

---

---

**MEMORANDUM**

---

---

**TO:** BAR HARBOR TOWN COUNCIL MEMBERS

**FROM:** MATT BARTLETT, FIRE CHIEF & ANGELA CHAMBERLAIN, CEO

**SUBJECT:** LONG-TERM RENTAL (LTR) REGISTRATION PROGRAM ACTION PLAN

**DATE:** OCTOBER 15, 2021

**CC:** CORNELL KNIGHT, TOWN MANAGER  
MICHELE GAGNON, PLANNING DIRECTOR

---

On October 5, 2021, the Town Council voted unanimously to “request that staff prepare an action plan to develop a Rental Registration Program for the Council’s consideration.”

In response to that meeting and the motion made to prepare an action plan, we have put together some documents for your review and consideration. Attached you will find:

1. A summary of the proposed program with the Purpose, the recommended Task Force membership, and a description of the proposed timeline for the Task Force process.
2. The second page is the timeline for the development of a final report with recommendations for the Town Council’s consideration.
3. Also attached is a draft “Long-Term Rental Registration Task Force Roles and Responsibilities.” We closely mirrored the bylaws for the Parking Solutions Task Force to develop this language.

We respectfully request that you make any modifications to the timeline and the draft “Task Force Roles and Responsibilities” as you see necessary, and approve the creation of a task force as proposed to allow us to move forward with this project as outlined.



We recognize that there is a need for better oversight and regulation of long-term rental housing in Bar Harbor. However, past staffing shortages and lack of enforcement tools have been contributing factors in the inability to manage and enforce minimum requirements. The current complaint-based system is inadequate and insufficient to prevent and address LTR housing problems like over-crowding and life safety violations. We are hopeful that a Task Force made up of landlords, tenants, town staff, and other community stakeholders, whose purpose is to investigate, discuss and make recommendations for a LTR registration program will help us develop informed, concise, and focused recommendations. We are sensitive to ensure that elements of the program will not create an undue burden and will not cause tenant displacement to the greatest extent possible. Our goal is to gain support for the program and create partnerships with landlords and tenants through engagement and education.

**Matthew Bartlett, Fire Chief**  
**Angela Chamberlain, CEO**

## PURPOSE

The purpose of the Long-Term Rental (LTR) Housing Registration Program is to: protect the health, safety, and general welfare of the residents of Bar Harbor; ensure that all rental units in the town of Bar Harbor are maintained in a safe and sanitary condition and do not create a nuisance or derelict conditions to the surroundings; and to maintain a registry of long-term rentals that require registration and relevant associated data to assist the town in understanding the characteristics of the existing housing stock.

## RECOMMENDED TASK FORCE MEMBERSHIP

- 1 MEMBER OF THE BAR HARBOR TOWN COUNCIL
- 1 REP. MDI/ELLSWORTH HOUSING AUTHORITY
- BAR HARBOR CODE ENFORCEMENT OFFICER
- BAR HARBOR FIRE CHIEF
- BAR HARBOR PLANNING DIRECTOR
- 2 RESIDENTS AT LARGE
- 2 LONG-TERM RENTAL LANDLORDS
- 2 LONG-TERM RENTAL TENANTS

## PROPOSED TIMELINE FOR THE TASK FORCE

Fall 2021 – Appoint Task Force members; staff will prepare a schedule and develop a framework for the Task Force to begin their discussions.

01/2022 – First meeting of the Task Force to brainstorm and identify the elements of a program which will need to be discussed and vetted throughout the process.

02/2022 – 04/2022 - The Task Force will meet for three months to discuss the details of the program and develop recommendations on the structure of the program.

05/2022 – The final meeting of the Task Force to finalize any remaining details and preparation of the final report with recommendations.

06/21/22 – Staff will present the final report with recommendations to the Town Council for their consideration.

### Long-Term Rental (LTR) Registration Task Force Roles & Responsibilities

The mission of the Long-Term Rental Registration Task Force is to develop a registration program for long-term (more than 30 days) rentals with specific recommendations. The Town Council supports the 2019 Housing Policy Framework, which includes a strategy to ensure quality rental housing by developing a rental property maintenance licensing and inspection ordinance.

#### **Appointment**

The Task Force will consist of 11 members with one member being a Town Councilor, one member being the Planning Director, one member being the Code Enforcement Officer, one member being the Fire Chief, two members being current landlords of long-term (more than 30 days) rentals, two members being current long-term (more than 30 days) rental tenants, two members being residents at large, and one representative of the Ellsworth and MDI Housing Authority. All Task Force members are to be appointed by the Appointments Committee and sworn in by the Town Clerk.

The Task Force shall meet at least once a month beginning in January 2022 with the final report (a recommended program) presented to the Town Council no later than June 21, 2022. With approval of the Town Council, an extension of time for the final report may be granted if the Task Force demonstrates due diligence in making progress towards completion of the project.

The Task Force shall elect a Chair and Vice-Chair at the first meeting. A town staff member shall take minutes at each meeting and send approved minutes to the Town Clerk. A quorum shall be 7 members of the Task Force. Meeting agendas shall be posted on the bulletin board in the Municipal Building lobby and on the town's website.

#### **Compensation**

There shall be no compensation provided for the members of the Task Force.

#### **Duties and Responsibilities**

The Task Force will make recommendations on specific elements of a Long-Term Rental (LTR) Registration program with an inspection component that will include, but may not be limited to:

- Frequency of rental inspections
- Inspection checklist items
- Registration process
- Fees, including an incentive component
- Housing exceptions to the program (Vacation Rentals, etc.)

The Task Force will prepare a final report with specific recommendations to present to the Town Council for their consideration in June of 2022.

#### **Amendment**

These bylaws may be amended only by action of the Town Council.

# LONG-TERM RENTAL REGISTRATION PROGRAM

*Timeline for the development of a final report and recommendation to Bar Harbor Town Council*

