



Town of Southwick

Short-Term Rental Subcommittee



MINUTES

May 3, 2022, 7:00 p.m.

**Joint “Hybrid” Meeting of the Short-Term Rental Subcommittee and the Planning Board
via Zoom (Per the Chapter 20 Acts of 2021)**

Written Minutes

(Not verbatim - comments can be heard on recordings available at www.southwickma.org)

MEMBERS IN ATTENDANCE:

PLANNING BOARD MEMBER Richard Utzinger
SELECTMAN Doug Moglin
FIRE CHIEF Russell Anderson
DPW DIRECTOR Randy Brown
BUILDING INSPECTOR Kyle Scott
BOARD OF HEALTH DIRECTOR Tom Fitzgerald
LIEUTENANT Rhett Bannish
RESIDENT Pat Odiorne
RESIDENT Jacqueline Senez

TOWN STAFF:

TOWN PLANNER Jon Goddard

ABSENT:

PLANNING BOARD SECRETARY Meghan Lightcap

Also attending the meeting were 2 members of the public and several people identified on Zoom.

The joint “hybrid” meeting of the Southwick Planning Board Short Term-Rental Subcommittee was scheduled to take place via Zoom and was called to order at 7:00 p.m. by Mr. Brown. He stated that the meeting was being recorded, asked if anyone else was recording the meeting, and asked if all persons could hear via Zoom.

1. Call Meeting to Order

2. Roll Call for Attendance of Committee Members.
3. Welcome new member Jacqueline Senez
4. Public Comments.
5. Discussion.
 - a. Review survey questions: The committee discussed potential survey questions they had submitted to Mr. Brown before the meeting. Mr. Brown said the most important questions were: whether residents were aware that there were short-term rentals, did residents know they were not allowed and would residents support them and if so, are there any conditions or restrictions you would like incorporated into the bylaws. Mr. Brown showed the members example surveys from towns that have short-term rentals and they discussed the questions that they liked. Ms. Senez raised the question of inspections and Mr. Brown said there is a yearly Board of Health inspection for businesses and inspections for new buildings, Lieutenant Bannish added that there are yearly re-applications for liquor licenses but they were not aware of any others. Mr. Brown said it would be important to have the question that asks if the homeowner lives in the home and the Committee agreed that it was. Mr. Brown said he would compile the questions and send them back to the Committee. Mr. Utzinger asked to set a timeline and the group agreed they would give 30 days' once it was sent out. Diane Gale of 5 Point Grove Road said that they may want to add, in the section that it says your feedback will help the Planning Board decide; your feedback will help the town decide. Mr. Utzinger said the decision does go to the Planning Board before the Town. Ms. Odiorne recommended putting an ad in with Southwoods for their monthly paper.
 - b. ADA applicability: Mr. Brown said the question was raised about handicap accessibility and he was waiting on Mr. Scott, the Building Inspector, who was not at the meeting, to get back to him. Ms. Odiorne said when you register with the state you have to have ADA accessibility. Ms. Gale said the town of Williamsburg has a short-term rental bylaw that says it must apply to all zoning requirements in the town which will include that and parking. Mr. Brown said the town does not require ADA in single family homes. Ms. Gale said it's being turned into a business and Mr. Brown said it's technically still a residence but even if you have an existing business if they do renovations less than 30% of the value of the building there is no requirement for this. Ms. Gale said the town of Williamsburg also has to have a special permit from the Zoning Board of Appeals. Mr. Brown said it would be best to have the Building Inspector give his input.

- c. Review tax and impact fee data: Mr. Brown said there is the potential for the town to collect occupancy and excise tax so they need to look into this as they will need to discuss it if they make a recommendation to the Planning Board.
- 6. New Business. Mr. Utzinger brought up alarms on gates as it pertains to short-term rentals, specifically if people have pools. Ms. Odiorne said the safety video they had watched gave good information on this and Ms. Senez agreed with her.
- 7. Routine Business.
 - a. Approval of 3/8/2022 Minutes

A **MOTION** was made by Mr. Utzinger and **SECONDED** by Mrs. Odiorne to approve the Meeting Minutes of March 8, 2022.

The motion passed by unanimous vote.

- b. Next meeting date. June 21, 2022 at 6:00 p.m.

- 8. Meeting adjournment

A **MOTION** was made by Mr. Utzinger and **SECONDED** by Ms. Odiorne to adjourn the meeting of the Short-Term Rental Subcommittee at 7:52 p.m.

The motion passed by unanimous vote.

The Next Scheduled Meeting is June 21st, 2022.

Respectfully submitted,

Meghan Lightcap
Planning Board Administrative Assistant