

Sebago Short Term Rental

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ONLY
4-9-24

Definitions of Short-term rental, long term rental, dwelling unit, hosted short term rental

Registration process with Town:

- One year term possibly allow auto renewal if no violations
- Fee set based on similar towns
- Consider a hotel tax to assist with tax base and enforcement costs
- Reregistration if change of ownership
- Inspection of property including: egress, electric, fire safety, housekeeping, heating, septic pump record (possible reinspection every 3 years)
- Provide the following with application:
 - Address of property and map and plot numbers
 - Plot plan to include septic tank size, leach field location, septic tank location, septic tank capacity, parking spots available must be off roadway
 - Floor plan: Bedrooms, Hallways, Smoke detectors, carbon monoxide detectors, fire extinguishers, emergency exits
 - Application fee
 - Certificate of Insurance
- Applicant Shall Receive:
 - Copy of ordinance
 - Copy of registration
 - Copy of Good Neighbor flyer

Performance Standards:

- Emergency contact: owner must provide an Emergency Contact who is able to respond within two (2) hours to complaints regarding the condition, safety or operation of the short-term rental or the conduct of guests and take such remedial action on behalf of the owner, or as otherwise allowed by law, to resolve such complaints.
- Occupancy limits: limited to a maximum of two (2) guests per legally permitted bedrooms (as determined by the Code Enforcement Officer) plus an additional two (2) guests.
- Parking: dwelling unit's owner must provide off-street parking for the guests, parking is prohibited in a manner that impedes access by emergency vehicles to the property or any other dwelling in the neighborhood.
- Trash Disposal: owner must provide trash containers for household trash and ensure that the trash is removed from the property at the end of each rental period.
- No Serving of Food by Owner: No food shall be prepared for or served to short-term rental guests by the owner in a manner that would require a victualer's license from the Town, or an eating establishment license from the State of Maine.

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- **Habitability of Dwelling Unit:** dwelling unit may not be rented as a short-term rental if the same has not received a certificate of occupancy from the Code Enforcement Officer, has been declared to be a "dangerous building" by the Selectboard, as defined by state law, or has otherwise been declared to be unfit for human habitation by the Local Health Officer.

Complaints, Penalties, Violations and Enforcement:

- **Complaints Concerning Short-term Rentals:**
 - Complaints or violations go to CEO via written complaint, excluding life safety issues
 - Complaints that interrupt the quiet enjoyment of a resident in their home, or immediate neighborhood, or life safety issues may be reported to the Cumberland County Sheriff's Department
 - CEO will attempt to get the units owner to voluntarily comply with standards
 - CEO will provide Select Board a list of complaints and any resolutions annually
- **Suspension or Revocation of a Registration:**
 - a violation of this Ordinance exists and cannot be resolved within a reasonable time period, and if the nature and/or number of complaints warrant further review of the registration, the Code Enforcement Officer
 - CEO shall provide a report to the Select Board for review and consideration
 - Select Board may revoke a short-term rental registration based on the dwelling unit owner's non-compliance with this ordinance
 - Decisions made by the Select Board may be appealed to the Zoning Board of Appeals and or to the Maine Superior Court within thirty (30) days of that decision, consistent with Rule 80B of the Maine Rules of Civil Procedure
 - Registrants who have previously had a registration(s) revoked pursuant to this article shall be allowed to be registered in the future only by order of the Select Board.
- **Violations and Enforcement:**
 - Issuance of notice of violation
 - Time period established violation for addressing violations
 - Enforcement action if required in the Maine District or Superior Court
 - Minimum fine for violations and fines for ongoing issues
 - Proven violations town is entitled to recover its attorney's fees and costs in bringing the enforcement action.
- **Appeal process**
- **Severability clause**
- **Conflict with other ordinances clause**

References: Town of Falmouth STR ordinance, Bar Harbor STR Land Use Amendments and their STR Ordinance, Casco STR Ordinance