

## MEMORANDUM

TO: Matt Sturgis, Town Manager  
FROM: Maureen O'Meara, Town Planner  
DATE: November 19, 2020  
SUBJECT: STR amendments transition

The last paragraph in the draft STR amendments is a transition provision which is not yet drafted. This provision will make clear how current STR permit holders will transition to the STR amendments once they are adopted. The Town Council should provide staff with direction on how they want this handled and then language for the Effective Date paragraph will be added to the draft (prior to the Town Council vote).

### Current Status

The existing STR regulations specify that a permit is valid for one year, which results in STR permit issuance all year long. The proposed amendments require STR permits to be submitted in January of each year, with a permit duration limited to the calendar year. This change is intended to reduce burden on staff resources and improve enforcement.

Any new STR permit has been subject to a moratorium since June 1, 2020. There are approximately 50 current STR permits at this time.

The Town Council increased the STR permit to \$250 on July 1, 2020 with the intent to increase the fee to \$500 upon adoption of the new ordinance. Fees will be used to cover the costs of contracted third party enforcement services and related STR expenses.

### Transition

Staff recommends that all outstanding STR permits expire thirty days after the date that the draft STR amendments take effect. The thirty day period will provide an opportunity for a new STR permit application to be submitted with payment of the STR permit fee in effect at that time. These permit application deadlines will only be in effect during the transition period.

If the new ordinance does not take effect until after March 1, 2021, the Town Council may want to waive the permit fee for STR applications where a \$500 fee has already been paid in 2021.