



RENT BOARD

March 26, 2025

5:00 PM

ZOOM INFORMATION:

- a. Join from PC, Mac, iPad, or Android:

<https://portlandmaine-gov.zoom.us/j/89573671630?pwd=PEAlG9Nv2eu0bN8scaeWmfut2YOnlC.1>

Passcode:515179

Phone one-tap:

+13092053325,,89573671630#,,,,*515179# US

+13126266799,,89573671630#,,,,*515179# US (Chicago)

Join via audio:

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

Webinar ID: 895 7367 1630

Passcode: 515179

International numbers available: <https://portlandmaine-gov.zoom.us/j/kwnoAr1ft>

II. ROLL CALL:

III. APPROVAL OF MINUTES

- a. February 12, 2025 (Workshop) Minutes
- b. February 26, 2025 Minutes

IV. COMMUNICATIONS:

- a. 2025 Rental Data Available
- b. April Meeting Chair and Vice Chair Elections

V. UNFINISHED BUSINESS:

- a. Rent Increase Application - Completeness Check
Owner: Fredric Shotz, 33 Deering St #1, Portland, ME 04101
Address: 33 Deering St, Units 2F, 2C, 2R, and 3
CBL: 047-B-023-001
- b. Rent Increase Application - Completeness Check
Owner: Saunders Street Apartments LLC, 51 Belfield Rd, Cape Elizabeth, ME 04107
Representative: Willard Bollenbach and Randi Bollenbach, 51 Belfield Rd, Cape Elizabeth, ME 04107
Address: 23 Saunders St, Unit 5
CBL: 130-G-014-001

VI. Adjourn

Remote Rent Board Meeting (Workshop) Minutes - Held Via Zoom

Wednesday, February 12, 2025

II. Roll Call - 0:00:22

Anne-Laure Razat, Tenant, At-Large - Absent
Kristen Carreras, Landlord, At-Large
Matthew Lax, Tenant, District 1
Matthew Walker, Tenant, District 2
Christopher "Buddy" Moore, Tenant, District 3 - Chair
Vacant, District 4
Austin Sims, Homeowner, District 5 - Vice Chair - Absent

Staff present:

Dylan Orr, Rental Registration Coordinator
Agnieszka Dixon, Esq., Counsel for the Rent Board

III. New Business - 0:00:44

0:00:53 - The Chair suggests addressing agenda item III.b. as the first item of the workshop.

a. Completeness Check Procedure Discussion - See 1:13:37

See 1:13:37

b. Rent Board Annual Report Discussion - 0:01:44

0:02:05 - City staff summarizes the memo provided regarding rental units that are registered with \$0.00 rents.

0:05:00 - A draft of the 2024 Rent Board Annual Report is shared on screen and discussed among Board members.

No public comment received.

No motions or votes are made on this item.

1:13:37 - The Board resumes agenda item III.a.

1:15:43 - The completeness check subcommittee, Matthew Lax and Kristen Carreras, share their draft for the completeness check procedure for Board members to discuss.

No public comment received.

No motions or votes are made on this item.

IV. Adjourn

2:48:05 - The workshop is adjourned.

Remote Rent Board Meeting Minutes - Held Via Zoom

February 26th, 2025

II. ROLL CALL - 0:00:45

Christopher "Buddy" Moore, Tenant, District 3 - Chair

Austin Sims, Homeowner, District 5 - Vice Chair

Anne-Laure Razat, Tenant, At-Large

Matthew Walker, Tenant, District 2

Matthew Lax, Tenant, District 1

Kristen Carreras, Landlord - Absent

District 4 - Vacant

Staff present:

Dylan Orr, Rental Registration Coordinator

Benjamin Plante, Counsel for the Rent Board

III. APPROVAL OF MINUTES - 0:01:14

a. January 22, 2025 Minutes

0:01:37 - Anne-Laure Razat moves to approve the January 22nd minutes. Seconded by Austin Sims. (5-0, Carreras absent) The motion passes.

IV. COMMUNICATIONS - 0:02:10

There are no communications.

V. UNFINISHED BUSINESS - 0:02:20

a. Discussion of Rent Increase Application Backlog - 0:02:21

0:14:40 - David Bergeron speaks with the board regarding the backlog of rent increase applications.

0:26:30 - Matthew Lax moves to schedule a special meeting for April 9th to process the 5 tabled Port Property applications submitted under the old ordinance. Seconded by Austin Sims. (5-0, Carreras absent) The motion passes.

b. Rent Increase Application - Completeness Check - 0:29:38
Owner: Fredric Shotz, 33 Deering St #1, Portland, ME 04101
Address: 33 Deering St, Units 2F, 2C, 2R, and 3
CBL: 047-B-023-001

0:37:50 - Matthew Lax moves to find the application incomplete and request for more information to be determined and listed during the discussion of the motion. Seconded by Matthew Walker.

0:39:17 - Discussion of the application.

0:49:40 - Fredric Shotz enters the meeting and presents the application.

1:10:10 - Matthew Lax moves to call the motion to a vote. Seconded by Anne-Laure Razat. (5-0, Carreras absent) The motion passes.

1:11:05 through 1:16:54 - The Board takes a recess.

VI. New Business

a. Rent Increase Application - Completeness Check - 1:17:00
Owner: Faye Pertuis, 42 Noyes, Portland, ME 04103
Address: 233 Auburn St, Unit 2
CBL: 379-A-006-001

1:21:00 - The applicant, Faye Pertuis, presents the application.

1:42:30 - Matthew Lax moves that the application is found to be incomplete and the applicant will come back with additional materials and information to the next scheduled meeting. Seconded by Austin Sims. (5-0, Carreras absent) The motion passes.

VII. Adjourn - 1:45:22

1:45:29 - Austins Sims moves to adjourn. Seconded by Anne-Laure Razat. (5-0, Carreras absent) The motion passes.

City of Portland | Permitting and Inspections
Zachary Lenhert, Licensing and Housing Safety Manager



To: City of Portland Rent Board
From: Licensing and Housing Safety Division
Re: 2025 Rental Data Available

The Licensing & Housing Safety Division has completed processing Long Term Rental registration renewals that have currently been submitted for the 2025 license year. The rental data has been compiled and available for the Rent Board in the digital packets.

Thank you,

A handwritten signature in black ink, appearing to read 'Dylan Orr', is written over a light blue horizontal line.

Dylan Orr
City of Portland
Business Licensing & Housing Safety Division

City of Portland – Housing Safety Division
Rental Increase Application

Date of Hearing:

December 18, 2024 – Tabled to January 22, 2025 – Tabled to February 26, 2025
– Tabled to March 26, 2025

Landlord Name and Address:

Fredric Shotz
33 Deering St. #1
Portland, ME 04101

Property Address:

33 Deering Street, Units 2F, 2C, 2R, and 3
Portland, ME 04101

CBL:

047-B-023-001

City of Portland – Housing Safety Division
Maintenance of Net Operating Income Application

Date of Hearing:

December 18, 2024 – Tabled to January 22, 2025 – Tabled to March 26, 2025

Landlord Name and Address:

Willard and Randi Bollenbach
51 Belfield Road
Cape Elizabeth, ME 04107

Property Address:

23 Saunders Street, Unit 5
Portland, ME 04103

CBL:

130-G-014-001