

Town of Forestburgh
Proposed Short Term Rental (STR) Regulations
April 2024, Final Draft

In order to operate as an STR the rental must be registered and approved for an STR in the Town of Forestburgh and County of Sullivan. Rentals can not be booked without Town approval and registration with Sullivan County.

Proof of current homeowner's insurance is required as a condition of STR permit issuance.

Application will be made to Town of Forestburgh Building Department with new Operating Permit Application (add new \$25 application fee). Proof of registration with Sullivan County must be provided with application.

Premise violations of any nature recorded in the Town of Forestburgh will render the application for a STR denied.

STR's are limited to one (1) unit per lot, and can not be adjacent to another approved STR. All STR's in existence and in compliance with Town Code (registered with Sullivan County) at the time of passage of regulations will be grandfathered and not subject to restrictions of this specific provision.

Once a complete STR Operating Permit Application is received, a safety and compliance inspection will be performed by the Town of Forestburgh Code Enforcement Officer (CEO).

Once approved for STR operation, an Accessory Use Permit (STR) will be issued with payment of annual approved fee. An inventory of approved STR's will be maintained by the Town of Forestburgh.

Approved STR's will be subject to an annual fee as determined by the Town Board and required to re-certify each year with an affidavit of compliance (new form) by the owner. Payment of the annual fee, approved re-certification, and proof of registration with Sullivan County will allow continuation of the approved STR.

The Town of Forestburgh establishes a cap of (TBD based on current number of STR's in Town of Forestburgh). Applications received for new STR's above the cap will establish a waiting list based on age of application.

Any violation found at a premise with a STR Accessory Use permit will result in suspension of the permit and rental until the violation is resolved with the Town of Forestburgh. Fines will be imposed for violations as established in XXXXXX. A second violation within 12 months of initial violation will result in revocation of the permit for a 12-month period.

STR's are limited to the approved owner and can not be transferred to another owner.

Any STR operating without a permit will be cited by the Town of Forestburgh CEO with violation of Town Code. Fines will be imposed, and the owner will be held responsible for compliance. Continuing non-compliance will result in legal prosecution and accumulating fines.

A placard bearing the following information will be prominently displayed in the approved STR in plain sight: Owner Name, Premise Street Address, Premise Contact Name and Phone Number in case of Issue (24/7), Town of Forestburgh Code Enforcement Information, and Emergency Contact Information. A prominent 911 street address sign will be displayed at street level for identification in case of emergency.

Follow up items:

- In reviewing with Glenn and determining scope, suggest the Town add a new chapter in code addressing Short Term Rentals
- Establish Town of Forestburgh Operating Permit Application (with \$25. Application fee)
- Establish Town of Forestburgh Accessory Use Permit (STR)
- Once the new Town Code chapter is approved, permits and forms established, determine the timeline for mailings and compliance with provisions. 60 days should be the target for application and compliance.
- Mail letter and email blast to all Town property owners of new STR regulations and fees, and send packet of information (application, inspection form, etc.) to all STR's currently registered in Sullivan County. The end of the 60-day window would signal the end of the compliance period and start enforcement of new chapter.
- Violations and fees... Town Code Article XI Violations and Enforcement (Page 95) strictly stipulate all parameters of compliance and enforcement of the new STR chapter when approved. These violations and fees should be reviewed for STR specific requirements.

Other considerations:

- Should the CEO investigate and enforce limits on number of guests and parking allowances? Historically it appears that the current STR industry self regulates this aspect of the business. Forestburgh does not present as a spring break type of vacation area. If confirmed complaints about number of guest or parking issues arise, we suggest addressing at a later point in time.

Next Steps:

Request Town Attorney to create new provisions of Town Code to move forward with STR requirements, fees, and approvals for administration by Code Enforcement.