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§ _____ Requirements to operate STRs.

- A. STRs must comply (it cannot be in violation) with Chapter _____ Land Use Ordinance. Refer to Chapter _____ for information on where STRs are allowed, related definitions, and standards. (This would require specifically allowing it PER ZONE in our zoning ordinances)
- B. No person(s) shall advertise for rent, rent, or operate a STR without a valid registration issued pursuant to this chapter.
- C. The owner of a STR shall complete and post the emergency information sheet, provided by the CEO, on or about the inside of the front or main door of the dwelling unit for convenient inspection by the occupant. The emergency information sheet shall include, but is not limited to, the following information:
 - 1. Registration number;
 - 2. Physical address of the STR and instruction on how to contact emergency responders;
 - 3. Information on how to file a complaint regarding life safety requirements with the Town of Millinocket;
 - 4. The name, mailing address, email address, and telephone number of the owner; and
 - 5. The name, email address, and telephone number of a local contact (if different from the owner) who will be available to respond to problems and emergencies.
- D. The registration number shall be posted on all advertising including, but not limited to, online platforms.
- E. At the time of issuance of a registration, the property taxes, town water fees, and/or town sewer fees, associated with the property to be rented as a STR, shall not be in arrears.
- F. Prior to the issuance of a registration, the dwelling unit to be used as a STR must pass the life safety inspection per § _____. In between inspections cycles, the property owner shall attest in writing that the dwelling unit complies with the regulations in section § _____.
- G. Trash shall be removed on a weekly basis while the property is being rented as a STR.
- H. To register as a VR-1, the property owner shall attest and provide reasonable documentation demonstrating that the subject property is the owner's primary residence such as tax returns and driver's license.

§ _____. Terms, maximum number of registrations, transfer of registration and transition from VR to VR-1 or VR-2.

- A. Terms. All registrations expire on _____(date) of each year.
- B. Maximum number of registrations. Do we want to limit the amount of STR? Maybe only by zone? Refer to 125-69.Y.(1) (b)
- C. Transfer of registration. Refer to 125-69.Y.(1) ©
- D. Transition from VR to VR-1 or VR-2. Refer to 125-69.Y.(2) (a) § 174-7.

Procedure for registration and renewal

- A. Applications. All applications for STR registrations shall be filed with the CEO on forms provided for this purpose.
- B. Fee. The non-refundable registration fee must be paid at the time the application is filed. (Should this be a filing fee? Free?)
- C. Renewal. Refer to 125-69.Y.(2) (b)
- D. The Code Enforcement Office shall issue a registration to the property owner if the dwelling unit has met all requirements of this chapter.
- E. Within 30 days of the issuance of a new registration, the CEO shall send a one-time notification of the STR to all property owners within 50 feet of the outer boundary of the property. Notice shall be deemed received if mailed to an owner's last known address according to the town tax records. This provision does not apply to registrations that are being renewed.
- F. Having secured a registration does not relieve the property owner from the obligation to obtain any additional permits necessary for the use.
- G. All issued registrations shall be filed with the building permit files under the management of the CEO.

§ _____. Life safety inspections and inspection schedule.

- A. The registration of a STR shall be subject to an initial inspection of life safety requirements by the CEO, and thereafter, registration renewals shall be subject to an inspection every three years.
- B. All STRs shall comply with:
 - 1. The following chapters of the NFPA 101 Life Safety Code, as most recently amended and edited, and as applicable: (We would find the equivalent sections in our existing code, if applicable)
 - i. Chapter 4, General
 - ii. Chapter 6, Classifications of Occupancy and Hazard of Contents
 - iii. Chapter 7, Means of Egress
 - iv. Chapter 9, Building Service and Fire Protection Equipment
 - v. Chapter 24, One- and Two-Family Dwellings
 - vi. Chapter 30/31, New and Existing Apartment Buildings
 - 2. Chapter _____, Electrical Installations, of the Town of Millinocket, as it may be amended, edited and as applicable.

§ 174-9. Violations, penalties and fines

- A. Violation of operating without a registration. It shall be a violation of this chapter for any person to advertise for rent, rent, or operate a STR without a valid registration. If, after investigation, the Code Enforcement Officer finds that a STR is being advertised for rent, or is being rented without a valid registration, written notice shall be given by certified mail, return receipt requested, of such violation to the property owner. A copy of such notice shall be submitted to the Town Council and shall be maintained as a permanent record. This violation shall prohibit the property owner from applying for a STR registration for the property in violation for 12 months from the date of the payment of the

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applicable fine. The fine for operating without a valid registration shall be \$250 per day for each day of operation without a valid registration as determined by the Code Enforcement Officer. (we should ensure that this doesn't conflict with any other existing sections of the code, or we can simply say "or whichever is stronger")

- B. Violation of registration. The Code Enforcement Officer shall investigate all alleged violations, and enforce the provisions of this chapter and the terms and conditions of the registration. If, after investigation, the Code Enforcement Officer finds that any provision of this chapter or any term or condition of any registration granted under this chapter is being violated, written notice shall be given by certified mail, return receipt requested, of such violation to the owner and to any other person responsible for such violation, indicating the nature of the violation and ordering that action necessary to correct it be taken within a reasonable time determined by the Code Enforcement Officer. A copy of such notice shall be submitted to the Town Council and shall be maintained as a permanent record.
1. If, after notice given pursuant to §_____ the violation is not abated or corrected within the specified time, the Code Enforcement Officer shall report same to the Town Council. The Code Enforcement Officer's report shall indicate the additional enforcement actions under consideration and whether the Town Attorney has been consulted or will subsequently be involved. At its next meeting, the Town Council shall vote to accept the Code Enforcement Officer's report. The Town Council shall not entertain comment from the person alleged to have violated this chapter nor shall it take any evidence relating to whether a violation has in fact occurred.
 - i. Suspension and revocation of registration
 1. Suspension – Minor Violation. The Code Enforcement Officer shall suspend a registration for failure to correct a violation, per §174-8.B. The suspension may not exceed three months. Operation of the STR during the period of suspension shall be a violation subject to a fine of \$500.00 per day.
 2. Suspension – Major Violation. After three or more of the following: substantiated disorderly events as defined in Chapter 64 or other violations of this chapter in a 24-month period, the Code Enforcement Officer, shall suspend a registration for a minimum of three months and a maximum of 12 months. Minor and major violations can be either concurrent or cumulative. Operation of the STR during the period of suspension shall be a violation subject to a fine of \$500.00 per day.
 - ii. Revocation. In cases of recurring major violations or in certain cases of criminal activity at the STR property, the Code Enforcement Officer may revoke a registration.

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§ 174-10. Appeals

In accordance with the process outlined in §_____, the Board of Appeals may, upon written application of an aggrieved party received by the Planning Board within 30 days of any decision or enforcement action which interprets this chapter, or hear an appeal from such decision. For purposes of this section, the term "decision" is limited to an order, decision, or enforcement action made in writing.