



PLANNING MEMORANDUM

Date: July 9, 2025

To: Jason Williamson, *Code Enforcement Officer*
Chris Hanson, *Assistant Code Enforcement Officer*
Town of Raymond Planning Board
401 Webbs Mills Rd., Raymond ME 04071

From: Brett Wiemken, *Planning Consultant*
James Seymour, PE, *Engineering Consultant*
Sebago Technics, Inc.
75 John Roberts Rd. Ste. 4A, South Portland ME 04106

Subject: Planning Memorandum for the July 9, 2025 Planning Board Meeting

Members of the Board,

This memorandum has been prepared to document and offer discussion topics for potential ordinance changes for consideration at the 2026 Town vote. This memo includes items as discussed at the June 11, 2025, which include a draft short-term rental ordinance, off-street parking standard considerations, mass gathering/events standards, and draft standards for outdoor cannabis growing operations.

Items contained herein show proposed verbiage for the Board to consider and discuss with respect to their ordinance sections. For reference, proposed changes to the ordinance are shown using ~~red-strikeout~~ text for verbiage to be removed, and **bolded in blue** text for verbiage to be added.

We look forward to this thoughtful discussion with the Town.

Sincerely,
SEBAGO TECHNICS, INC.

A handwritten signature in black ink, appearing to read "Brett Wiemken".

Brett Wiemken
Planning Consultant

A handwritten signature in black ink, appearing to read "James R. Seymour".

James R. Seymour, P.E.
Engineering Consultant



TOWN OF RAYMOND SHORT-TERM RENTAL REGISTRATION ORDINANCE

DRAFT FOR 07/09/2025 PLANNING BOARD MEETING

Date: June 11, 2025

To: Town of Raymond Planning Board
401 Webbs Mills Rd., Raymond ME 04071

From: Brett Wiemken, *Planning Consultant*
James Seymour, PE, *Engineering Consultant*
Sebago Technics, Inc.
75 John Roberts Rd. Ste. 4A, South Portland ME 04106

This draft short-term rental (STR) ordinance includes updates based on the discussion from the Planning Board Workshop held on June 11, 2025. Please see the updates with items ~~removed struck out in red~~, and **added verbiage in blue**.

Section 1: Purpose & Authority

- A. Purpose:** The Town of Raymond's residents value the peace and quiet character of their residential neighborhoods. In recent years, a growing number of property owners rent out their properties on a short-term basis throughout various seasons of the year. To preserve the fabric of residential neighborhoods and to protect the safety of existing residents and visitors, the Town of Raymond believes the operation of short-term rentals (STRs) must be monitored. This ordinance was developed with an interest to balance the desires of the property owners who wish to rent their properties to short-term tenants and with the desire for residents wishing to preserve the character of their residential neighborhoods.
- B. Authority:** Under the authority of 30-A M.R.S.A. §§ 4401-4407, including all acts in amendment thereof and in addition thereto, and any other enabling laws, this *SHORT-TERM RENTAL REGISTRATION ORDINANCE* of the Town of Raymond, Maine is hereby adopted to encourage the most appropriate use of land of an economically sound and stable community (Effective _____)

Section 2: Definitions

Short-Term Rental: A **permanent** dwelling unit that is rented to renters or guests for a period of time less than thirty (30) consecutive days; for compensation, directly or indirectly. Short-term rentals do not include hotels, motels, bed and breakfast inns, **banquet halls**, or campgrounds.

Primary Residence, Hosted: A dwelling that is occupied by the owner when any part of the dwelling unit is rented as a short-term rental.

Primary Residence, Unhosted: A dwelling unit that is not occupied by the owner when any part of the dwelling unit is rented as a short-term rental, but is the primary residence of the owner.

Non-Primary Residence, Unhosted: A dwelling unit that is not occupied by the owner when any part of the dwelling unit is rented as a short-term rental, and is not the primary residence of the owner

Long-Term Rental: A dwelling unit that is rented to renters or guests for a period of time equal to or greater than thirty (30) consecutive days for compensation, directly or indirectly.

Dwelling Unit: *(From Raymond LUO)* One or more habitable rooms designed, intended or used for living quarters by one or more persons living together as a family, with living, sleeping, sanitary and cooking facilities, including within the meaning of "cooking facilities" a stove, hot plate, microwave oven or other device for heating or cooking food. The term shall include manufactured houses and rental units that contain cooking, sleeping and toilet facilities, regardless of the time period rented. Recreational vehicles are not residential dwelling units.

Permanent or Year Round *(From Raymond SLZO):* A dwelling unit so constructed as to be suitable for occupancy 365 days of the year.

Seasonal *(From Raymond SLZO):* A dwelling unit so constructed as to be suitable for occupancy during the warmer months of the year only.

Owner: *(From Raymond LUO)* Any person, firm, corporation or other legal entity that controls a parcel of land by a fee or less than fee title, or is party to a valid contract or option to purchase said title.

Advertising: Any form of communication for marketing that is used to encourage, persuade or manipulate viewers, readers or listeners into contracting for goods and/or services as may be viewed through various media, including, but not limited to, newspapers, magazines, flyers, handbills, television commercials, radio, signage, direct mail, websites, electronic social media, third-party booking agents, realtors or text messages.

Section 3: Registration Requirements

- A. Effective Period:** Effective _____, no dwelling unit may be rented, or otherwise held out as being available for rent as a short-term rental, without first registering with the Town of Raymond in a manner consistent with this Ordinance. A short-term rental registration is valid for a period of one (1) calendar year from the date of issuance by the Town's Code Enforcement Officer.
- B. Renewal Period:** Short-term rental registrations ~~must be~~ shall be applied for or renewed annually on or before January 1. Any previously granted registrations are considered expired upon receipt of a new registration.
- C. Eligibility for Registration & Renewal:**
1. A short-term rental registration may not be granted to a renter, lessee, or any other party who is not the owner of the proposed short-term rental unit(s).
 2. Registrations completed under this ordinance are not transferable to a new owner. Any change in ownership shall require a new registration.
 3. Registrations are limited to the dwelling unit for which they are issued, and shall not be transferrable to a different dwelling unit on the same property.
 4. Registration applications shall be made available by the Code Enforcement Officer and provide all information required to demonstrate compliance with all listed performance standards contained in this ordinance, as well as all materials listed in *Section 3.D. Application for Short-Term Rental Registration*.
- D. Application for Short-Term Rental Registration:** The following items are required to be submitted when applying for a short-term rental registration.
1. Completed Short-Term Rental Registration application form.
 2. Application Fee, in an amount consistent with the Town's most current and adopted Fee Schedule.
 3. Septic information, including HHE-200 forms and evidence of when the system was last pumped.
- E. Completeness of Application: Review:** Upon submission of all application materials, the application shall be reviewed by the Code Enforcement Officer for completeness. Once deemed complete, the Code Enforcement Officer shall schedule an inspection of the premises.
- F. Inspection:** The short-term rental shall be inspected by the Code Enforcement Officer, and other appropriate Town officials as deemed necessary by the Code Enforcement Officer, to determine compliance with this ordinance and building code standards.
- G. Application Decision:** Once deemed complete, and after all necessary inspections, the Code Enforcement Officer shall either grant approval, approval with conditions, or deny each application.
- H. Rental Registration Certificate:** A rental registration certificate is to be made by the Code Enforcement Officer stating the valid period and authorized number of occupants. The certificate must be displayed in the rental unit.
- I. Renewals:** For renewal applications, Applicants are required to show evidence that the septic system has been pumped within the last five (5) years, and certify that the property has not been engaged in any unpermitted transfers.

- J. Advertising:** All advertising shall align with the occupancy limits as determined by the Code Enforcement Officer or their designee.

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Section 4: Performance Standards

- A. Emergency Contact:** The dwelling unit's owner must provide an emergency contact who is able to respond within three (3) hours to complaints regarding the condition of the short-term rental or the conduct of guests, and must be able to take such remedial action on behalf of the owner, or as otherwise allowed by law, to resolve such complaints. If the owner is a corporation, a local point of contact is required.
- B. Occupancy Limits:** Occupancy within a short-term rental is 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. [Specific occupancy limitations noted on a property's septic system HHE-200 form takes precedent over the above occupancy, if the number is less.](#)
- C. Parking:** The dwelling unit's owner must provide off-street parking for all guests subject to the requirements of the parking standards within the *Land Use Ordinance §300-9.3.A.2*. Parking that impedes access by emergency vehicles to the property or other dwelling units in the neighborhood is prohibited.
- D. Trash Disposal:** The dwelling unit's owner must provide trash receptacles for household trash. The dwelling unit owner is responsible to ensure that all trash is removed from the property at the end of each rental period.
- E. Habitability of Dwelling Units:** A 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 as 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.
- F. Signage & Lighting:** Any and all signage erected on the short-term rental property shall comply with the Town of Raymond's Land Use Ordinance, ~~with all sign lighting being Dark-Sky compliant with full cut-off fixtures, so as to not adversely affect abutting properties.~~
- G. Subletting & Event Hosting:** It shall be unlawful to sublet a short-term rental. It shall also be unlawful to host events that interfere with parking of neighbors, include guests beyond the ~~property's~~ [short-term rental's maximum occupancy rate](#), or create a nuisance for neighbors.
- H. Distribution of Good Neighbor Flyer:** [A copy of the Good Neighbor Guidelines, prepared and maintained by the Town, shall be posted in the short-term rental.](#)

Section 5: Complaints, Penalties, Violations, & Enforcement

- A. Complaints Concerning Short-term Rentals:** All complaints regarding short-term rentals shall be brought to the attention of the Code Enforcement Officer. Any complaints that interrupt the quiet enjoyment of a resident in their home or immediate neighborhood may be reported to the Cumberland County Sheriff's Department. The Code Enforcement Officer shall establish and maintain a record of all complaints received for each short-term rental and investigations with findings reported by the Code Enforcement Officer. The Code Enforcement Officer shall seek to obtain voluntary compliance through the correction of all substantiated complaints by the short-term rental registrant. A list of complaints and any resolutions shall be reported to the Town Selectboard by the Code Enforcement Officer.
- B. Suspension or Revocation of a Registration:** If in the opinion of the Code Enforcement Officer a violation of this ordinance exists and cannot be resolved within a reasonable time period, and if the nature and/or number of complaints warrants further review of the registration, the Code Enforcement Officer shall provide a report to the Town Manager, and the Selectboard if necessary, for review and consideration to suspend or revoke the short-term rental registration. If the violation requires the Selectboard's engagement, a public hearing will be held and the Selectboard may condition, suspend, or revoke a short-term rental registration on the basis of the dwelling unit owner's non-compliance with this ordinance. Any decision of the Selectboard described above may be appealed 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 Selectboard.
- C. Violations & Enforcement:** Failure to comply with any requirements of this ordinance shall result in the issuance of a notice of violation from the Code Enforcement Officer, or other authorized Town officials. If the violation is not addressed within the time period established within the notice of violation, the town may bring an enforcement action in the Maine District or a Superior Court. Each violation shall be subject to a minimum fine of \$_____ in an amount consistent with the Town's most current and adopted Fee Schedule. Each day that the violation continues shall be considered a separate violation. IN the event that the Town is successful in providing a violation, it shall be entitled to recover its attorney's fees and costs in bringing the enforcement action.

Section 6: Appeals

- A. Decisions and Notices of Violations:** Decisions and notices of violations issued by any Town official under this ordinance shall be appealed to the **Selectboard Zoning Board of Appeals** within thirty (30) calendar days of the date of the decision. Appeals shall be submitted to the Town Clerk and shall include a summary of the decision from which the appeal is taken and a summary of the issues for which review is sought.

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Section 7: Waivers

A. Waivers: Unless otherwise specifically indicated, the Planning Board may grant waivers from the performance standards contained in Section 4. In granting any waivers, the Planning Board shall make findings that:

1. The need for a waiver is based on unique circumstances relating to the specific short term rental registration and that these conditions would not be expected to be encountered elsewhere;
2. The application of the standards is not requisite to public health, safety, and general welfare;
3. The waiver would not qualify for relief granted by the Board of Appeals;
4. The granting of the waiver in other situations would not have the effect of amending the ordinance requirements; and,
5. Appropriate conditions of approval are applied, if the Board finds that approval is appropriate.

Section 8: Severability

- A. Should any section or provision of this ordinance be declared to be invalid by a court of competent jurisdiction, such a decision shall not invalidate any other section of this ordinance.

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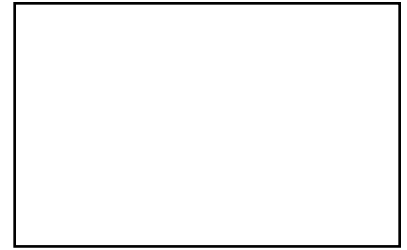
Town of Raymond Code Enforcement

Phone: (207) 655-4742

Fax: (207) 655-3024

Short-Term Rental (STR) Property Registration Application

Page 1 of 2



Reserved for Stamping use only

Registration Type: (check one)

New Property:

Renewing Property:

Property Information:

Property Address:

City

State

Zip

Tax Map & Lot:

Dwelling Type:

Please describe the dwelling. For example: a two-story, four season, seven room farmhouse.

Applicant Information:

Full Name:

Mailing Address:

City

State

Zip

Phone:

E-Mail:

Emergency Contact:

The Emergency Contact may be the property owner, registered agent, or representative. The Emergency Contact must be able to respond within three hours (24 hours per day) to complaints regarding the condition, safety or operation of the short-term rental or the conduct of guests and must be able to take such remedial action on behalf of the owner, or as otherwise allowed by law, to resolve such complaints.

Full Name:

Address:

City

State

Zip

Phone:

E-Mail:

Type of Short-Term Rental: (check one)

Primary Residence Hosted:

Primary Residence Unhosted:

Non-Primary Unhosted:

Other:

Code Compliance:

Occupancy/Septic:

Fire Safety:

Water Testing:

of Bedrooms:

of Smoke Detectors:

Last Water Testing Date:

Septic Size (if known):

of Carbon Monoxide Detectors:

Parking: (off-street)

Last Septic Pump Date:

of Fire Extinguishers:

Number of Spaces:

Please Note:

The State of Maine requires the landlord or building manager of a dwelling that is rented for human habitation and for which the water supply is a residential private drinking water well shall obtain a water test every 3 to 5 years.

Staff Use Only

Date Filed:

Fee Paid:

Payment:

Received By:

Submittal Options:

Drop off or Mail In:

401 Webb Mills Rd.

Raymond, ME 04071



Short-Term Rental (STR) Property Registration Application
Town of Raymond Code Enforcement

Phone: (207) 655-4742

Fax: (207) 655-3024

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Property Owner Acknowledgement of Responsibilities:

I understand that failure to meet the following operating standards will result in a violation of the Town of Raymond STR Registration Ordinance.

A. Emergency Contact:

The dwelling unit's owner must provide an Emergency Contact who is able to respond within three hours (24 hours per day) to complaints regarding the condition, or the conduct of guests and must be able to take such remedial action on behalf of the owner, or as otherwise allowed by law, to resolve such complaints. If the owner is a corporation, a local point of contact is required

B. Occupancy Limits:

Occupancy within a short-term rental is 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. Specific occupancy limitations noted on a property's septic system HHE-200 form takes precedent over the above occupancy, if the number is less.

C. Parking:

The dwelling unit's owner must provide off-street parking for all guests subject to the requirements of the parking standards within the *Land Use Ordinance* §300-9.3.A.2. Parking that impedes access by emergency vehicles to the property or other dwelling in the neighborhood.

D. Trash Disposal:

The dwelling unit's owner must provide trash receptacles for household trash. The dwelling unit owner is responsible to ensure that all trash is removed from the property at the end of each rental period.

E. Habitability of Dwelling Unit:

A 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 as a "dangerous building" by the Selectboard, as defined by the state law, or has otherwise been declared to be unfit for human habitation by the Local Health Officer.

F. Signage:

Any and all signage erected on the short-term rental property shall comply with the Town of Raymond's Land Use Ordinance.

G. Subletting & Event Hosting:

It shall be unlawful to sublet a short-term rental. It shall also be unlawful to host events that interfere with parking neighbors, include guests beyond short-term rental's maximum occupancy rate, or create a nuisance for neighbors.

H. Distribution of Good Neighbor Flyer:

A copy of the Good Neighbor Guidelines, prepared and maintained by the town, shall be posted in the short-term rental.

Applicant Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

Land Use Ordinance §300-9.3. Off-Street Parking:

§300-9.3.A.2. One space for each sleeping room in a tourist home, boarding or lodging house, motel or hotel, ~~or~~ **or short-term rentals.**

Land Use Ordinance §300-12.2. Terms Defined:

Banquet Hall: An establishment which is rented by individuals or groups to accommodate private functions including, but not limited to, banquets, weddings, anniversaries, and other similar celebrations. Such a use may or may not include kitchen facilities for the preparation or catering of food; the sale of alcoholic beverages for on-premises consumption during scheduled events and not open to the general public; portable restrooms; outdoor gardens or reception facilities.

District Uses: The Planning Board should consider if a “Banquet Hall” use type should be a Permitted Use, Conditional Use, or a Prohibited Use in each of the following zoning district classifications:

Village Residential District (VR):	<i>(Permitted/Conditional/Prohibited)</i>
Manufactured Housing Overlay District (MHOD):	<i>(Permitted/Conditional/Prohibited)</i>
Rural District (R):	<i>(Permitted/Conditional/Prohibited)</i>
Rural Residential District (RR):	<i>(Permitted/Conditional/Prohibited)</i>
General Commercial District (C):	<i>(Permitted/Conditional/Prohibited)</i>
Industrial District (I):	<i>(Permitted/Conditional/Prohibited)</i>
Resource Protection District (RP):	<i>(Permitted/Conditional/Prohibited)</i>
Stream Protection District (SP):	<i>(Permitted/Conditional/Prohibited)</i>
Limited Residential – Recreation District I (LRR1):	<i>(Permitted/Conditional/Prohibited)</i>
Limited Residential – Recreation District II (LRR2):	<i>(Permitted/Conditional/Prohibited)</i>

Land Use Ordinance §300-9.28. Outdoor Cannabis Growing Operations:

- A. Authority:** The Town of Raymond, Maine, is not an “opt-in” town under Maine Law (28-B M.R.S. §403). Non-opt in towns do not permit the adult-use establishments, but medical marijuana caregiver cultivation is permitted. No portions of this Section are intended to make the Town opt-in to allow marijuana uses. Outdoor cannabis growing operations that are permitted by state law and are not otherwise prohibited by this ordinance shall comply with the requirements of this Section. Under Maine law, municipalities can regulate the location, odor, and setbacks of caregiver and cultivation activities, so long as they do not prohibit all legal caregiver activities entirely.
- B. Standards:**
- 1. Enclosure & Setbacks:** All sun-grown cultivation and outdoor cannabis growing operations shall be conducted within fully enclosed structures or buildings. These structures shall comply with the setback requirements applicable to agricultural buildings under §300-9.16 *Agricultural Uses*. In no case shall such structures be located closer than fifty (50) feet to any abutting property line, or one hundred (100) feet to an existing dwelling on an abutting property, whichever distance is farthest.
 - 2. Odor Control:** All enclosed growing structures shall be equipped with operational odor mitigation systems, such as carbon filtration or other effective air-scrubbing technologies, designed to prevent the detection of cannabis odors perceivable beyond property boundaries.

Land Use Ordinance §300-12.2. Terms Defined:

Sun-Grown Cultivator: A caregiver who cultivates cannabis plants in the flowering stage without the use of artificial light.