

**DRAFT FOR BOARD REVIEW:  
Short-Term Rentals Bylaw development process [April 16,2018]**

<b>Phase 1: Assess situation</b>		
<b>Timeframe</b>	<b>Plan</b>	<b>Status / Next steps</b>
✓ <b>June-Oct. 2017</b>	Subcommittee formed: Issue Assessment: gather data, identify facts, concerns, opportunities, stakeholders, legislation; Create workplan; Create presentation; Create survey; Engage with HostCompliance	
<b>Phase 2: Listen to the community</b>		
✓ <b>November</b>	Conduct two Community Discussions; Launch Online Survey; Meet with Town Manager to launch review of potential licensing, inspections protocols	
✓ <b>December</b>	Report on Nov. 14 Community Discussions finalized; share with Planning Board and BOS; promote survey and next Community outreach	
✓ <b>January 2018</b>	Survey ends Jan. 15; Jan. 20 – Third Community Discussion; Monitor state legislation.	
✓ <b>February</b>	Finalize report on Third Community Discussion(s)	
✓ <b>March</b>	1.0 Bylaw created	
<b>Phase 3: Consolidate findings, develop policy</b>		
➤ <b>April – June</b>	<ul style="list-style-type: none"> <li>➤ Develop white paper outlining key findings / issues / policy goals</li> <li>➤ Consolidate all community input to 1.0 Bylaw into 2.0 in development</li> <li>➤ April 10 Public Hearing; have meeting; continue to either June 26, Sept. 11, or Sept. 24</li> <li>➤ Continue work on 2.0 Bylaw including:               <ul style="list-style-type: none"> <li>○ Revisit/research solutions created by other communities</li> <li>○ Explain each decision</li> <li>○ Consider other amendments to Bylaw that may be required</li> <li>○ Compare to Town proposed licensing, inspections protocols to assess gaps that may require state lobbying</li> <li>○ Assess enforceability; Assess complexity; Legal review</li> </ul> </li> </ul>	
➤ <b>July – Aug</b>	<ul style="list-style-type: none"> <li>➤ State legislative deadline: July 31</li> <li>➤ Planning Board continues to refine bylaw</li> <li>➤ Developed Sept.-Oct. communication plan</li> </ul>	
➤ <b>September 11</b>	<ul style="list-style-type: none"> <li>➤ 2.0 Bylaw proposal that Planning Board can agree is well-developed; 80% rule</li> <li>➤ Either 9-11 or 9-24 continued Public Hearing</li> </ul>	
➤ <b>Sept-Oct</b>	<ul style="list-style-type: none"> <li>➤ Lots of communication</li> </ul>	
➤ <b>November X</b>	<ul style="list-style-type: none"> <li>➤ Town Meeting</li> </ul>	

**PB Meetings:**

April 17	May X	June X	July X	August X	Sept 11	Oct X
April 24	May X	June X	July X	August X	Sept 25	Oct X
						Nov. X