form, once submitted and deemed complete, shall cover the STR for the remainder of the calendar year and shall be subject to the renewal provisions hereof beginning January 1 of the following year.
- B. The STR Registration Form shall be developed by the Zoning Administrator and, subject to the requirements of this Ordinance, may be administratively modified or amended from time to time by the Selectboard at the Board's sole discretion.
- C. The STR Registration Form shall require that the Owner of STR property provide the following information to the Town, as well as such additional information about the STR as the Selectboard may reasonably require:
 - (1) Physical (E-911) address(es) of all Short-Term Rental property offered for lease/rental;
 - (2) The identity of a Designated Responsible Person who will serve as a local point of contact when the owner is unavailable.
 - (3) Declaration of occupancy based on the number of approved bedrooms as determined by a Wastewater Permit or Lister Card. The approved occupancy limits shall not be exceeded.
- D. After completing and submitting an STR Registration Form, the Owner shall report to the Town any material change(s) in the required information submitted to the Town within thirty (30) days of the occurrence of the change.
- E. Upon the conveyance of title to any STR Licensed property in the Town, and no later than thirty (30) days from the date of the conveyance as evidenced by the date on an instrument conveying the property filed in the Town's Land Records, the new Owner shall complete a new STR Registration Form with updated information to continue to use the property as an STR.

V. Other STR Requirements

- A. The owner of the STR, or the owner's Designated Responsible Person, who receives a verified noise complaint may be required to install a noise monitoring system and post designated quiet hours.
- B. The contact information required by 18 V.S.A. 4467 shall be displayed in plain sight within the STR.
- C. Either the owner of the STR, or the owner's Designated Responsible Person, shall be geographically proximate and available and on call 24 hours a day, seven days a week during rentals to respond in the event of an incident.
- D. Accurate occupancy limits shall be included in all advertisements of the STR. Advertised occupancy limits shall not exceed the number of bedrooms x 2 plus 2 (excluding children under 2 years old). The official number of bedrooms may be confirmed using wastewater permit records for the property.
- E. Vehicles associated with the STR of a property shall not park outside of designated off-road parking areas and shall not park on shared private driveways, private roads, or public highways.
- F. Provisions must be in place for timely trash removal after each rental.
- G. If an Accessory Dwelling Unit (ADU) is proposed to be rented as an STR, then the parcel owner shall be required to live on the property full time, with the property being their primary residence, unless zoning approval is received to convert the improvements on the property to a duplex..
- H. The owner of the STR is responsible for the collection and payment of applicable Vermont Taxes, including Vermont's Meals and Rooms Tax (MRT) and Local Option Tax.
- I. The owner shall obtain the educational information packet regarding Short-Term Rentals provided by the Vermont Division of Fire Safety, as required by 18 V.S.A. 4468(a).
- J. The owner of the STR shall inform, in writing, all adjacent residential neighbors of their application for an STR license within 14 days of submitting their application.
- K. In addition to non-compliance with other mandatory provisions hereof, it shall be a violation of this Ordinance for the Owner of real property used as an STR to:
 - (1) Lease or rent their property as a Short-Term Rental without first registering it with the Town as provided herein.
 - (2) Provide intentionally false or materially misleading information on any Short-Term Rental Registration form.
 - (3) Fail or refuse to pay the STR Registration fee or renewal fee.
- L. The Owners of all STR properties shall ensure that the Georgia Fire Department has year-round, 24-hour access to the STR through a Fire Department approved lock box or other reasonable means of providing immediate access authorized by the Fire Department.
- M. All STR properties shall have a Designated Responsible Person, who may be the STR Owner, who is available and authorized to respond to emergency situations and other issues related to the STR when the property is being rented or leased as an STR. The Designated Responsible Person shall respond within 45 minutes of notification by a Georgia Firefighter or Police Officer regarding any issue or problem involving a STR when the property is being rented or leased as an STR. For the purposes of the foregoing sentence, "respond" shall mean arrive, in person, at the location of the involved STR property, unless specifically excused from doing so by a Georgia Firefighter, Police Officer, the ZA or other Person authorized to enforce this Ordinance. This provision is not intended to require a Designated Responsible Person to violate the law, including speed limits, or place themselves or others in an unreasonable at-risk situation to facilitate a timely response.

VI. Short-Term Rental Licenses:

A. Applications

Applicants for a license shall submit a completed STR Registration Form, available via the Online Permit Portal, that includes submission of Vermont Short Term Rental Safety, Health and Financial Obligations Form, as required by 18 V.S.A § 4468(b).

B. Violations:

The Enforcement Officer may revoke or deny the license of a Short-Term Rental upon violations of these regulations within the preceding twelve-month period. Revocation or denial of a license shall prohibit the owner from using the premises as a Short-Term Rental, during which period the owner shall be subject to fines for any unlicensed rental operation until a valid license is issued.

C. Fees

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

VII. Enforcement

Any Person who violates a provision of this civil ordinance shall be subject to injunctive relief and a civil penalty for each such violation. Each day the violation continues shall constitute a separate offense. The Enforcement Officer shall have authority to issue and pursue before the Judicial Bureau, or another court having jurisdiction, municipal complaints to enforce this Ordinance. An Enforcement Officer or the Town Attorney may dismiss or amend a municipal complaint in appropriate circumstances in accordance with law or court rules.

1. Waiver Fees

An Enforcement Officer is authorized to recover waiver fees, in lieu of a civil penalty, in the following amounts, for any person who declines to contest a municipal complaint and pays the waiver fee:

First Offense	\$100
Second Offense.....	\$200
Third Offense	\$300
Fourth and Subsequent Offenses.	\$400

Offenses shall be counted on a twelve (12) month basis, beginning January 1 and ending December 31 of each year. An Enforcement Officer shall have discretion, for good cause shown, to issue a written warning, without recovering a waiver fee, for any First Offense. In such instance, the written warning shall be counted as a First Offense for calculating the number of annual offenses.

2. Civil Penalties

An Enforcement Officer is authorized to recover civil penalties in the following amounts for each violation:

First Offense	\$200
Second Offense.....	\$400
Third Offense	\$600
Fourth and Subsequent Offenses.	\$800

Offenses shall be counted on a twelve (12) month basis, beginning January 1 and ending December 31 of each year. An Enforcement Officer shall have discretion, for good cause shown, to issue a written warning, without recovering a civil penalty, for any First Offense. In such instance, the written warning shall be counted as a First Offense for calculating annual offenses.

3. Other Relief

In addition to the enforcement procedure available under Chapter 59 of Title 24, the Enforcement Officer is authorized to work with the Town Attorney and commence a civil action in a court of competent jurisdiction to obtain injunctive relief and/or to seek such other appropriate relief to enforce this Ordinance as is authorized by law.

VIII. Severability

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

IX. Effective Date

This Ordinance shall take effect on XXXX XX, 2025, unless a petition is filed in accordance with 24 V.S.A. § 1973.

Adopted at Town of Georgia this ____ day of _____2025.

Kristina Senna	_____
Brian Dusmore	_____
Judith Nasca	_____
Carl Rosenquist	_____
Kellie Bosenberg	_____

Received and Recorded:_____

Town Clerk:_____

Cheryl Letourneau

NOTICE OF ADOPTION
TOWN OF GEORGIA SHORT TERM RENTAL (STR) LICENSING ORDINANCE

The Selectboard of the Town of Georgia does hereby ordain:

Pursuant to the provisions of 24 V.S.A. Chapters 59 and 61, and other such general enactments as may be material thereto, on December 15, 2025, the Selectboard adopted the Town of Georgia Short Term Rental (STR) Licensing Ordinance. Among other provisions, this Ordinance establishes a licensing process for identifying short-term rental properties, which allows it to track the rental of such properties; imposes some baseline rules and regulations for the operation of short-term rentals, including requiring compliance with State tax and life safety codes; and ensures there can be an effective and expedient response to an emergency that may arise at a short-term rental. The Ordinance’s purpose is to balance the well-established practice of renting residential dwelling units to travelling transients and the visiting public, while preserving the character of residential neighborhoods and minimizing potential negative impacts of Short-Term Rentals, and continuing to promote public health, safety and welfare of visitors and residents, both full-time and part-time.

Dated this __ day of December, 2025.

Stacy Katon, Town Adminsitrator
Town of Georgia

The Town of Georgia Short Term Rental (STR) Licensing Ordinance shall become effective on **February 13, 2026**, unless a petition signed by not less than 5% of the qualified voters of the Town requesting that the adopted Ordinance be submitted to voters of the Town at an annual or special town meeting is filed with the Town Clerk on or before **January 28, 2026**. The full text of the Ordinance may be viewed at the Georgia Town Clerk’s office or on the Town’s website at www.townofgeorgia.com.

For more information, contact: Stacy Katon, Town Administrator, Town of Georgia, 47 Town Common Road, St. Albans, VT 05478, 802-524-3524, administrator@townofgeorgia.com.

VLCT QUICK GUIDE TO: ORDINANCE ADOPTION, AMENDMENT, OR REPEAL

TOWN OF GEORGIA

CHECKLIST FOR ORDINANCE ADOPTION/AMENDMENT/REPEAL

The Short-Term Rental (STR) ordinance is proposed and approved:

- ☐ Introduction of proposed Short-Term Rental (STR) ordinance at regular or special selectboard meeting held on November 24, 2025 and December 8, 2025.
- ☐ Approval of STR ordinance by majority of total membership of selectboard on December 15, 2025.

The selectboard notifies the public of its intent to make the STR ordinance effective:

- ☐ STR ordinance will be entered into the selectboard minutes on: December 15, 2025.
- ☐ Copies of the STR ordinance will be posted in the following five conspicuous places in town on Friday, December 19, 2025:
 1. Town offices
 2. Georgia Public Library
 3. Georgia Elementary & Middle School
 4. Georgia Market
 5. Maplefields
- ☐ Notice will be published in the St. Albans Messenger newspaper circulating in the town on: December 19, 2025, which is not more than 14 days after adoption by the selectboard.
- ☐ The newspaper notice includes:
 - Name of the municipality;
 - Municipal website address (if the town has a website and it is updated on a regular basis);
 - Title or subject of the STR ordinance;
 - Full text or concise summary of the STR ordinance;

- Name, telephone number, and mailing address of a municipal official designated to answer questions and receive comments;
- Location where the full text of the STR ordinance may be examined; and
- Explanation of citizens' right to petition pursuant to 24 V.S.A. § 1973 for a vote on the STR ordinance.

If the town does not receive a voter petition within 44 days of the date the selectboard adopted the STR ordinance:

- o STR ordinance will become effective on **Friday, February 13, 2026** which is 60 days after the date of its adoption, or on another chosen date following the expiration of the 60 days as established by the selectboard;
- o STR ordinance will be recorded in town records on **Monday, February 16, 2026**.

If the town receives a voter petition within 44 days of date the selectboard adopted the STR ordinance, the selectboard must warn (i.e., notice) a (special or annual) town meeting to determine whether voters will disapprove of the STR ordinance.

- ☐ Voter petition must be received on **Wednesday, January 28, 2026** by 4:00pm.

If the annual town meeting falls within 60 days from receipt of the petition, the selectboard includes an article pertaining to the STR ordinance in the annual meeting warning and:

- ☐ At least two copies of the ordinance will be posted at each polling place during the hours of voting; and
- ☐ Enough copies of the ordinance are made to give to voters at the polls upon request.

If the voters disapprove of the STR ordinance at an annual or special town meeting, the STR ordinance does not take effect.

If the voters approve of the STR ordinance at an annual or special town meeting, the STR ordinance takes effect at the conclusion of that meeting (unless otherwise specified).