
**CITY OF BIG BEAR LAKE
CODE COMPLIANCE DIVISION
POLICY & PROCEDURE MANUAL**

Effective Date: September 15, 2016

***Subject: TRANSIENT PRIVATE HOME RENTAL UNITS – REGISTRATION
APPLICATIONS FOR MULTIPLE DWELLING UNIT DEVELOPMENTS***

PURPOSE

The Code Compliance Division is responsible for ensuring that Transient Private Home Rental (TPHR) Units are in compliance with local ordinance and state requirements. This policy identifies the registration criteria that will be followed with respect to processing registration applications for multiple dwelling units located on a single parcel of land. TPHR registration applications for a single-family dwelling and dwelling units within an approved condominium or townhome development are unaffected by this policy and procedure; and, shall be processed and inspected in accordance with previously established policies and procedures.

DISCUSSION

Section 17.03.310 of the City of Big Bear Lake Development Code sets forth a specific procedure for allowing the rental of private homes to visitors on a short term basis. Section 17.03.310B.1 of the City of Big Bear Lake Development Code defines a TPHR unit as "...a dwelling unit (including either a single family detached or multiple family attached unit) rented for the purpose of overnight lodging for a period of not less than one night and not more than 30 days." Only dwelling units that comply with this definition can be approved for use as TPHR units. The procedure identified below provides clarity with regard to the types of dwelling units that may be registered for TPHR use.

PROCEDURE

MULTIPLE FAMILY DWELLING UNITS (DETACHED)

1. Multiple dwelling units located on a single parcel of land that are detached (i.e. they do not share a common party wall separating the living spaces of individual units) are not by definition single family detached or multiple family attached dwelling units. As such, only one of the two or more dwelling units on this single parcel of land may be registered and approved for use as a TPHR unit.

MULTIPLE FAMILY DWELLING UNITS (ATTACHED)

1. Multiple family dwelling units located on a single parcel of land, which are configured in buildings containing two (2) or more dwelling units each, conform to the definition of “multiple family attached unit”. As such, each dwelling unit may be registered and approved for use as a TPHR unit, provided that each unit fully complies with the requirements of the City’s TPHR Ordinances, which includes compliance with minimum on-site parking requirements.
2. Prior to the scheduling of a TPHR first inspection, the applicant submitting a TPHR registration application for the use of multiple family dwelling unit on a single parcel of land shall submit a site plan or other documentation that sufficiently identifies that the dwelling unit will comply with TPHR parking requirements. Additionally, the plot plan or other documentation shall be sufficient to demonstrate that required parking spaces dedicated to the proposed TPHR unit will not create a violation of minimum parking requirements applicable to other dwelling units within the development and **the multiple family dwelling unit development as a whole**.
3. The number of dwelling units within a multiple dwelling unit attached development approved for use as TPHR units shall not exceed the number of dwelling units that are able to comply with TPHR parking requirements without creating a parking violation for other dwelling units or for the development as a whole.

All questions regarding this policy/procedure shall be directed to the Director of Community Services.