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**CONTRA COSTA COUNTY**  
**DEPARTMENT OF CONSERVATION & DEVELOPMENT**  
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TO: Community Advisory Boards

FROM: Aruna Bhat, Deputy Director, Community Development Division  
(by: Francisco Avila, Senior Planner) *FA*

DATE: October 4, 2017

SUBJECT: Short-Term Rental Ordinance Regulatory Options

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Dear Advisory Board Members,

In response to concerns raised that new, state-mandated easing of restrictions on constructing accessory dwelling units could lead to an increase in unauthorized short-term rentals rather than more permanent housing, the Board of Supervisors (Board) has directed the Department of Conservation and Development (DCD) staff to initiate the process of preparing an ordinance which would specifically regulate and permit short-term rental of dwellings. Short-term rentals are defined as those stays less than 30 days in duration.

On September 19, 2017, the Board gave DCD staff initial feedback on which regulatory options should be considered when drafting the ordinance, requesting staff report back after seeking community input. Subject to future discussion following community input, the Board expressed preliminary preference for an option proposed by staff that included the following elements:

1. Consider allowing non-hosted rentals. (Non-hosted rentals do not require the property owner to be present. Hosted rentals require the property owner to occupy the property while the rental occurs.)
2. Consider requiring that the rental unit must be the property owner's principal residence (e.g., prohibit property owners from renting Accessory Dwelling Units on a short-term basis.)
3. Consider 90-day per year limit on all rental units.
4. Noticing of neighbors about ministerial approval of short-term rental activity at a particular property, including contact information of rental unit representative that is responsible for responding to nuisance complaints.
5. Limit the number of vehicles allowed according to the available number of parking spaces provided on-site.

6. The number of beds should set the occupancy limit for the specific rental unit.
7. Consider a Land Use Permit or other discretionary permit for exceptions (e.g., insufficient parking or rental activity greater than 90 days per year).
8. Consider requiring property owners to obtain a business license in order to operate short-term rental properties.
9. Consider requiring performance standards to be met or permit may be revoked.
- 10.No special events (e.g., parties, weddings, etc.)
- 11.Require the collection of a Transient Occupancy Tax on all short-term rental activity.
- 12.Consider requiring a permit to operate. A ministerial (rather than discretionary) permitting approach for standard short-term rentals is being considered, meaning permits would be issued if required standards are met.

As mentioned previously, Board members instructed staff to obtain community feedback on the wide range of potential regulatory options. Attached is a questionnaire which includes various regulatory options commonly found in other ordinances already adopted by other jurisdictions. Please consider the questionnaire at your next meeting and return the completed form by December 31, 2017. Staff is anticipating presenting the questionnaires and staffs findings to the Board at a February 2018, hearing date.

If you have any questions, please feel free to contact me at [Francisco.Avila@dcd.cccounty.us](mailto:Francisco.Avila@dcd.cccounty.us) or (925) 674-7801.

Thank you very much for your consideration of this matter.

Attachment: Short-term rental questionnaire