

**LOCAL LAW NO. 1 OF 2019**

**A LOCAL LAW REGULATING  
SHORT-TERM RENTALS IN THE  
TOWN OF WARRENSBURG**

**BE IT ENACTED BY THE WARRENSBURG TOWN BOARD AS FOLLOWS:**

The Warrensburg Town Code is hereby amended by adding the following new Chapter 163.

**ARTICLE 1. PURPOSE AND INTENT; AUTHORITY**

The Town Board has determined that short-term, transient rentals can be incompatible with the sense of privacy, community and ambience currently enjoyed in residential neighborhoods in the Town and have the potential to create a threat to the public health, safety and well-being within the Town. The Board also recognizes that Short-Term Rentals can attract visitors to the Town and can provide an additional source of income to Town residents. Accordingly, the Board wishes to provide regulations to protect against adverse effects of this use while allowing it under appropriate circumstances. This Local Law is adopted pursuant to New York Municipal Home Rule Law.

**ARTICLE 2. DEFINITIONS**

As used in this Chapter, the following words shall have the meanings indicated:

**DWELLING UNIT** – One or more rooms designed, occupied or intended for occupancy as separate living quarters, with provision for living, cooking, sanitary and sleeping facilities provided for the exclusive use of one family or household.

**RENTAL** –Granting use or possession of a Dwelling Unit in whole or part to a person or group in exchange for some form of valuable consideration.

**SHORT-TERM RENTAL** – A Dwelling Unit, which may or may not be inhabited by the owner of record or their immediate family, that is rented, in whole or in part, for a period of less than thirty (30) consecutive days to any person or entity, but not including a Hotel, Motel, Inn, Campground or Bed and Breakfast.

**SHORT-TERM RENTAL OWNER** – All entities having an ownership interest in a Dwelling Unit which is used as a Short-Term Rental.

**SHORT-TERM RENTAL PROPERTY** – The entire area which is under the ownership or control of the Short-Term Rental Owner including, as applicable, the parcel of land on which a Short-Term Rental is located together with the dwelling in which it is located and any other structures on the parcel.

**ARTICLE 3. PERMIT REQUIRED.**

- A. An owner of a Dwelling Unit shall obtain a revocable Short-Term Rental Permit whenever the Dwelling Unit is to be used as a Short-Term Rental.
- B. A Short-Term Rental Permit shall be obtained prior to using the Dwelling Unit as a Short-Term Rental.
- C. A Short-Term Rental Permit shall be valid for three (3) years and shall expire on the 31<sup>st</sup> day of December of the third year it is in effect, and must be renewed every three (3) years thereafter for as long as the Dwelling Unit or portion thereof is used as a Short-Term Rental.
- D. Short-Term Rental Permits are non-transferrable. If a Short-Term Rental is sold or otherwise transferred, the new owner must apply for and obtain a Short-Term Rental Permit in their name prior to any use of the Dwelling Unit as a Short-Term Rental by the new owner. Buyers under contract for the purchase of a Short-Term Rental Property may apply for a Short-Term Rental Permit as a prospective owner in the same matter as set forth herein, with issuance of the permit conditioned upon the Buyers' closing of title to the property.
- E. Failure to abide by the rules established by the Town of Warrensburg for Short-Term Rentals may result in revocation of the Short-Term Rental Permit and/or additional penalties as set forth below.

**ARTICLE 4. PERMIT APPLICATION REQUIREMENTS.**

An application for a Short-Term Rental Permit or renewal shall be:

- A. Made on a form provided by the Town Clerk or Town Code Enforcement Officer;
- B. Submitted to the Code Enforcement Officer;
- C. Signed by all persons and entities that have an ownership interest in the proposed Short-Term Rental Property;

D. Accompanied by:

- (1) a non-refundable application fee in an amount to be determined by Resolution of the Town Board.
- (2) a copy of the vesting deed or other document showing how title to the proposed Short-Term Rental is held.
- (3) proof of a satisfactory inspection of the Short-Term Rental Property by the Warren County Department of Fire Prevention and Building Codes conducted within the thirty (30) days immediately preceding the application date and at the Owner's expense; and which proof sets forth the maximum overnight occupancy for the Short-Term Rental.
- (4) a site plan of the proposed Short-Term Rental Property (not required to be professionally drawn) showing all building locations and off-street parking area(s).
- (5) a list of the rules and regulations for the proposed Short-Term Rental as required by Section 163(7)(B).
- (6) a signed and notarized affidavit by all of the proposed Short-Term Rental Owners certifying compliance with the Short-Term Rental standards set forth in Section 163(7).
- (7) a list of the proposed Short-Term Rental Owners including names, addresses, telephone numbers and e-mail addresses.

**ARTICLE 5. APPLICATION PROCEDURE.**

- A. Upon the filing with the Code Enforcement Officer of a Permit Application, Permit Fee and all documents required by this Chapter, the Code Enforcement Officer shall have thirty (30) days to review the application and either issue the Permit, with or without conditions, or notify the applicant in writing that the application has been denied and state the reason or reasons for denial. All issued Permits shall bear the signature of the Code Enforcement Officer.
- B. If the Code Enforcement Officer believes that information provided with regard to the Short-Term Rental and/or Short-Term Rental Property is inaccurate, he or she shall notify the Property Owner and make arrangements with the Property Owner to physically inspect

the proposed Short-Term Rental Property to verify the application information. Failure on the part of the Property Owner to allow entrance onto the Property shall terminate the application process.

- C. In issuing a Short-Term Rental Permit, the Code Enforcement Officer may impose reasonable conditions and restrictions which are directly related and incidental to the use of the Short-Term Rental so long as such conditions and restrictions are consistent with the requirements of the this Chapter, Town Zoning Code and are imposed for the purposes of maintaining safety or minimizing any adverse impact the proposed Short-Term Rental may have on the community or neighborhood.
- D. The Code Enforcement Officer may deny a Permit application for any of the following reasons:
  - (1) If the application form is incomplete or required documents are not provided.
  - (2) If the application fee is not provided.
  - (3) If a Short-Term Rental Permit for the property was revoked within the previous year.
  - (4) If a physical inspection of the proposed Short-Term Rental Property, as outlined in this Section, reveals that information provided in the application is not factual or the Property is not in compliance with the requirements for Short-Term Rentals as described in the Short-Term Rental Standards at Section 163(7).

#### **ARTICLE 6. CONTENTS OF SHORT-TERM RENTAL PERMIT.**

Short-Term Rental Permits issued pursuant to this Chapter shall state the following:

- A. The names, addresses, telephone numbers and e-mail addresses of every person or entity that has an ownership interest in the Short-Term Rental Property.
- B. The name, address and telephone number of a local primary contact person who shall be available during the entire time that the Short-Term Rental is being rented.

- C. The maximum occupancy requirements for the Short Term Rental as determined by the Warren County Department of Fire Prevention and Building Codes.
- D. That the renters must observe quiet between the hours of 10:00 p.m. and 7:00 a.m. daily.
- E. That the Short-Term Rental Permit may be revoked for violations.
- F. Any conditions imposed by the Code Enforcement Officer.
- G. That the Permit shall expire on December 31<sup>st</sup> of the third year for which it is effective.

**ARTICLE 7. SHORT-TERM RENTAL STANDARDS.**

Short-Term Rentals shall comply with the following standards and requirements:

- A. Short-Term Rental Properties shall comply with all current Federal, State and Local laws, codes, rules and regulations.
- B. Rules and regulations put in place by the Short-Term Rental Owner shall be provided in writing to each renter and posted at all times when the Short-Term Rental is rented in a conspicuous location at the Short-Term Rental in plain view of the renters, and shall list the penalties for violation of such rules or regulations. The rules and regulations shall be enforced by the Short-Term Rental Owner and shall include a requirement that renters shall maintain quiet at the Short-Term Rental between the hours of 10:00 p.m. and 7:00 a.m.
- C. The Short-Term Rental Permit shall be posted inside the Short-Term Rental within five feet (5') of the main entrance and remain so posted during any period that the Short-Term Rental is rented pursuant to the Permit.
- D. Provisions shall be made by the Short-Term Rental Owner prior to actual rental for weekly garbage removal during rental periods. Garbage containers shall be secured with tight fitting covers at all times to prevent leakage, spillage and odors, and be placed where they are not clearly visible from the street or road except as required for pick-up times.
- E. A house number visible from the street or road shall be maintained.

- F. The Short-Term Rental Owner shall provide each property owner within a 150' radius of the boundaries of the Short-Term Rental Property with a copy of the current Short-Term Rental Permit, and shall certify to the Town Code Enforcement Officer in written form the name(s), addresses and date(s) of the person or persons provided with a copy of the current Short-Term Rental Permit.
- G. The Short-Term Rental Owner must ensure that current and accurate information is provided to the Town Code Enforcement Officer and must immediately notify the Code Enforcement Officer of any changes from the information originally supplied at the time of application. If, based on the information changed, the Code Enforcement Officer issues an amended Permit, the amended Permit must be immediately posted in the Short-Term Rental in place of the original Permit.

**ARTICLE 8. ENFORCEMENT AND PENALTIES.**

- A. The Town Code Enforcement Officer and Warren County Fire Prevention and Building Codes Department shall be granted access to the Short-Term Rental Property upon reasonable request for the purpose of inspection and/or enforcement of compliance with Short-Term Rental regulations and/or State and Local Codes.
- B. A Short-Term Rental Permit, may be revoked, suspended or reasonably conditioned according to the following:
  - (1) For a first or second violation of this Chapter or the terms of a Short-Term Rental Permit by a Short-Term Rental Owner related to a particular Short-Term Rental Property, the Code Enforcement Officer shall issue a written Notice of Violation to the Short-Term Rental Property Owner mailed to the addresses set forth on the Short-Term Rental Permit by certified or registered mail, return-receipt requested. The Notice of Violation shall specify the violation, what actions must be taken to remedy the violation and provide for a reasonable time in which to remedy the violation. If a property owner fails to remedy the violation within the timeframe specified, the Code Enforcement Officer may revoke, suspend or attach reasonable conditions to an existing Short-Term Rental Permit.
  - (2) For a third or any subsequent violation of this Chapter or the terms of a Short-Term Rental Permit by a Short-Term Rental Owner related to a particular Short-Term Rental Property, the Code

Enforcement Officer shall issue a written Notice of Violation and may revoke, suspend or attach reasonable conditions to an existing Short-Term Rental Permit. The Notice of Violation and any determination of the Code Enforcement Officer to revoke, suspend or condition an existing Short-Term Rental Permit shall be provided to the Short-Term Rental Property Owners in writing to the addresses set forth on the Short-Term Rental Permit by certified or registered mail, return-receipt requested.

- (3) The Code Enforcement Officer may suspend or revoke a Short-Term Rental Permit immediately, regardless of the number of prior violations, in the event of a violation of this Chapter or the terms of a Short-Term Rental Permit which poses a threat to the health, safety or welfare of any occupants or the general public. In the case of an immediate suspension or revocation, the Code Enforcement Officer shall notify the Short-Term Rental Property Owners in writing to the addresses set forth on the Short-Term Rental Permit by certified or registered mail, return-receipt requested.
- (4) Short-Term Rental Property Owners may appeal a determination of the Code Enforcement Officer to suspend, revoke or condition a Short-Term Rental Permit no later than thirty (30) days after the mailing of notice of the determination. The appeal must be made in writing to the Town Clerk and such appeal shall be heard by the Town Board at a regularly scheduled Town Board Meeting. During the time following submission of an appeal and prior to the decision of the Town Board, the determination of the Code Enforcement Officer shall be stayed. At the hearing the Town Board shall accept evidence offered by the Short-Term Rental Owner, any complaining parties, the Code Enforcement Officer and any other witness with relevant evidence. The Town Board shall make its determination within ten (10) days after the hearing, and may uphold, reverse or modify the Code Enforcement Officer's determination. The Town Board's determination shall be provided to the Short-Term Rental Property Owners in writing to the addresses set forth on the Short-Term Rental Permit by certified or registered mail, return-receipt requested.
- (5) If a Short-Term Rental Permit is revoked, no Short-Term Rental Permit may be obtained for the subject property for at least one year following the revocation.

- C. The Code Enforcement Officer and/or authorized assistants or deputies shall have the authority, pursuant to the Criminal Procedure Law, to issue an appearance ticket or summons and complaint, subscribed by him or her, directing a designated person to appear in court at a designated time in connection with the commission of a violation of this Chapter.
  
- D. Penalties. Any person or entity who shall violate any provision of this Chapter, any order made hereunder, or any rules or regulations adopted pursuant to this Chapter in addition to other penalties provided for in this Chapter shall be guilty of an offense punishable in the following manner:
  - (1) A fine of not more than \$200 for the first offense;
  - (2) A fine of not more than \$500 for a second offense; and
  - (3) A fine of not more than \$950 for a third or any subsequent offense.
  
- E. A civil action or proceeding in the name of the Town of Warrensburg, New York, may be commenced in any court of competent jurisdiction to compel compliance with or restrain by injunction the violation of any provision of this Chapter or any rule or regulation adopted pursuant to hereto. Such remedy shall be in addition to penalties otherwise prescribed by law and may be commenced with the consent of a majority of the Town Board.
  
- F. No remedy or penalty specified in this section shall be the exclusive remedy or penalty available to address any violation described in this section, and each remedy or penalty specified in this Chapter shall be in addition to, and not in substitution for or limitation of, the other remedies or penalties specified in this Chapter, or in any other applicable law. Any remedy or penalty specified in this Chapter may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any other remedy or penalty specified in this section Chapter. The Town may initiate enforcement proceedings under this Chapter at any time following receipt of a complaint or if the Code Enforcement Officer determines that a violation has occurred.
  
- G. Each day a violation continues shall constitute a separate and distinct offense to which all penalties shall apply.



**ARTICLE 9. SEVERABILITY**

The invalidity of any clause, sentence, paragraph or provision of this Local Law shall not invalidate any other clause, sentence, paragraph or part thereof.

**ARTICLE 10. EFFECTIVE DATE**

This Local Law shall take effect upon filing by the office of the New York State Secretary of State or as otherwise provided by law.